STANDARD DIRECTIONS IN PRIVATE LAW CHILDREN’S CASES

All Cases.

1. The parties and any representatives shall attend all directions hearings by way of telephone.
2. The default position, unless advised otherwise by the court, is that the hearing will be conducted by means of the BT MeetMe system.
3. Service of court orders in this case shall be effected by electronic email.

**Cases in which at least one party is known to have a lawyer representing them**

1. If represented by a lawyer, the applicant shall be responsible for informing the court office at [cfc.telephonehearing@justice.gov.uk](mailto:cfc.telephonehearing@justice.gov.uk) of (i) the telephone numbers for the parties and their representatives which are to be used for the remote hearing; and, (ii) an email address for each party and representative.
2. The court shall be informed if any of the contact details must remain confidential.
3. If represented by a lawyer, the applicant must confirm the details of the arrangements for the hearing to the other parties by no later than 24 hours prior to the remote hearing taking place.
4. All documents shall be lodged with the court by electronic mail save in exceptional circumstances and any email sent to the court concerning the case shall contain, in the subject line, the case name, the case number and the date of the hearing.
5. If represented by a lawyer, the applicant shall by 1600 hrs on the day before the hearing electronically file a PDF bundle, which must include:
6. A case summary and chronology;
7. A position statement from each party (if one is available in the case of an unrepresented party);
8. The previous orders that are relevant to the remote hearing;
9. All essential documents that the court requires to determine the issues that fall for determination at the remote hearing;
10. A draft order.
11. If it is only the, or a, respondent who is legally represented then the duties in paragraphs 4-8 above shall fall on that respondent – if there is more than one respondent who is represented then the duties are on the first represented respondent (e.g. the father before the guardian).

**Cases in which no-one has a lawyer representing them, or in which a party is unsure if there is a lawyer.**

1. Not less than 24 hours before the hearing each party (e.g. both the mother and the father) shall send the following to the court office by email to [cfc.telephonehearing@justice.gov.uk](mailto:cfc.telephonehearing@justice.gov.uk). You must state the name of the case, its serial number and the date of the hearing in the subject line of your email.
   1. Your telephone number, a landline if you have one, a mobile number if not.
   2. A short document setting out what you want the court to do and why.
   3. A copy of any document which you want the court to look at – for example an important earlier order of the court, a letter from the child’s school etc..
2. If you wish any of your contact details to be confidential, then say so in your email.
3. You will be contacted by the court office and told the detail of the arrangements for the hearing.
4. Even if you have not heard from the court be ready to answer your telephone at the time the hearing is due to start. The hearing may not start promptly for technical reasons, so do not move away from your telephone during the 90 minutes allowed for the hearing.