**In the Family Court Case no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sitting at** Choose an item.

**The Children Act 1989**

**The child[ren]**

|  |  |  |
| --- | --- | --- |
| **Name** | **Gender** | **Date of Birth/ Age** |
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**BEFORE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sitting in private on: CLICK TO SELECT A DATE**

**OF THE COURT’S OWN MOTION**

**Recital:**

Copies of Form CB1 “Making an Application – Children and Family Courts” and Form C2 “Application for an Order or directions in existing proceedings” are available [www.cumbriadfj.info/court-forms](http://www.cumbriadfj.info/court-forms)

**IT IS ORDERED THAT:**

1. The following directions shall apply with respect to email communication by the parties with the Judge or the Court Office in these proceedings:

(i) Applications for case management directions / variation of case management directions must be made by way of Form C2 and the relevant fee paid. Any such application that is not issued on the relevant form together with payment of the relevant fee will not accepted.

(ii) No party shall email the judge direct, save with the express prior permission of the judge. Emails to the Court Office should be exceptional and only where the nature of any such communication cannot be dealt with by way of paragraph 1 above.

(iii) The parties shall *not* email statements, reports, care plans or other documentary evidence to the Judge or the Court Office informally but shall file such evidence with the court in accordance with the directions made by the court and in the manner prescribed by Family Procedure Rules 2010.

(iv) In the rare cases it is necessary for an enquiry to be made of the Judge or the Court Office with respect to the conduct of a case, the parties shall agree the question to be put to the Judge before communicating with the Judge or Court Office. One party only shall email the Judge with the agreed question to be determined, together with each parties’ position.

(iii) When emailing the Judge or Court Office in accordance with the terms of this order, all parties *must* be copied into the email sent to the court.

(iv) The parties shall *not* copy the Judge or Court Office into email communications taking place between the parties concerning the proceedings.

Ordered by:

Dated: **CLICK TO SELECT A DATE**

Notes on Completing this order:

1. A copy of this order can be downloaded from the [www.cumbriadfj.info](http://www.cumbriadfj.info) website. Go to “Info: Professionals” and then “Template Orders”.
2. Please delete any irrelevant paragraphs, including these notes.
3. When completed please:
	1. Select all of the text by pressing [CTRL] + A
	2. Change the colour of all the text to black by Right Clicking on the highlighted text and clicking on the capital A and selecting “Automatic”
	3. With all the text still highlighted, Right Click again and select “Remove Content Control”. This will ‘fix’ all the dropdown boxes in place.
	4. Save the final version of the order.
	5. Upload the order to FPL or send to the Court Office, as appropriate.