

**President's Guidance on the use of Prescribed Documents (Private Law)**

The President will identify documents that are to be in prescribed form from time to time with the object of ensuring that documents filed by the parties and their lawyers comply with the content and standards set out in any prescribed form.

The documents referred to below support the 'Child Arrangements Programme' under Part II of the Children Act 1989.

**Directions on Allocation [CAP01]**

1. The Gatekeeper (as defined in the President's Guidance on Allocation and Gatekeeping (Private Law)) may give directions on allocation, in the following circumstances:
  - i. where it appears to the Gatekeeper(s) that the Applicant has not attended a MIAM or that the reason for not attending a MIAM is obviously not satisfactory, the Gatekeeper(s) can direct the Applicant to attend a MIAM before the FHDRA;
  - ii. where it appears that an urgent issue requires determination, the Gatekeeper(s) may give directions for an accelerated hearing;
  - iii. Exceptionally, where it appears that directions need to be given for the service and filing of evidence, the Gatekeeper(s) may give directions for the filing of evidence.
2. The Directions on Allocation will be given on form CAP01.

**Order at FHDRA [CAP02]**

3. If the proceedings do not conclude with agreement or final order at the FHDRA, the Judge or Magistrates conducting the FHDRA or other first hearing will give directions on Form CAP02.
4. In the Order CAP02, judge will identify and record on the face of the Order
  - a. compliance with the requirement for MIAM;
  - b. that alternative dispute resolution services have been considered and/or directed;
  - c. the timetable for the proceedings for that child, including the listing of a DRA (Dispute Resolution Appointment);
  - d. recitals setting out the issues in the case which require to be determined, and the respective positions of the parties;
  - e. reason(s) for any decision in summary, including where a *section 7* report has been ordered, or permission granted for an expert to be instructed, by reference to the benefits and detriments to the welfare of the child identified by the court;
  - f. the date, time and venue of the next hearing.

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