

### **President's Guidance on the Use of Prescribed Documents (Public Law)**

1. This guidance is issued by the President of the Family Division in accordance with PD 12A (PLO 2014).
2. 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 identification of prescribed forms is additional to and not in place of the forms which are referred to in PD 5A which supports FPR 5.1.
3. The documents referred to below support PD 12A (PLO 2014): Care, Supervision and other Part IV Proceedings: Guide to Case Management.

### **Standard Directions on Issue and Allocation (SDO)**

4. The gatekeeper(s) as defined in the President's Guidance on Allocation and Gatekeeping for Care, Supervision and other Proceedings under Part IV of the Children Act 1989 (Public Law) will give standard directions which shall include all those matters set out in the prescribed form of Standard Directions on Issue and Allocation Order (SDO).

### **Local Authority Case Summary**

5. The legal representative for the local authority applicant shall file and serve a case summary in the form agreed from time to time with their local Designated Family Judge.

### **Case Management Order (CMO)**

6. The court will give directions at an urgent preliminary Case Management Hearing (where one is held), the Case Management Hearing (CMH) and Further Case Management Hearing (FCMH) (where one is held) and at the Issues Resolution Hearing (IRH) in the prescribed form of Case Management Order (CMO) which includes the information that is to be recorded by the court on the Care Monitoring System (CMS).
7. At the CMH, and no later than at the FCMH (where one is held), the court will identify and record on the face of the CMO the Timetable for the Child and the Timetable for Proceedings for that child, which shall be a maximum of 26 weeks unless extended.

8. The recitals to the CMO shall contain the following, which will be announced in court:
  - a) The main reason for the grant or refusal of any adjournment and for the grant or refusal of permission for an expert to be appointed together with a short explanation of the reason for the same and the impact which the decision will have on the welfare of the child.
  - b) The reasons for the Timetable for the Proceedings being extended beyond 26 weeks and the reasons for any decision which has the effect of varying or extending the Timetable (for example, a request for an adjournment, or an additional assessment or expert report which is granted) and a short explanation of the impact which the decision will have on the welfare of the child
9. The recitals to the CMO shall also contain
  - a) the key issues to be determined; and
  - b) the positions of the parties, including the child.
10. The court will give and enforce directions in a form which ensures compliance by the parties with PD 12A (PLO 2014) and the directions given previously by the court in the proceedings, for example, identifying by name on the face of the CMO the lawyer, social worker, children's guardian, expert or party who is to undertake the work in accordance with each direction of the court and the timetable for the same.