

Example of a Witness Statement

IN THE FAMILY COURT SITTING AT LONDON  
IN THE MATTER OF THE CHILDREN ACT 1989  
AND IN THE MATTER OF THE CHILD: Childs Name (Date  
of Birth)

Statement for: (Applicant/Respondent)

Witness: Name of Witness

Statement No:

Made: Date

Case No: \_\_\_\_\_

BETWEEN :

Applicant

-and-

Respondent

STATEMENT ON BEHALF OF THE APPLICANT

I (Name of Applicant), of (Address) make this statement in support of my application for a Child Arrangements Order.

1. Information regarding back ground information to the situation.
2. Brief summary of what has arisen to bring the current situation to court.
3. What the applicant is applying for and why
4. Any additional information that may support the above application
5. Any summary of the above and outline what outcome the applicant would like to see from the court.

I (the applicant) BELIEVE THE FACTS STATED IN THIS STATEMENT ARE TRUE

[SIGNATURE]

Name

[DATED]

Example of an Exhibit Sheet

IN THE FAMILY COURT SITTING AT LONDON  
IN THE MATTER OF THE CHILDREN ACT 1989  
AND IN THE MATTER OF THE CHILD: Childs Name (Date  
of Birth)

Statement for: (Applicant/Respondent)

Witness: Name of Witness

Statement No:

Made: Date

Case No: \_\_\_\_\_

BETWEEN :

Applicant

-and-

Respondent

EXHIBIT 'XXX'

I (Name of Applicant/Respondent/Witness), of (Address) am the Applicant/Respondent/Witness in these proceedings. I DECLARE that the documents attached comprise Exhibit 'XXX' referred to in my (number) witness statement, dated (date)

Signed:

Printed:

Date:

**Example copy of a Child Arrangements Order issued following a First  
Hearing Dispute Resolution Appointment**

*Order at FHDRA/Directions – Child Arrangements Programme*



**In the Family Court**

**Case No** XXXXXX

**Sitting at Central Family Court**

The Child Arrangements Programme applies to any dispute between separated parents and families about arrangements concerning children.

**The Children Act 1989 – Child Arrangements Programme**

**THE CHILDREN**

Names	Girl / Boy	Dob.
XXXXXX	Boy	XXXXXX

**Order – First Hearing Dispute Resolution Appointment (FHDRA) / Directions**

(CAP02)

**BEFORE** XXXXXX  
**SITTING IN PRIVATE ON** XXXXXX

The First Hearing Dispute Resolution Appointment is an opportunity to reach an understanding and agreement which can be made into a binding order.

**1. THE PARTIES**

The applicant father is XXXXXX  
The respondent mother is XXXXXX

**2.** The child is living with both parents

**3. NOTICE**

Today's hearing is on notice.

This means both parties have been made aware of the application. Without notice or ex parte means only one party is before the judge.

**4. REPRESENTATION AT THIS HEARING**

The parties appeared before the Court as follows:

Party/Name	In Person	Counsel/Solicitor/ Advocate	Contact telephone & email address
Applicant	XXXXXX	XXXXXX (Counsel)	XXXXXX

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Respondent(s) Yes - -

**The names set out in paragraph 4 are not to be disclosed in public without the permission of the court.**

This is a full-time judge who sits in the county courts or district registries of the High Court

**5. ALLOCATION / TRANSFER**

The proceedings are today allocated to be heard by a District judge

**6. CAFCASS / CAFCASS Cymru / Local Authority**

The court has decided that a CAFCASS / CAFCASS Cymru investigation and report is not required in this case at this moment.

**7. THE APPLICATIONS**

a. The applicant has applied for a Child Arrangements Order on 1st January 2015

**8. SAFEGUARDING CHECKS**

CAFCASS will seek information from local authorities and carry out police checks on the parties and conduct interviews.

a. The safeguarding checks by CAFCASS/CAFCASS Cymru are not complete.

**9. TODAY'S HEARING**

a. Today's hearing has been listed as a FHDRA.

**10. TIMETABLE FOR THE CHILD**

The key dates and events in the timetable for the child are:

a. XXXXXX

The timetable should seek to resolve the dispute as soon as safe and possible in the interests of the child.  
The judge should have regard to the impact of the timetable on the welfare and development of the child and pay attention to key dates and events for the child e.g. the child's birthday, start of school and any proposed change in school.

**11. KEY ISSUES**

A. The issues about which the parties are agreed are:

a. XXXXXX

b. XXXXXX

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- c. XXXXXX
- d. XXXXXX
- e. XXXXXX

Where no final agreement can be reached, the judge must give directions about what has been agreed, what remains to be resolved, the next steps, any interim arrangements and the expected timetable.

**B. The issues which remain to be resolved are:**

- a. XXXXXX
- b. XXXXXX
- c. XXXXXX

**C. The steps planned to resolve the issues are:**

- a. XXXXXX
- b. XXXXXX
- c. XXXXXX
- d. XXXXXX

The court must decide as soon as possible whether a fact finding hearing is necessary to examine any welfare report or assess risk for examples where there are allegations of domestic violence or abuse. This might be necessary if the parties dispute any welfare risks. The judge must give reasons why a fact finding hearing is necessary and state what evidence is needed and give directions.

**12. FACT-FINDING**

The Court, deems a separate fact finding hearing is not necessary in this case because the court does not require such a hearing in order to be able to decide whether to make the orders sought.

**13. OTHER RECITALS**

AND UPON the Mother and the Father agreeing that:

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- (a) They will foster and promote XXXX's relationship with the other and will support and encourage the time XXXX spends with the other
- (b) They will not denigrate the other
- (c) They will each inform the other at the earliest opportunity in the event that XXXX suffers ill health or injury whilst in their care
- (d) Neither will take unilateral steps to change XXXX's school

**THE COURT ORDERS:**

**14. CHILD ARRANGEMENTS**

- a. The arrangements for the child shall be as set out in the schedule to this order.

**15. CASE MANAGEMENT AND OTHER ORDERS / DIRECTIONS**

**a. Safeguarding incomplete:**

CAFCASS / CAFCASS Cymru must write to the court by XXXXXX with the outcome of safeguarding checks when the court will either make an order in the terms agreed by the parties or list the case for further consideration.

- (b) Both parties shall attend a SPIP.

This is a Separated Parents Information Programme which provides advice and support for parents and grandparents following a relationship

- (c) The matter is listed on [ ] for a dispute resolution appointment to deal with the outstanding issues between the parties.

**16. COSTS**

No order as to costs

**17. COMPLIANCE**

- a. No document other than a document specified in this order or sent in

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accordance with the Rules or any Practice Direction shall be delivered by any party without the court's permission.

- b. Any application to vary this order or allocated judge on notice to all parties.
- c. In the event of non-compliance by any person with any order or direction made today, each party shall be responsible for notifying the court of the same, in order to avoid delay.

Dated XXXXXX

**Court address: for filing/communication:** XXXXXX

**Court address: for sending documents/communication:** XXXXXX

**INTERNAL OFFICE USE ONLY**

**TO BE COMPLETED BY THE JUDGE OR LEGAL ADVISOR**

Please record in the table below (using X) whether a substantive order has been made and if so what order or whether no substantive order has been made today.					
No Substantive Order Made					
Substantive Orders Made:					
Child Arrangement Order – Living with C43 (CAL)		Child Arrangement Order – Spending Time C43 (CAST)		Prohibited Steps C43 (PS )	
Specific Issue C43 (SI)		Parental Responsibility C45A		Special Guardianship C43A	
Withdrawn C63		Refused ORDREF		No-Order ORDNOM	