

Flow chart for court filing

Solicitor will send a copy of order to social worker and manager following each hearing setting out dates for when documents are to be filed.



Social worker and manager to enter into their diary key dates for filing and hearings



4 days prior to deadline documents sent to manager for quality assurance and approval.



72 hours prior to dead line for filing documents- documents sent to solicitor and child care paralegals inbox childcareparalegal-mailbox@devon.gov.uk for consideration. In the event that the solicitor with conduct of the case is unavailable for consideration of the documents the paralegal will identify a solicitor who is available to consider the documents.



In the event that the documents are not received by the solicitor on time then the documents may be sent out without being read AND senior management will be notified of delay.



In the event that the social worker knows in advance that the documents that are being ordered to be filed will not be filed on time:

1. The social worker to notify her manger and senior manager immediately
2. Contact the solicitor with conduct of the case or if not available the child care paralegal and request an application to court be made for extension of time and provide details of
 - (a) When the documents will be filed by;
 - (b) Detailed reason for delay, eg parents missed appointments.