**8 day filing procedure for evidence**

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| Social Worker to record orders made at court particularly filing dates for LA evidence. |  | Ensure that the filing and subsequent hearing dates are recorded (**if you cannot meet a deadline – HOS approval will be needed for an extension on a C2 in advance of the due date)**  **NOTIFY LEGAL AND COURT OFFICER IMMEDIATELY** |
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| Block out time in your diary to complete and check your evidence |  | Speak to your manager and agree a day/s when you will complete your evidence |
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| Evidence must be with your Team Manager **8 working days** **before** the filing date. Please **ensure you remove any confidential/3rd party information** |  | Ensure that all other documents are available and ready to be sent to legal i.e. adoption medical report and birth certificates.  Ensure the evidence has been fully Q&A’d. |
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| Statements should be counter signed by Team Managers. Interim Care Plans to be counter signed by **Service Manager** and Final Care Plans by Head **of Service**. Care plans to be sent to SM/HOS **5 working days before filing date** |  | Team Manager or Social Worker to notify SM/HOS business support officer in advance of them receiving a care plan so they can allocate time to check and sign off |
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| Evidence should be sent to Legal **no later than 3 working days** **before** the filing date (if evidence is not received Legal will need to draft a C2 to submit to the court at a cost of £53/£167 |  | Send evidence to the Solicitor, Case worker and the child care legal inbox.  Legal shall upload the evidence to the portal by the due date subject to having received it 3 days prior to the due date |

**Non-compliance with court orders will normally lead to a hearing before the Designated Family Judge, delay to the child’s plan and may lead to a wasted costs order being made against the Local Authority**

Reviewed and Updated 1.3.22