Our Ref: BCT//MatterRef

Your Ref:

Tel: DocOwnerTelephone

**LETTER BEFORE DISCHARGE PROCEEDINGS**

**PLEASE DO NOT IGNORE THIS LETTER**

**TAKE IT TO A SOLICITOR NOW**

Dear [insert parent/parent’s names]

**RE:  *[INSERT NAME OF LOCAL AUTHORITY]* & [*INSERT NAME(S) OF CHILD(REN)*] – LETTER BEFORE PROCEEDINGS**

**DISCHARGE OF CARE ORDER**

I am writing to let you know that that as agreed at (child’s name/s) Child in Care Review on [insert date], Birmingham Children’s Trust on behalf of Birmingham City Council will be applying to the Court to discharge the Care Order that was ordered on [insert date].

We are sending you this letter to explain what discharging the Care Order will mean, to let you know what will happen next and what you need to do.

If the Care Order is discharged, the Council will no longer have any parental responsibility for [insert name/names of children]. They will no longer be Looked After by the Local Authority and there will not be any more Child in Care (CiC) Review meetings for them. Parental responsibility will rest solely with [name those with PR].

We will shortly be applying to the Court for discharge of the Care Order. Before we do that we will be writing to Cafcass so that they can give a view for the Court which will help them to make a decision quickly. The Court will consider the application and will list the matter for an initial hearing. You will be asked to go to the hearing and let the Court know what you think about the application. The Court might ask for further evidence and will then list the matter for a final hearing. It is very important that you attend all the court hearings.

***What you need to do now:***

You should seek independent legal advice to help you understand the process and make sure your views are heard by the Court.. We have included a list of solicitors in Birmingham who have expertise in this area of law with this letter.

You will shortly receive documents in connection with the start of the court proceedings. These are very important, and should be given to your solicitor and brought to court. Your solicitor will be able to explain what the documents mean and what you need to do.

If you have any worries or questions about this letter, please contact the social worker (*name*) or myself on (*Office No).*

Yours sincerely

*[name]*

Team Manager

Local office/service

cc Social Worker [name]

Trust In-house Legal Team

Enc: List of Solicitors