**IN THE WORCESTER FAMILY COURT**

**IN THE MATTER OF (A MINOR), DOB**

**AND IN THE MATTER OF THE CHILDREN ACT 1989**

 **CASE NUMBER:**

**B E T W E E N:-**

 **HEREFORDSHIRE COUNCIL**

 **Applicant**

**-and-**

**INSERT MOTHERS NAME**

 **1st Respondent**

**-and-**

**INSERT FATHER’S NAME**

 **2nd Respondent**

**-and-**

**INSERT CHILD’S NAME**

**-and-**

**(Through their Children’s Guardian)**

 **3rd Respondent**

 **INDEX TO CHECKLIST DOCUMENTS**

**In accordance with Practise Direction 12 A,** CARE, SUPERVISION AND OTHER PART 4 PROCEEDINGS: GUIDE TO CASE MANAGEMENT, I **XXXX** Social Worker of **XXXX** Confirm that I have checked the children’s social care records and confirm that the Local Authority hold the following checklist documents, under category b which will be disclosed on request by any party.

Checklist documents are not to be filed with the court unless the court directs otherwise; and documents older than 2 years before the date of issue of the proceedings are not listed unless reliance is placed on the same in the LA's evidence

|  |  |  |
| --- | --- | --- |
| Evidential Documents | Name of Document | Date |
| * Any Tribunal Documents
* Previous court orders including foreign orders and judgments/reasons
* Any assessment materials relevant to the key issues including capacity to litigate, section 7 and 37 reports
* Single, joint or inter-agency materials (e.g., health and education/Home Office and Immigration
 |  |  |
| Decision Making Documents |  |  |
| * Records of key discussions with the family;
* Key local authority minutes and records for the child;
* Pre-existing Care Plans (e.g. care and support plan, looked after child plan and child protection plan);
* Letters before proceedings;
 |  |  |