



HM Courts &
Tribunals Service

We Are
Group

Child Arrangements Partner Training Pack

HMCTS Digital Support Service

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Introduction to C7 & C100 Child Arrangements

Getting started

Key partner role

As a partner, your role is to support users through the procedural journey of the online form.

You can help by:

- Explaining the steps of the online form,
- Supporting users to gather documentation,
- Supporting the user to explain their application or response,
- Making sure users understand what happens next.

Only qualified professionals (e.g. solicitors or barristers) can offer legal advice or represent at hearings. Users must be supported in completing online and PDF forms, but partners must not give advice to users on what to write.

Legal aid is available in certain circumstances for family law applications. A user needs evidence of domestic abuse or child abuse and must be on a low income with limited savings. Signpost to [Check if you can get legal aid.](#)



Common Input methods found on GOV.UK forms

Select all that apply to you

☐ A different type of chair
For example, a chair with back support

☐ Accessible toilet

☐ Guiding in the building

Your current postcode

[I live outside the UK](#)

Current postcode

CV1

Select an address

[I cannot find the address in the list](#)

Upload a document

When uploading documents, name the files clearly. For example, position-statement.doc. Files must end with JPG, BMP, PNG,TIF, PDF, DOC or DOCX.

Files uploaded

No files uploaded

No file chosen

Multiple choice (radio buttons / checkboxes)

What it is: User selects one or more answers from a list.

Partner tip: Read all options aloud for accessibility. Clarify where multiple selections are allowed.

Free text boxes

What it is: Open fields where users can type explanations, names, or additional information.

Partner tip: Users should explain things in plain language. Offer to type if they dictate and consent.

Drop-down menus

What it is: Click-to-expand menus with a list of predefined options.

Partner tip: Make sure users scroll fully through the list. Explain unfamiliar terms as needed.

File upload

What it is: Users can attach supporting documents.

Partner tip: Check files are in supported formats (PDF, Word, JPEG, etc.). Ensure filenames are clear and professional.

Common Input methods found on GOV.UK forms (continued)



Your date of birth

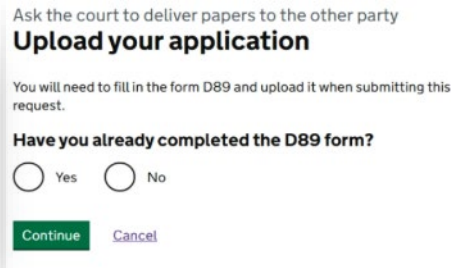
For example, 31 3 2016

Day Month Year

Date Selectors

What it is: Date-picking tools (e.g. calendar pop-ups or input boxes) used for deadlines or decision dates.

Partner tip: Confirm correct format (day/month/year). Cross-check dates in documents to avoid errors.



Ask the court to deliver papers to the other party

Upload your application

You will need to fill in the form D89 and upload it when submitting this request.

Have you already completed the D89 form?

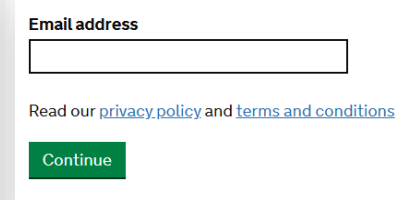
☐ Yes ☐ No

[Continue](#) [Cancel](#)

Yes/No Toggle Questions

What it is: Simple binary questions throughout the form.

Partner tip: Ensure users have read the page fully before they make a decision.



Email address

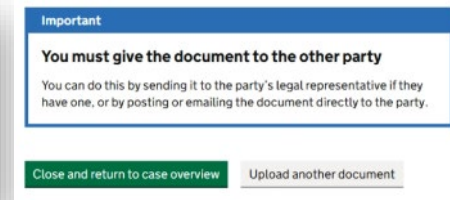
Read our [privacy policy](#) and [terms and conditions](#)

[Continue](#)

Email Verification Fields

What it is: Email entry followed by a confirmation code or verification link.

Partner tip: Ensure users have live access to their email during the session. Offer help navigating between browser tabs if needed.



Important

You must give the document to the other party

You can do this by sending it to the party's legal representative if they have one, or by posting or emailing the document directly to the party.

[Close and return to case overview](#) [Upload another document](#)

Buttons

What it is: Clickable boxes used to take action in the form — e.g. to continue, go back, upload files, save progress, or submit the application or response.

Partner tip: Explain what each button does before clicking. Make sure required fields are completed to avoid errors when clicking “Continue” or “Submit.”

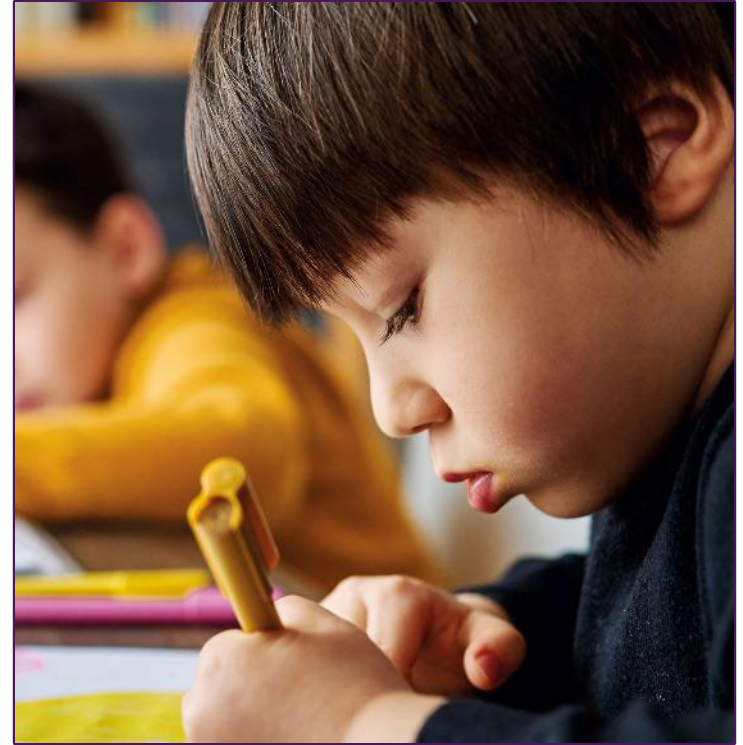
What is Private Family Law?

Private family law is the law that relates to disputes between parents, carers or other family members about children.

Focuses on:

- Where a child lives and who with,
- Who a child spends time with,
- Decisions about schooling, travel, or other issues,
- Preventing certain actions without agreement (e.g. moving abroad).

The court's guiding principle: the welfare of the child is 'paramount' (i.e. it comes before all other considerations).





Non-court dispute resolution and the pre-application protocol

If parents, or other family members, cannot reach an agreement about child arrangements, they cannot just apply to court for an order. Instead, the court expects the adults involved to try other ways of resolving their dispute first – this is known as ‘non-court dispute resolution’ by lawyers.

There is now a pre-application protocol that must **usually** be followed before a C100 application is made. This requires:

- attendance at a mediation information and assessment meeting unless a valid exemption can be claimed,
- exploring/trying one or more forms of non-court dispute resolution unless unsafe or otherwise inappropriate, and
- if court cannot be avoided, informing the court of the efforts made and continuing to try to resolve the dispute at all stages of the court process.

Partner tip

- There can be consequences for people who do not follow the pre-application protocol. If a user is unaware of the pre-application protocol, direct them to the Advicenow guide [What to do before you apply to the family court about your children](#)
- The protocol can be found at [Pre-application Protocol for private law proceedings relating to children](#)

What are child arrangements (C100)?

The C100 is the application form for most private family law applications.

Completed by the **applicant** to start a case. The form covers:

- Details of the children,
- Information about the applicant and respondent(s),
- The type of order being requested (child arrangements, specific issue, prohibited steps),
- Allegations of harm – the online form will automatically generate C1A (allegations of harm) and C8 (confidential contact details, unless the applicant lives in a refuge) applications based on users' answers to questions
- Mediation information and assessment meeting (MIAM) – attendance or reason for non-attendance.



Submitting the C100 begins court proceedings. **Think of it as the “start button”** for private family law – it sets out the issues the court will decide on.

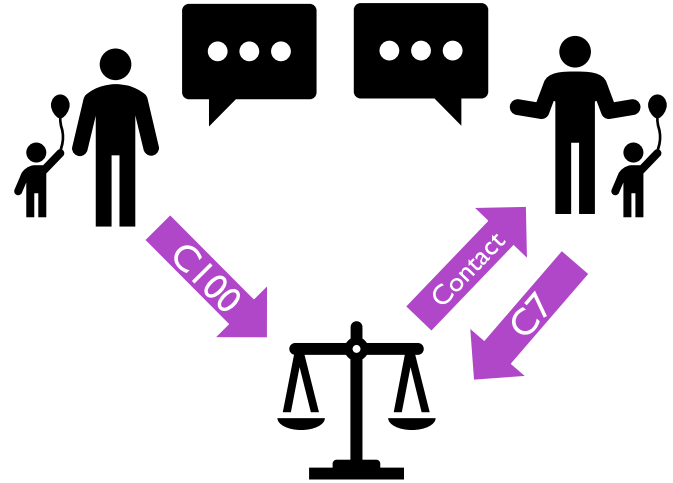
What is the child arrangements Respondent form (C7)?

The C7 is the response form.

Completed by the **Respondent** after they receive the C100. **Think of it as the “reply”** – it provides the court with the Respondent’s position on the application before any hearing.

The form allows the respondent to:

- Agree or disagree with the C100 application,
- Provide their version of events,
- Respond to any allegations - the online form will automatically generate a C1A (response to allegations of harm)
- State what support they need at hearings (e.g. interpreter, reasonable adjustments).



C100/C7 – Save and return

If at any point in the main application or response the user wants to **stop and return later**, they should click the '**Save and come back later**' button shown with the purple arrow on the image to the right.

This will allow them to return to this page when they next access their case and click on the appropriate section.

Partner Tip

- The user will need to log into their account again to return to the case. Make sure they know the importance to remember their details.

The screenshot shows the GOV.UK 'Child arrangements' form. At the top, there's a 'Sign out' link. Below the header, a 'BETA' notice states: 'This is a new service – your [feedback \(opens in a new tab\)](#) will help us to improve it.' A progress bar shows 10 steps: Childs postcode, Parties agreement, Type of order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. The first step is completed. Below the progress bar, there's a '< Back' link and a '▶ Contact us for help' link. The main heading is 'Do you have a written agreement with the other people in the case that you want the court to review?'. Below this, it explains: 'A written agreement between the parties that is made legally binding by the court is called a consent order. If you have a draft consent order, the court will review it and may give approval.' There's a link: 'Find out more about alternative routes of reaching an agreement.' At the bottom, there are two radio buttons: 'Yes' and 'No'. Below the radio buttons are two buttons: 'Continue' (green) and 'Save and come back later' (grey). A large purple arrow points down to the 'Save and come back later' button.



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The C100 (Applicant) journey

The initial application

C100 – Create a HMCTS online account

What happens

Applicants must create a HMCTS online account to access the C100 online form. A valid email address is required to set up the account. The account allows applicants to save progress and return later.

Why it matters

Without an account, the applicant cannot use the online option. Email is the main way HMCTS verifies identity and provides access links.

Partner tip

- Support users in creating an email address if they don't already have one.
- Stress the importance of keeping login details safe and memorable.
- Remind them verification links may expire if not used promptly

The screenshot shows the GOV.UK website interface for creating a new account or signing in. At the top, the GOV.UK logo is visible, followed by a 'BETA' banner and a message: 'This is a new service – your feedback will help us to improve it.' The main heading is 'Create an account or sign in'. On the left, under 'Create an account', there are three input fields for 'First name', 'Last name', and 'Email address', followed by a green 'Continue' button. Below the button are links for 'Read our privacy policy and terms and conditions'. On the right, under 'Already have an account?', there is a link for 'Sign in to your account.' The footer contains links for 'Cookies', 'Cookie preferences', 'Accessibility statement', 'Privacy policy', 'Terms and conditions', and 'Contact us'. It also includes the Open Government Licence v3.0 text and the Royal Coat of Arms with '© Crown copyright'.

C100 – Written agreements

What happens

This section asks if the applicant has a written agreement with the respondent and wants the court to review it.

Why it matters

The court can review an agreement and, if it is approved, the judge can turn it into a legally binding order. This is called a 'consent order' as the people involved have agreed to it. This can save time and enables the case to finish sooner with less conflict.

Partner Tip:

In the journey – this will skip multiple sections, making the application form shorter.
The agreement must be signed and dated by both parties.

The screenshot shows the GOV.UK 'Child arrangements' form. At the top, there's a 'Sign out' link and a 'BETA' notice stating: 'This is a new service - your [feedback \(opens in a new tab\)](#) will help us to improve it.' Below this is a progress bar with 10 steps: 'Childs postcode', 'Parties agreement', 'Type of order', 'Hearing urgency', 'People', 'Other proceedings', 'Safety concerns', 'International elements', 'Court support', and 'Payment'. The first step, 'Childs postcode', is marked with a blue checkmark. A '< Back' link is on the left, and a '> Contact us for help' link is on the right. The main heading is 'Do you have a written agreement with the other people in the case that you want the court to review?'. Below this, it explains: 'A written agreement between the parties that is made legally binding by the court is called a consent order. If you have a draft consent order, the court will review it and may give approval.' There's a link: 'Find out more about alternative routes of reaching an agreement.' At the bottom, there are two radio button options: 'Yes' and 'No'. Below these are two buttons: a green 'Continue' button and a grey 'Save and come back later' button.

C100 – Complete application

What happens

Applicants fill in the C100 online form. Sections include:

- Personal details of the applicant,
- Details of the children involved,
- The type of order being requested,
- Information on safeguarding or welfare concerns,
- Details about MIAM attendance or reason for non-attendance.

These are covered in the next slides.

Why it matters

In many cases this will be the only application, and it forms the legal basis of the case. Accuracy is essential, errors may delay the process or cause confusion or issues later.

Partner tip

- Encourage applicants to have all key details ready before starting.
- Remind them the form can be saved and completed in stages.

The screenshot shows the GOV.UK 'Child arrangements' C100 online form. At the top, there's a 'Sign out' link and a 'BETA' notice stating 'This is a new service - your feedback (opens in a new tab) will help us to improve it.' Below this is a progress bar with 11 steps: Childs postcode, Parties agreement, Type of order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. The 'Type of order' step is currently selected. A 'Contact us for help' link is visible. The main heading is 'Before you start your application'. The text explains that if the user is already involved in proceedings, they should use form C2. It lists three scenarios where form C2 is used: child arrangements application, prohibited steps order, and specific issue order. A section titled 'Check you have the right documents ready' lists requirements: a signed document confirming MIAM attendance (unless a valid reason is provided), a written agreement with the other person in the case (if applying for a consent order), and a help with fees reference number (if applicable). It also states that the application can be saved and uploaded later. At the bottom, it notes that a court fee of £263.00 is required before processing, with a link to 'get help with this payment (opens in a new tab)'. A green 'Start now >' button is at the bottom right.

C100 - Permission to apply

What happens

Some people must get the court's permission before making a C100 application.

This includes:

- Grandparents or other relatives without automatic parental responsibility,
- Some step-parents,
- Anyone restricted from making applications by a previous court order.

Why it matters

- Without permission, their application may be rejected.

Partner tip

- If they are unsure about needing permission, signpost to legal advice.
- Please refer to the CB1 guidance for more information

GOV.UK Child arrangements Sign out

BETA This is a new service – your feedback (opens in a new tab) will help us to improve it. Cymraeg

Childs postcode Parties agreement MIAM Type of order Hearing urgency People Other proceedings Safety concerns International elements Court support Payment

< Back > Contact us for help

Why do you need a permission from the court to make this application? (optional)

Consult [the CB1 guidance](#) if you are not sure if you need permission to apply

Select all that apply

☐ I do not have parental responsibility for the children
parental responsibility means that you are responsible for the children and their property

☐ There is a court order preventing me from making an application without first getting the permission of the court

☐ Another reason

Continue Save and come back later

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C100 – Mediation Information and Assessment Meeting (MIAM)

What happens

Applicants must state whether they have attended a MIAM. If they have, they upload a MIAM certificate, signed by their mediator. If not, they must explain why (e.g. exemptions such as domestic abuse or urgency).

Why it matters

- Attending a MIAM is normally required before applying to court.
- Exemptions allow applicants to proceed without attending a MIAM. Depending on the exemption they want to rely on, they may have to upload evidence (for example of domestic abuse).

Partner tip

- Check if the applicant already has a MIAM certificate signed by their mediator to upload. They may need help scanning

The screenshot shows the GOV.UK 'Child arrangements' application form. At the top, there's a progress bar with steps: Childs postcode, Parties agreement, MIAM, Type of order, Hearing urgency, People, Other proceedings, and Safe contact. The 'MIAM' step is currently selected. Below the progress bar, the heading is 'Attending a Mediation Information and Assessment Meeting (MIAM)'. A sub-heading states: 'A MIAM is a one-off meeting that you must attend by law.' Under 'What happens at a MIAM', it lists: how mediation works, the benefits of mediation, whether mediation is right for you, the likely costs of mediation, if you might qualify for help with the costs of mediation and legal advice, and other options you could use to help you reach an agreement. There's a link to 'Find a local mediator to book a MIAM (opens in a new tab)'. The section 'When you do not have to attend a MIAM' explains that you don't have to attend if you have a valid reason (an exemption), such as if you or the children are at risk of harm, and provides a link to 'Find a list of valid reasons for not attending a MIAM (opens in a new tab)'. It also notes that if you're exempt, you may have to provide evidence to the court. The 'Attending a MIAM' section has a checkbox for 'I understand that I have to attend a MIAM or provide a valid reason for not attending.' with 'Continue' and 'Save and come back later' buttons. The right-hand panel is titled 'MIAM exemptions' and 'Evidence of domestic abuse'. It states: 'You need to give the court evidence of why you cannot attend a MIAM. A party is someone named in this application. It could refer to you, or the other people in the application (the respondents)'. It asks 'What evidence of domestic abuse do you have?' and provides instructions: 'Select the evidence you have to support your claim. If you are unable to provide evidence, you will be able to explain why later.' There are several checkboxes for evidence types: 'The police have been involved', 'A court has already been involved', 'A letter confirming that you or someone who is a party to the application are (or have been) a victim of domestic abuse', 'A letter from a local authority or other agency that confirms a risk of harm', 'A letter from a domestic violence or abuse support service, specialist or organisation', 'You or another party to the application have a letter from the Home Office granting indefinite leave to remain in the UK as a victim of domestic abuse', and 'You have evidence that you or another party to the application have been (or are at risk of being) financially abused by the other party'. There's also a checkbox for 'None of the above'. At the bottom of the right panel are 'Continue' and 'Save and come back later' buttons.

C100 - Type of order requested

What happens

Applicants select the type(s) of order they are applying for. Options include:

- **Child Arrangements Order** (who the child lives with, spends time with),
- **Prohibited Steps Order** (preventing certain actions, e.g. taking a child abroad),
- **Specific Issue Order** (decisions about education, religion, medical treatment, etc.),
- Applicants may request more than one type of order.

Why it matters

- The type of order determines the focus of the court case
- Choosing the wrong order may affect the outcome or delay proceedings.

Partner tip

- Users who've selected that they've made a written agreement will have to upload a copy. The draft consent order should be signed by the applicant and respondent
- Suggest they read the GOV.UK [guidance](#) on each order type for clarity.

The image displays two screenshots of the GOV.UK 'Child arrangements' application process. The left screenshot shows the 'What you are asking the court to do' section, where users select the type of order they want. The right screenshot shows the 'What are you asking the court to do' section, where users select the specific issues they want the court to decide on.

Left Screenshot: What you are asking the court to do

GOV.UK Child arrangements

BETA This is a new service - your feedback (opens in a new tab) will help us to improve it.

Childs postcode Parties agreement Type of order Consent order Hearing urgency People Other proceeding

< Back

What you are asking the court to do

You would like the court to:

- Decide who the children live with and when
- Decide how much time the children spend with each person

This is known as a Child Arrangements Order.

You would like the court to stop the other people in the application:

- Changing the children's names or surname
- Allowing medical treatment to be carried out on the children
- Taking the children on holiday
- Relocating the children to a different area in England and Wales
- Relocating the children outside of England and Wales (including Scotland and Northern Ireland)

This is known as a Prohibited Steps Order.

You would like the court to resolve a specific issue about:

- A specific holiday or arrangement
- What school the children will go to
- A religious issue
- Changing the children's names or surname
- Medical treatment
- Relocating the children to a different area in England and Wales
- Relocating the children outside of England and Wales (including Scotland and Northern Ireland)
- Returning the children to your care

This is known as a Specific Issue Order.

Continue Save and come back later

Right Screenshot: What are you asking the court to do

GOV.UK Child arrangements

BETA This is a new service - your feedback (opens in a new tab) will help us to improve it.

Childs postcode Parties agreement Type of order Consent order Hearing urgency People Other proceeding Safety concerns International elements Court support Payment

< Back

What are you asking the court to do?

Select all that apply

- ☐ Decide who the children live with and when
- ☐ Decide how much time the children spend with each person
- ☒ Stop the other people in the application doing something
For example, moving abroad or about the children
 - ☐ Changing the children's names or surname
 - ☐ Allowing medical treatment to be carried out on the children
 - ☐ Taking the children on holiday
 - ☐ Relocating the children to a different area in England and Wales
 - ☐ Relocating the children outside of England and Wales (including Scotland and Northern Ireland)
- ☒ Resolve a specific issue you are concerned about
For example, what school the children will go to
 - ☐ A specific holiday or arrangement
 - ☐ What school the children will go to
 - ☐ A religious issue
 - ☐ Changing the children's names or surname
 - ☐ Medical treatment
 - ☐ Relocating the children to a different area in England and Wales
 - ☐ Relocating the children outside of England and Wales (including Scotland and Northern Ireland)
 - ☐ Returning the children to your care
If the children have been abducted, unlawfully removed or unlawfully retained

Continue Save and come back later

C100 – Urgent hearings

What happens

- Applicants are asked if their case is **urgent**.
- They must explain why they and/or the **child** is at **immediate risk of harm**.
- The court will ask for details of the urgency and any supporting evidence.

Why it matters

- Urgent cases may be prioritised and listed for an early hearing.

Partner tip

- Handle this sensitively as applicants may be distressed.

The screenshot shows the GOV.UK 'Child arrangements' form. At the top, it says 'GOV.UK Child arrangements' with a 'Sign out' link. Below this is a 'BETA' banner with a message: 'This is a new service – your feedback (opens in a new tab) will help us to improve it.' and a 'Cymraeg' link. A progress bar shows 10 steps: Childs postcode, Parties agreement, Type of order, Consent order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. The first four steps are marked with blue checkmarks, and the fifth step, 'Hearing urgency', is the current step. Below the progress bar are links for '< Back' and '▶ Contact us for help'. The main heading is 'Does your situation qualify for an urgent first hearing?'. The text explains that in many cases the first hearing will take place within 2 months, but the court may agree to an earlier first hearing (urgent hearing) if it is necessary. It gives an example: 'For example, there may be an immediate risk of harm to you or the children.' It also states: 'If you get an urgent hearing, this may not mean that your case will be over sooner, and you may not receive a final decision on your case at this stage.' Below this is a warning icon and text: 'Only ask for an urgent hearing if you have a good reason. The court will only agree to an urgent hearing if they think the situation is critical.' The question 'Do you have a good reason to request an urgent hearing?' is followed by two radio button options: 'Yes' and 'No'. At the bottom are two buttons: 'Continue' (in green) and 'Save and come back later'.

C100 – Applicant details

What happens

Applicants enter their own personal details:

- Name, date of birth, and contact information,
- Current and past addresses,
- Whether they want to keep details confidential.

Why it matters

These details identify the applicant and ensure the court can contact them. Incorrect or incomplete details may delay the case.

Partner tip

- Check if the applicant needs to withhold their contact details for safety reasons.
- If a user wants to keep their contact details (address, e mail address and telephone number) confidential, they can either complete a PDF C8 form (if the user is in a refuge) or by answering the questions during completion of the online form (if not in a refuge).
- If Respondents are aware of the applicant's contact details, they are not confidential. If there are other parties they wish to make their information confidential from, they can.

The screenshot displays the GOV.UK 'Child arrangements' application process. At the top, the GOV.UK logo and 'Child arrangements' title are visible, along with a 'Sign out' link. A 'BETA' banner indicates this is a new service. A progress bar shows steps: Childs postcode, Parties agreement, Type of order, Consent order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. The 'People' step is currently active. Below the progress bar, there are links for '< Back' and '> Contact us for help'. The main heading is 'Enter your name'. The text explains that the applicant and anyone else making the application are known as the applicants, and that other people who will receive the application are known as the respondents. There are input fields for 'First name(s)' and 'Last name(s)', with a note to 'Include all middle names here'. An 'Add another applicant' button is also present. At the bottom, there are 'Continue' and 'Save and come back later' buttons. A pop-up window on the right asks 'Do you want to keep your contact details private from the other people named in the application (the respondents)?'. It provides information about sharing contact details with respondents and offers options to keep details private (Yes) or not (No). If 'Yes' is selected, users can specify which details to keep private: Address, telephone number, and Email, each with a checkbox.

C100 – Respondent details

What happens

Applicants must provide details about the other people involved in the case (respondents).

Information requested includes:

- Name and any previous names,
- Gender identity,
- Date of birth,
- Place of birth,
- Relationship to the child.

Users can select “I don’t know” for some options.

Why it matters

- These details identify the respondent(s) for the court.
- Incomplete or incorrect information can delay the case or affect service of documents.

The screenshot shows the 'Child arrangements' form on the GOV.UK website. At the top, there's a progress bar with 12 steps: 'Childs postcode', 'Parties agreement', 'HMAT', 'Type of order', 'Hearing urgency', 'People' (the current step), 'Other proceedings', 'Safety concerns', 'International elements', 'Court support', and 'Payment'. The 'People' step is highlighted with a blue circle and a checkmark. Below the progress bar, there's a 'Back' link and a 'Contact us for help' link. The main heading is 'Provide details for Example Respondent'. The first section is 'Have they changed their name?', with a subtext: 'For example, through marriage or adoption or by deed poll. This includes first name, surname and any middle names.' There are three radio button options: 'Yes', 'No', and 'Don't know'. The next section is 'Gender', with three radio button options: 'Female', 'Male', and 'They identify in another way'. The third section is 'Date of birth', with three input fields for 'Day', 'Month', and 'Year'. Below these is a checkbox for 'I don't know their date of birth'. The fourth section is 'Place of birth', with a subtext: 'For example, town or city'. There is a text input field for the place of birth and a checkbox for 'I don't know their place of birth'. At the bottom, there are two buttons: 'Continue' (in green) and 'Save and come back later'.

C100 - Details of the children involved

What happens

Applicants provide information about each child in the case, including:

- Full name and date of birth,
- Current living arrangements,
- Relationship to the applicant and to the other party,
- Whether the child has been involved in other court proceedings,
- Decisions they are asking the court to resolve relating to the child,
- Who/where the child/children are currently living and their arrangements (end of the section).

Why it matters

- The court uses this information to understand the child's circumstances.
- Accuracy is vital, mistakes here can delay the case or affect orders made.

Partner tip

- It isn't necessary to have birth certificates or other documents to hand, but it might help.

The screenshot shows the GOV.UK 'Child arrangements' form. At the top, there's a progress bar with 11 steps: Childs postcode, Parties agreement, Type of order, Consent order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. The 'People' step is currently active. Below the progress bar, the title 'Provide details for Example Child' is displayed. The form includes sections for 'Date of birth' (with a date picker set to 31/3/2016), 'Gender' (with radio buttons for Female, Male, and 'They identify in another way'), and a list of decisions to be resolved. The 'Date of birth' section has a 'Continue' button. The 'Gender' section has a 'Continue' button. The 'Which of the decisions you're asking the court to resolve relate to Example Child' section has a 'Continue' button. The form also includes a 'Back' link and a 'Contact us for help' link.

What happens

This section relates to the details of other people who should know about the application. Examples of who this may be are shown in the screenshot to the right of this page.

Why it matters

Other people involved in the child's life may need to be made a party to the proceedings. If this information comes to light later, it can cause delay.

The screenshot shows the GOV.UK 'Child arrangements' application form. At the top, there's a 'GOV.UK' logo and a 'Child arrangements' title. Below that, a 'BETA' banner indicates it's a new service. A progress bar shows steps: Childs postcode, Parties agreement, MIAM, Type of order, Hearing urgency, People (current step), Other proceedings, Safety concerns, International elements, Court support, and Payment. The 'People' step is highlighted with a blue circle. Below the progress bar, there are links for '< Back' and '> Contact us for help'. The main heading is 'Is there anyone else who should know about your application?'. Below this, it says 'For example, you should tell everyone who:' followed by a bulleted list: 'Cares for the children (but is not their parent), including social services if the children are in local authority accommodation (such as foster care or a children's home)', 'Is currently involved in another court case or named in a current court order that concerns the children and is relevant to this application', and 'The child has lived with for at least 3 years prior to this application'. At the bottom, there are radio buttons for 'Yes' and 'No', and two buttons: 'Continue' (green) and 'Save and come back later' (grey).

C100 – Other proceedings

What happens

This section asks if the child has been involved in a court case and if a court order has been made previously to protect the applicant.

Why it matters

- To provide as much information to the court as possible.

Partner tip

- There can be multiple orders - this section covers the details of each order.
- The type of order will have to be provided along with the details of that order.

The screenshot shows the 'Which type of order have you (the applicant) or the children been involved in?' section of the C100 form. It is divided into two parts: 'Child Arrangements Order' and 'Child Arrangements Order 2'. Each part includes a list of order types with checkboxes, a section for 'What date was it made?' (optional), a section for 'Is this a current order?' (optional), and a section for 'What date did it end?' (optional). There are also sections for 'Case number' and 'Which court issued the order?' (optional). At the bottom of each section are 'Continue' and 'Save and come back later' buttons. The 'Add another order' button is at the bottom of the second section.

Which type of order have you (the applicant) or the children been involved in?

Select all that apply to you or the children. If you have specific details, you will be able to provide that information shortly.

☐ A Child Arrangements Order
Section 8 Children Act 1989

☐ Emergency Protection Order

☐ Supervision Order

☐ Care Order

☐ Child Abduction

☐ A contact or residence order made within proceedings for a divorce or dissolution of civil partnership
Section 8 Children Act 1989

☐ A contact or residence order made in connection with an Adoption Order
Section 8 Children Act 1989

☐ An order relating to child maintenance
Schedule 1 Children Act 1989

☐ Financial Order under Schedule 1 of the Children Act 1989

☐ Non-molestation Order

☐ Occupation Order

☐ Forced Marriage Protection Order

☐ Restraining order

☐ Other injunction order

☐ Undertaking in place of an order

☐ Other orders

Child Arrangements Order
Which court issued the order? (optional)

Case number (optional)
For example, BCSDF023456

What date was it made? (optional)
For example, 3/3/2015
Day Month Year

Is this a current order? (optional)
Yes No

What date did it end? (optional)
For example, 3/3/2015
Day Month Year

Does/has a copy of the order? (optional)
Yes No

Child Arrangements Order 2
Which court issued the order? (optional)

Case number (optional)
For example, BCSDF023456

What date was it made? (optional)
For example, 3/3/2015
Day Month Year

Is this a current order? (optional)
Yes No

What date did it end? (optional)
For example, 3/3/2015
Day Month Year

Does/has a copy of the order? (optional)
Yes No

[Add another order](#)

[Continue](#) [Save and come back later](#)

C100 – Safety Concerns

What happens

Applicants are asked about any risks to the child or themselves. This may include:

- Domestic abuse or violence,
- Substance misuse,
- Neglect or other forms of harm,
- Concerns about abduction or international elements.

Allegations may require a **C1A form** attachment if raised later in the case (this is part of the online process but can also be uploaded via PDF form).

Why it matters

- Safeguarding information helps the court prioritise the safety of children and adults.
- Serious concerns trigger specific safeguarding processes.

FL401 - digital support is not available through WA Group for this type of application

Safety concerns

The court needs to know about any violent or abusive behaviour that puts you or the children at risk of harm.

Abusive behaviour

The court needs to know about any violent or abusive behaviour by the other people in this application.

This could be abuse that occurred in the past, or abuse that is happening now.

Abuse is when someone causes you or the children harm or distress.

Harm to a child means ill treatment or damage to the child's health and development. This could include, for example, damage suffered from seeing or hearing the ill treatment of another person.

Abuse could be:

- physical or sexual
- psychological
- emotional
- violent or threatening behaviour
- controlling or coercive behaviour
- economic, meaning that they limit your ability to access, use or maintain money or other property, or acquire goods or services.

It could also take other forms, such as abducting the children.

If you are not sure if their behaviour is abusive, see the guidance on [types of abusive behaviour](#) and the signs of [child abuse](#).

How the court will use this information

The court needs to know about this behaviour, to make sure that any orders are in the best interests of you and the children.

The court will use the information you provide to handle your case correctly.

! The information that you give in this section will also be shared with the other people in this application, so they are able to respond to what you have said.

If you don't feel ready to describe the abuse at this stage

If you don't feel ready to talk about the abuse right now, you can do so when you speak to [Cafcass](#) or [Cafcass Comu](#).

It will not harm your application if you give details of the abuse later in the process.

▶ [How Cafcass can support you in your case](#)

We will now ask you some questions about the abusive behaviour.

Take your time filling in the information and write as much as you feel able to.

[Continue](#) [Save and come back later](#)

Safety concerns

What type of behaviour have the children experienced or are at risk of experiencing?

See the National Society for Prevention of Cruelty to Children (NSPCC) guidance on [spotting the signs of child abuse](#).

Select any options that are relevant to your situation.

- ☐ **Physical abuse**
Behaviour such as punching, choking, kicking or hitting with an object
- ☐ **Psychological abuse**
Being subjected to a situation that leads to anxiety, depression, or post-traumatic stress disorder
- ☐ **Emotional abuse**
Making a child feel unloved, worthless, humiliated or ignored
- ☐ **Sexual abuse**
A child being forced or persuaded to take part in sexual activities, including online. It can be without contact, for example grooming or exploitation
- ☐ **Financial abuse**
Stealing and exploiting a child's money, or using their personal information to obtain funds
- ☐ **Abduction**
A risk of the children being taken away from their caregivers, especially if they are kept abroad
- ☐ **Witnessing domestic abuse**
The child's emotional and mental wellbeing being impacted by domestic abuse in the home
- ☐ **Something else**
Any concerns you have that do not fit into the above categories

[Continue](#) [Save and come back later](#)

C100 – Safety Concerns (continued)

Partner tip

- Handle this section with sensitivity - applicants may find it distressing.
- Encourage them to answer honestly and provide as much detail as they feel able.
- Remind them evidence can be uploaded later to support these concerns.
- Signpost to support services if the applicant is at immediate risk - for example the [FL401](#) non-molestation or occupation order application form (however digital support is not available). For more help and support start by going to [Getting help to get an injunction](#).
- AdviceNow provide guidance [Here](#)

FL401 - digital support is not available through WA Group for this type of application

Safety concerns

The court needs to know about any violent or abusive behaviour that puts you or the children at risk of harm.

Abusive behaviour

The court needs to know about any violent or abusive behaviour by the other people in this application.

This could be abuse that occurred in the past, or abuse that is happening now.

Abuse is when someone causes you or the children harm or distress.

Harm to a child means ill treatment or damage to the child's health and development. This could include, for example, damage suffered from seeing or hearing the ill treatment of another person.

Abuse could be:

- physical or sexual
- psychological
- emotional
- violent or threatening behaviour
- controlling or coercive behaviour
- economic, meaning that they limit your ability to access, use or maintain money or other property, or acquire goods or services.

It could also take other forms, such as abducting the children.

If you are not sure if their behaviour is abusive, see the guidance on [types of abusive behaviour](#) and the signs of [child abuse](#).

How the court will use this information

The court needs to know about this behaviour, to make sure that any orders are in the best interests of you and the children.

The court will use the information you provide to handle your case correctly.

! The information that you give in this section will also be shared with the other people in this application, so they are able to respond to what you have said.

If you don't feel ready to describe the abuse at this stage

If you don't feel ready to talk about the abuse right now, you can do so when you speak to [Callcase](#) or [Callcase Commu](#).

It will not harm your application if you give details of the abuse later in the process.

► [How Callcase can support you in your case](#)

We will now ask you some questions about the abusive behaviour.

Take your time filling in the information and write as much as you feel able to.

[Continue](#) [Save and come back later](#)

Safety concerns

What type of behaviour have the children experienced or are at risk of experiencing?

See the National Society for Prevention of Cruelty to Children (NSPCC) guidance on [spotting the signs of child abuse](#).

Select any options that are relevant to your situation.

- ☐ **Physical abuse**
Behaviour such as punching, choking, kicking or hitting with an object
- ☐ **Psychological abuse**
Being subjected to a situation that leads to anxiety, depression, or post-traumatic stress disorder
- ☐ **Emotional abuse**
Making a child feel unloved, worthless, humiliated or ignored
- ☐ **Sexual abuse**
A child being forced or persuaded to take part in sexual activities, including online. It can be without contact, for example grooming or exploitation
- ☐ **Financial abuse**
Stealing and exploiting a child's money, or using their personal information to obtain funds
- ☐ **Abduction**
A risk of the children being taken away from their caregivers, especially if they are kept abroad
- ☐ **Witnessing domestic abuse**
The child's emotional and mental wellbeing being impacted by domestic abuse in the home
- ☐ **Something else**
Any concerns you have that do not fit into the above categories

[Continue](#) [Save and come back later](#)

What happens

This section covers international elements that could relate to the application. It asks whether:

- Another person is applying for a similar court order outside England and Wales,
- The child lives mainly outside England or Wales,
- Either parent (or another party) lives abroad or plans to move abroad,
- There is a risk of the child being taken overseas without consent.

Why it matters

- It highlights to the court if there are any international elements that could impact the case and that may need to be considered promptly.

The screenshot shows a digital form interface. At the top left is a '< Back' link, and at the top right is a '> Contact us for help' link. The main heading is 'Are the children's parents (or anyone significant to the children) mainly based outside of England and Wales?'. Below this is a subtext: 'For example, this could include a grandparent or another close relative. They may have work, property or school arrangements that are mainly based outside of England and Wales.' There are two radio button options: 'Yes' (which is selected) and 'No'. Below the 'Yes' option is a text input field with the placeholder 'Provide details'. At the bottom, there are two buttons: a green 'Continue' button and a grey 'Save and come back later' button.

C100 – Support at court

What happens

Applicants are asked whether they need support to take part in hearings. This can be for reasonable adjustments such as:

- An **interpreter** or translation services,
- A **hearing loop** or other assistive technology,
- **Accessible formats** (e.g. large print, braille),
- **Adjustments** for disability or mental health needs,
- Extra time or breaks during hearings.

The applicant can also apply for other special arrangements such as:

- Separate areas (waiting rooms, exits, entrances, toilets)
- Pre hearing visit
- Video links

Some of these may need to be approved by a judge.

Why it matters

- Ensures applicants can participate fairly in proceedings.
- Early disclosure helps the court arrange support in advance.

Partner tip

- Support users to note any needs.

The image displays two screenshots of the GOV.UK 'Child arrangements' portal. The left screenshot shows the 'Special arrangements' section, which asks 'Do you or the children need special arrangements at court?'. It includes a list of options for special arrangements, such as 'Separate waiting room', 'Separate exits and entrances', 'Screens so you and the other people in the case cannot see each other', 'Separate toilets', 'Visit to court before the hearing', 'Video links', and 'Other'. The right screenshot shows the 'Reasonable adjustments' section, which asks 'Do you have a physical, mental or learning disability or health condition that means you need support during your case?'. It includes a list of options for reasonable adjustments, such as 'I need documents in an alternative format', 'I need help communicating and understanding', 'I need to bring support with me to a hearing', 'I need something to feel comfortable during a hearing', and 'I need help travelling to, or moving around court buildings'.

C100 - Make payment (help with fees available)

What happens

Applicants must pay the court fee online to submit their C100.

Options include:

- **Debit or credit card payment**
- **Help with Fees (HwF)**
 - A HwF reference number needs to be included if applied for.
 - Applicants can [apply online](#) for HwF or a paper [form EX160](#). Applicants may need to upload financial evidence if applying for HwF.

Why it matters

The application cannot progress without either payment or a HwF application.

The screenshot shows the 'Payment' step of the C100 online application process. At the top, a progress bar indicates the sequence of steps: Childs postcode, Parties agreement, MIAM, Type of order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. The 'Payment' step is currently active. Below the progress bar, there is a '< Back' link and a 'Contact us for help' link. The main heading reads 'You need to apply for help with your child arrangements application fee'. A note states: 'You need to [apply for help with fees \(opens in a new tab\)](#) before you continue with this child arrangements application.' Below this, a text box prompts the user to 'Enter 'C100' when you are asked for your court or tribunal form number.' Another note says: 'After you have applied for help with fees, you will receive a reference number. Add this reference number below to proceed with the child arrangements application.' The section is titled 'Enter your help with fees reference number' and provides an example: 'For example, HWF-A1B-23C'. There is a text input field for the reference number. At the bottom, there are two buttons: 'Continue' (in green) and 'Save and come back later' (in grey).

C100 - Make payment (help with fees available) continued

Partner tip

- Remind applicants to complete the EX160 fully if using HwF
- Explain that HwF decisions may cause delays, but they can still submit with a reference number.
- Encourage applicants to prepare their application thoroughly before applying for HwF as the reference number is only valid for 28 days.
- Encourage applicants to keep proof of payment or their HwF reference safe.

The screenshot shows the C100 online form interface. At the top, a progress bar consists of 12 blue circles, each with a white checkmark, representing the steps: Childs postcode, Parties agreement, MIAM, Type of order, Hearing urgency, People, Other proceedings, Safety concerns, International elements, Court support, and Payment. Below the progress bar, there are links for '< Back' and 'Contact us for help'. The main heading reads 'You need to apply for help with your child arrangements application fee'. A sub-heading states: 'You need to [apply for help with fees \(opens in a new tab\)](#) before you continue with this child arrangements application.' Below this, a text box contains the instruction: 'Enter 'C100' when you are asked for your court or tribunal form number.' Further down, another text box explains: 'After you have applied for help with fees, you will receive a reference number. Add this reference number below to proceed with the child arrangements application.' This is followed by the section 'Enter your help with fees reference number' with an example: 'For example, HWF-A1B-23C'. A text input field is provided for the reference number. At the bottom, there are two buttons: a green 'Continue' button and a grey 'Save and come back later' button.

C100 – Check your answers and Statement of Truth

What happens

- **Check your answers** – the applicant reviews all information entered in the form. They can go back and edit sections if needed.
- **Statement of Truth** – the applicant must confirm that the information they have given is true to the best of their knowledge and they understand giving false information can be treated as contempt of court. This is punishable by a fine or imprisonment (up to two years) or both.

Statement of Truth

Confirm before you submit the application

- !** Proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement verified by a statement of truth without an honest belief in its truth.

Once you submit your application, you cannot make further changes. Select 'Save and come back later' to save your application, or select 'Submit your application' to complete your online application.

☐ I believe that the facts stated in this application are true

This confirms that the information you are submitting is true and accurate, to the best of your knowledge. It's known as your 'statement of truth'.

[Submit your application](#) [Save and come back later](#)

C100 – Check your answers and Statement of Truth continued

Why it matters

- Ensures that the contents of the application are true and accurate before submission.
- The statement carries legal weight – false statements can have serious consequences.

Partner tip

- Encourage applicants to read carefully before confirming.
- Remind them that the statement is a legal declaration.
- **Statement of truth cannot be completed remotely on behalf of a user (a user can do it themselves if they have a device).**

The screenshot shows the 'Check your answers to your C100 application' page on the GOV.UK website. At the top, there's a progress bar with 10 steps, each with a checkmark. The steps are: 1. Check your answers, 2. Check your answers, 3. Check your answers, 4. Check your answers, 5. Check your answers, 6. Check your answers, 7. Check your answers, 8. Check your answers, 9. Check your answers, 10. Check your answers. Below the progress bar, the title 'Check your answers to your C100 application' is followed by a warning icon and text: 'You are about to submit all the information you have provided. Please review your answers before you finish your application.' There are three sections: 1. Location details, 2. Type of application, and 3. Legal representative details. Each section has a 'Save' button on the right.

Statement of Truth

Confirm before you submit the application

- !** Proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement verified by a statement of truth without an honest belief in its truth.

Once you submit your application, you cannot make further changes. Select 'Save and come back later' to save your application, or select 'Submit your application' to complete your online application.

☐ I believe that the facts stated in this application are true

This confirms that the information you are submitting is true and accurate, to the best of your knowledge. It's known as your 'statement of truth'.

[Submit your application](#) [Save and come back later](#)

C100 - Multiple uploads (e.g. draft consent order, MIAM certificate)

What happens

Applicants may be asked to upload supporting documents, for example, a draft consent order, a MIAM certificate **(and any forms needed after service of the initial application)**.

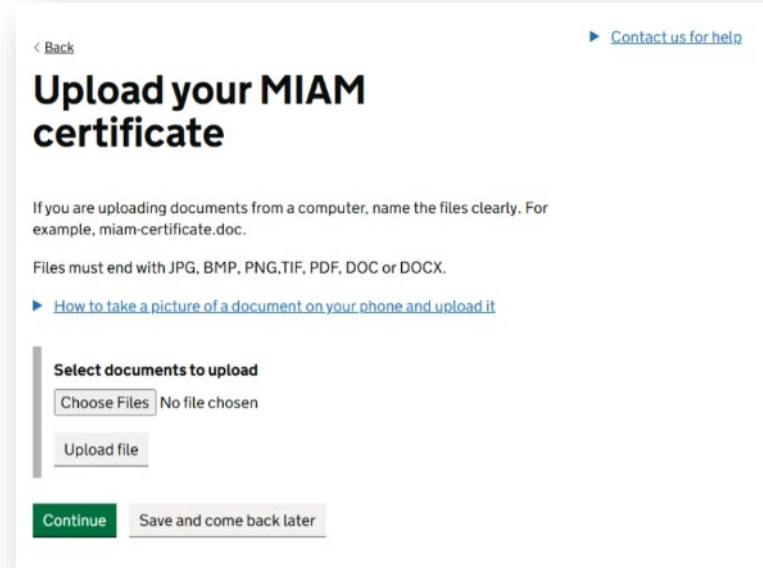
The upload process for documents follows a similar pattern to following a link to an external PDF (sometimes on a different page) with an upload button on the page.

Why it matters

- These documents provide essential evidence to support the application. Missing or unclear uploads may delay proceedings.

Partner tip

- Check files are in acceptable formats (PDF, Word, JPEG) and ensure scans/photos are clear, complete, and named appropriately



The screenshot shows a web interface for uploading a MIAM certificate. At the top left is a '< Back' link, and at the top right is a '> Contact us for help' link. The main heading is 'Upload your MIAM certificate'. Below this, there is instructional text: 'If you are uploading documents from a computer, name the files clearly. For example, miam-certificate.doc.' and 'Files must end with JPG, BMP, PNG, TIF, PDF, DOC or DOCX.' A link 'How to take a picture of a document on your phone and upload it' is provided. The 'Select documents to upload' section contains a 'Choose Files' button (which shows 'No file chosen') and an 'Upload file' button. At the bottom, there are two buttons: a green 'Continue' button and a grey 'Save and come back later' button.

The C7 Respondent Journey

Initial submission

C7 - How Respondents are notified

What happens

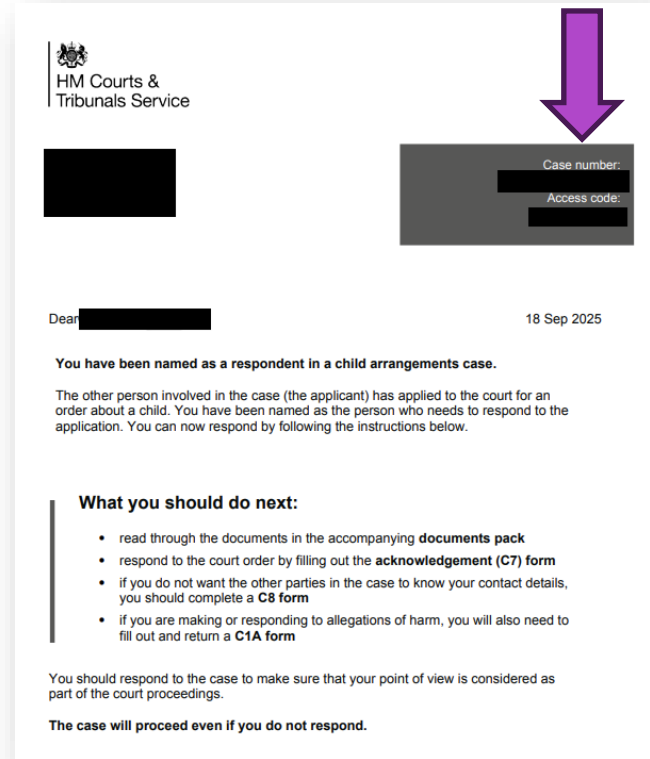
- Respondents are notified of an application via a documents pack via the post.
- The papers include:
 - A letter from the court,
 - A copy of the C100 application and any supporting documents,
 - A 16-digit case number along with an **access code** to allow them to respond online.

Why it matters

- This is the official start of their involvement in the case.
- The case number and access code are needed to access the matter online.
- If users opt to respond via the paper option, it will not be possible to switch to an online route later in the journey.

Partner tip

- Check respondents have received and kept the court letter safely.
- Explain that the access code is unique and must not be shared.
- If they have lost their letter, tell them to contact the court for a replacement.



HM Courts & Tribunals Service

Case number: [redacted]
Access code: [redacted]

Dear [redacted] 18 Sep 2025

You have been named as a respondent in a child arrangements case.

The other person involved in the case (the applicant) has applied to the court for an order about a child. You have been named as the person who needs to respond to the application. You can now respond by following the instructions below.

What you should do next:

- read through the documents in the accompanying **documents pack**
- respond to the court order by filling out the **acknowledgement (C7) form**
- if you do not want the other parties in the case to know your contact details, you should complete a **C8 form**
- if you are making or responding to allegations of harm, you will also need to fill out and return a **C1A form**

You should respond to the case to make sure that your point of view is considered as part of the court proceedings.

The case will proceed even if you do not respond.

C7 - Create HMCTS online account

What happens

Respondents must create an HMCTS online account to respond online. A valid email address is required to set up the account. The account allows users to save progress and return later.

Why it matters

Without an account, the user cannot access the online option. Email is the main way HMCTS verifies identity and provides access links.

Partner tip

- Support users in creating an email address if they don't already have one.
- Stress the importance of keeping login details safe and memorable.
- Remind them that verification links may expire if not used promptly.

The screenshot shows the HMCTS 'Create an account or sign in' page. At the top is the GOV.UK logo and a 'BETA' banner with the text 'This is a new service - your feedback will help us to improve it.' and a 'Cymraeg' link. The main heading is 'Create an account or sign in'. On the left, under 'Create an account', there are input fields for 'First name', 'Last name', and 'Email address', followed by a green 'Continue' button. Below the button is a link to 'Read our privacy policy and terms and conditions'. On the right, under 'Already have an account?', there is a link to 'Sign in to your account'. The footer contains links for 'Cookies', 'Cookie preferences', 'Accessibility statement', 'Privacy policy', and 'Terms and conditions', along with the 'OGL' logo and the text 'All content is available under the Open Government Licence v3.0, except where otherwise stated'. The Royal Coat of Arms and '© Crown copyright' are also present.

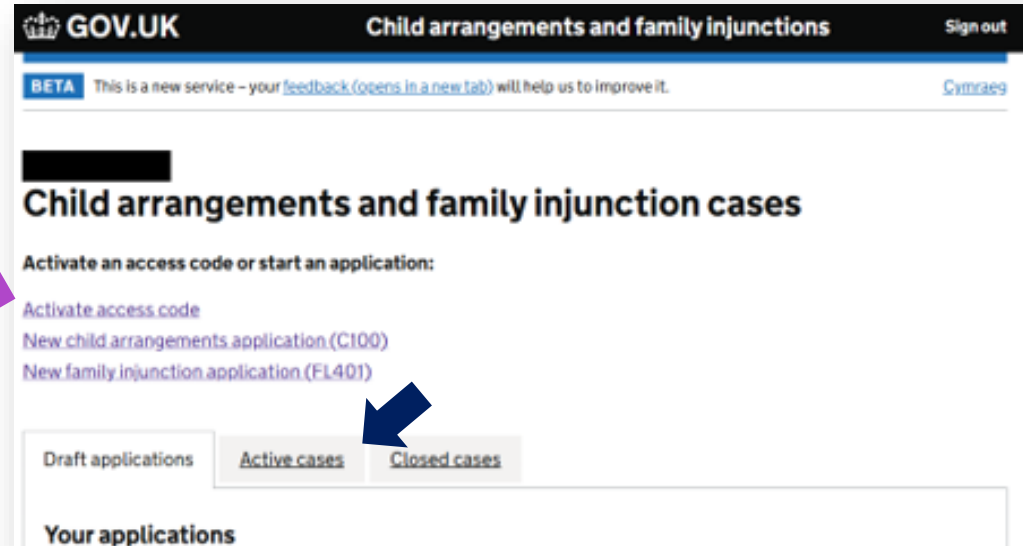
C7 - Where and how to use the access code?

The respondent will receive a pack with a website address, access code and case number.

The user needs to go to the **website address** (located in the documents pack) to access the online system.

To commence the online response journey, click the 'Activate access code' option as shown by the **purple** arrow.

When the case is active it can be later accessed on the tab shown by the **blue** arrow.



C7 - Create account (and create email account if needed)

What happens

- Respondents create a HMCTS online account to access their case.
- An email address is required to register.
- Once the account is set up, they can use it to log in and respond to the application.

Why it matters

- Without an account, respondents cannot respond online.
- The account allows them to access documents, submit responses, and see court updates.

Partner tip

- Support with creating an email account if the respondent doesn't have one.
- Stress the importance of remembering their login details.
- Remind them the account holds sensitive case information, so it must be kept secure.

The screenshot shows the GOV.UK 'Create an account or sign in' page. At the top, there's a 'GOV.UK' header with a crown icon. Below it, a 'BETA' banner states 'This is a new service - your [feedback](#) will help us to improve it.' and a 'Cymraeg' link. The main heading is 'Create an account or sign in'. Under 'Create an account', there are input fields for 'First name', 'Last name', and 'Email address', followed by a green 'Continue' button. A link to 'Read our [privacy policy](#) and [terms and conditions](#)' is provided. On the right, under 'Already have an account?', there is a link to '[Sign in to your account](#)'. The footer contains links for 'Cookies', 'Cookie preferences', 'Accessibility statement', 'Privacy policy', 'Terms and conditions', and 'Contact us'. It also features the 'OGL' logo and the text 'All content is available under the Open Government Licence v3.0, except where otherwise stated', along with the Royal Coat of Arms and '© Crown copyright'.

C7 - Accessing the Case

What happens

- Respondents use the **case number** and **access code** printed in their court letter. This code links their new online account to the specific case. Once entered, they can see the details of the application.

Why it matters

- Without the case number and access code, the respondent cannot access or respond to the case online. It ensures the right person is linked securely to the correct case.

Partner tip

- Encourage respondents to keep their court letter safe.
- Remind them the code is unique and should not be shared with anyone else.
- If the code is lost or doesn't work, tell them to contact the court immediately.

The image displays two screenshots of the GOV.UK 'Child arrangements and family injunctions' service. The top screenshot shows the 'Access your case' page, which prompts the user to enter a 16-digit case number and an 8-character access code. The bottom screenshot shows the 'Case added to your account' confirmation page, displaying the case number 1755 and a redacted access code.

GOV.UK Child arrangements and family injunctions Sign out

BETA This is a new service – your [feedback \(opens in a new tab\)](#) will help us to improve it. Cymraeg

< Back [Contact us for help](#)

Access your case

Access and manage your case using your case number and access code. These will be in the letter, email or pack sent by the court.

Enter your case number
This is a 16-digit number

Enter your access code
This has 8 characters

Save and continue

GOV.UK Child arrangements

BETA This is a new service – your [feedback \(opens in a new tab\)](#) will help us to improve it.

< Back

Case number 1755 [REDACTED]

Case added to your account

The case can now be seen on your child arrangements and family injunction account.

Continue

C7 - Case overview

What is this?

- This is the 'overview page' for Respondents, from here users can take many actions, see case information and download documents.

Partner Tip

- Look out for the status of the sections**
 - 'TO DO'**: Signifies no information has been entered yet.
 - 'READY TO VIEW'**: Signifies information has been entered and can be viewed.
 - 'NOT AVAILABLE YET'**: Signifies the section isn't applicable at the moment.
 - 'OPTIONAL'**: Signifies a choice for the user.

The screenshot shows the 'Child arrangements' case overview page on GOV.UK. The page is for a respondent named 'M [REDACTED]' with case number '1755 [REDACTED]'. The page is divided into several sections, each with a status indicator:

- About you**:
 - [Confirm or edit your contact details](#) (IN PROGRESS)
 - [Contact preferences](#) (TO DO)
 - [Keep your details private](#) (TO DO)
 - [Support you need during your case](#) (OPTIONAL)
- The application**:
 - [Check the application \(PDF\)](#) (READY TO VIEW)
 - [Check the application \(PDF\) in Welsh](#) (READY TO VIEW)
 - [Check the allegations of harm and violence \(PDF\)](#) (READY TO VIEW)
 - [Check the allegations of harm and violence \(PDF\) in Welsh](#) (READY TO VIEW)
 - [Make a request to the court about your case](#) (OPTIONAL)
- Your response**:
 - [Respond to the application](#) (TO DO)
- Your court hearings**:
 - [Check details of your court hearings](#) (NOT AVAILABLE YET)
- Your documents**:
 - [Upload documents, applications and statements](#) (OPTIONAL)
 - [View all documents](#) (READY TO VIEW)
- Orders from the court**:
 - [View all orders from the court](#) (NOT AVAILABLE YET)

On the right side, there is a section titled 'I want to...' with links for: 'What to expect coming to a court or Tribunal', 'Add a legal representative', 'Know more about child arrangements', 'Know more about attending court', 'Check if I am eligible for Legal Aid', 'Find out about The Family Mediation Voucher scheme', 'Find legal advice', 'Read how to represent myself in court', 'Find information about my court', and 'Contact us for help'.

C7 – Respond to the application

What happens

Respondents complete the online C7 response form via the “Respond to application” menu. They access this via the Case Overview screen in the “Your Response” section. They provide similar information to the C100 journey with the key new sections being:

- Agree/disagree with orders requested,
- Responses to allegations (C1A issues) if applicable.

Why it matters

- This is the respondent’s opportunity to set out their side of the case.
- It is particularly important to give clear and comprehensive answers if they have any safety concerns.
- The information provided will be considered by the court.

Partner tip

- Remind them they can save progress and return later.



Diagram illustrating the navigation path: A box labeled "Your response" contains a link "Respond to the application" with a "TO DO" status. A large purple arrow points from this box to the right, indicating the next step in the process.

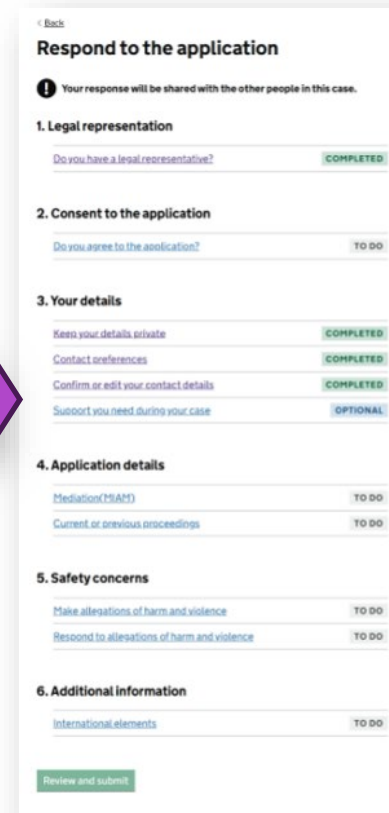


Diagram illustrating the form structure: A screenshot of the "Respond to the application" form. The form is divided into sections, each with a completion status:

- 1. Legal representation**: "Do you have a legal representative?" (COMPLETED)
- 2. Consent to the application**: "Do you agree to the application?" (TO DO)
- 3. Your details**: "Keep your details private" (COMPLETED), "Contact preferences" (COMPLETED), "Confirm or edit your contact details" (COMPLETED), "Support you need during your case" (OPTIONAL)
- 4. Application details**: "Mediation (MIAM)" (TO DO), "Current or previous proceedings" (TO DO)
- 5. Safety concerns**: "Make allegations of harm and violence" (TO DO), "Respond to allegations of harm and violence" (TO DO)
- 6. Additional information**: "International elements" (TO DO)

A "Review and submit" button is located at the bottom of the form.

C7 - Personal details

What happens

Respondents can confirm or edit:

- Name and date of birth,
- Current and past addresses,
- Contact information (phone, email),
- Requests to keep their details private,
- Contact preferences.

Why it matters

- Ensures the court has correct contact details.
- Confidentiality settings protect respondents at risk.

Partner tip

- Encourage double-checking all details for accuracy.
- Stress importance of using “keep details private” if safety a concern.
- Explain changes apply across the whole case.

GOV.UK Child arrangements

BETA This is a new service – your [feedback](#) (opens in a new tab) will help us to improve it.

[Contact us for help](#)

Check your details

Read the information to make sure it is correct, and add any missing details

Name	Mary Richards	Edit
Date of birth	15 February 1985	Edit
Place of birth	London	
Living in refuge	Complete this section	
Address	Complete this section	
Address history		
Phone number	Complete this section	
Email	repondent1@example.net If this information was provided by the applicant it should not be requested to be kept confidential.	

If you do not want to share your contact details with the other party in your case, update the section keep your details private

[Save and continue](#)

Choose contact preferences

You can choose to receive case updates by email or post.

If you receive updates by email, the updates will also be available to view in your dashboard.

This includes updates on:

- court orders
- hearings
- decisions in your case

How would you prefer to be contacted?

Select one of these options.

☐ Digital
All communication from the court will be sent by email.

☐ Post
All communication from the court will be sent by post.

[Save and continue](#)

C7 - Responding to the application

What happens

Respondents set out whether they:

- Agree with the orders requested,
- Disagree and want different arrangements,
- Wish to propose alternatives (e.g., different living/contact patterns).

Why it matters

- This is the respondent's opportunity to state their position on the case.
- The court uses this to identify the issues in dispute.

Partner tip

- Support users to enter their reasons.
- Encourage users to save progress and review their wording before submission.

The screenshot shows the GOV.UK 'Child arrangements' application form. At the top, it says 'GOV.UK' and 'Child arrangements'. Below that, a 'BETA' banner states: 'This is a new service – your [feedback](#) (opens in a new tab) will help us to improve it.' There are links for '< Back' and 'Contact us for help >'. The main heading is 'Your understanding of the application'. The first question is 'Do you agree to the application?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below this is a text box labeled 'Give your reasons for not consenting to the application.' containing the text 'XYZ'. The next question is 'When did you receive the application?' with a note 'For example, 27 3 2007'. It has input fields for 'Day' (27), 'Month' (3), and 'Year' (2025). The following question is 'Does the applicant need permission from the court before making applications?' with radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. Below this is a text box labeled 'Provide details of the court order in place.' which is currently empty. At the bottom, there is a 'Continue' button.

C7 - Support needs

What happens

- Respondents are asked about support they may need at hearings, including:
 - Interpreter or translation services,
 - Hearing loop or accessible formats,
 - Adjustments for disabilities or vulnerabilities,
 - Special measure for users to feel safe at court.

Why it matters

- Ensures respondents can participate fully, safely and fairly in proceedings.

Partner tip

- Encourage Respondents to note their needs.
- Remind them to update this if circumstances change.

Support you need during the case

Tell us if you need support

Some people need support during their case. This includes if a case goes to court.

You can ask for:

- language requirements, for example if you need an interpreter in a particular language
- support for people with a health condition or disability (known as 'reasonable adjustments'), for example access and mobility needs
- special arrangements for you to feel safe at court, for example a separate waiting room

Requesting support

 [Contact the court \(opens in a new tab\)](#) if you have a hearing within 2 days and you need support.

Support before a court hearing

If you need support before a hearing, you can ask for it at any point during your case. For example, if you need documents in an alternative format like braille.

Support at a court hearing

If you're asked to attend a hearing, you can ask for support if you need help to take part. We'll let you know if you need to attend and you can tell us what support you'll need.

Support for somebody else

If somebody else who's also attending the hearing needs support, you can [contact the court \(opens in a new tab\)](#).

What happens next

Once you've submitted your request for support, it'll be reviewed by HMCTS staff or a judge. We'll contact you if we need more information.

[Start now >](#)

C7 - Safety concerns

What happens

Respondents are asked if they have any **safety concerns** about:

- The children involved in the case,
- Themselves or other adults in the case.

Types of concerns include:

- Domestic abuse (physical, sexual, emotional, economic (including financial), coercive and controlling behaviour),
- Child abuse or neglect (or risk of),
- Substance or alcohol misuse,
- Mental health concerns,
- Threats/risk of abduction.

Respondents can provide details and upload supporting evidence later.

Why it matters

- It will help the court consider any risks to the user or the children.
- Safety concerns shape safeguarding checks (Cafcass or local authority).
- May affect the type of hearings or timetabling and any special measures (e.g. needing separate waiting areas).

The screenshot shows a digital form titled "Safety concerns". The text explains that the court needs to know about any violent or abusive behaviour that puts the user or their children at risk of harm. It defines "Abusive behaviour" as any violent or abusive behaviour by other people in the application, which could be past or present. It further defines "Abuse" as causing harm or distress to a child, which includes treatment or damage to the child's health and development, such as seeing or hearing the treatment of another person. A list of possible abuse types is provided: physical or sexual, psychological, emotional, violent or threatening behaviour, controlling or coercive behaviour, and economic (limiting ability to acquire, use or maintain money or other property, or acquire goods or services). It also notes that abuse can take other forms like abducting children. A note states that if the user is not sure if their behaviour is abusive, they should refer to the guidance on "types of abusive behaviour" and "signs of child abuse". The section then explains "How the court will use this information", stating that the court needs to know about the behaviour to make sure that any orders are in the best interests of the user and the children, and that the court will use the information to handle the case correctly. A warning icon indicates that the information provided will also be shared with the other people in the application, so they can respond to what was said. There is a section for "If you don't feel ready to describe the abuse at this stage", which says that if the user isn't ready to talk about the abuse now, they can do so when they speak to Cafcass or Cafcass Cymru, and that it won't harm their application if they provide details later. A link "How Cafcass can support you in your case" is provided. The form concludes by stating that the court will now ask some questions about the abusive behaviour and asks the user to take their time filling in the information and write as much as they feel able to. A green "Continue" button is at the bottom.

Safety concerns

The court needs to know about any violent or abusive behaviour that puts you or the children at risk of harm.

Abusive behaviour

The court needs to know about any violent or abusive behaviour by the other people in this application.

This could be abuse that occurred in the past, or abuse that is happening now.

Abuse is when someone causes you or the children harm or distress.

Harm to a child means ill treatment or damage to the child's health and development. This could include, for example, damage suffered from seeing or hearing the ill treatment of another person.

Abuse could be:

- physical or sexual
- psychological
- emotional
- violent or threatening behaviour
- controlling or coercive behaviour
- economic, meaning that they limit your ability to acquire, use or maintain money or other property, or acquire goods or services.

It could also take other forms, such as abducting the children.

If you are not sure if their behaviour is abusive, see the guidance on [types of abusive behaviour](#) and the signs of [child abuse](#).

How the court will use this information

The court needs to know about this behaviour, to make sure that any orders are in the best interests of you and the children.

The court will use the information you provide to handle your case correctly.

1 The information that you give in this section will also be shared with the other people in this application, so they are able to respond to what you have said.

If you don't feel ready to describe the abuse at this stage

If you don't feel ready to talk about the abuse right now, you can do so when you speak to Cafcass or Cafcass Cymru.

It will not harm your application if you give details of the abuse later in the process.

[How Cafcass can support you in your case](#)

We will now ask you some questions about the abusive behaviour.

Take your time filling in the information and write as much as you feel able to.

[Continue](#)

C7 – Mediation information and assessment meeting (MIAM)

What happens

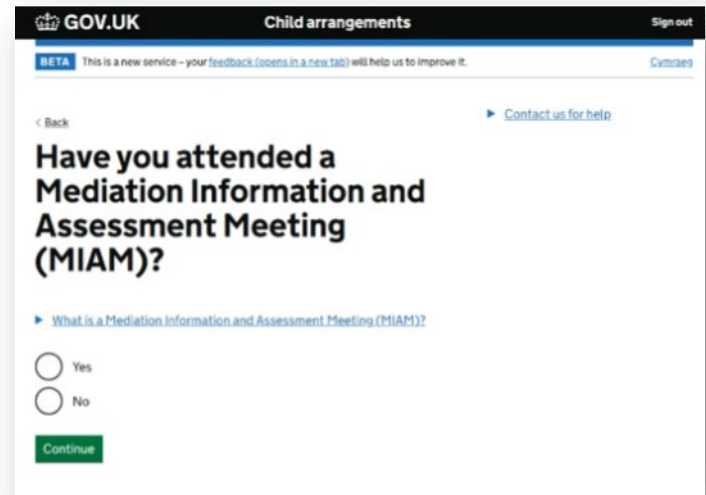
Respondents are asked if they have attended or if they are willing to attend a MIAM.

Why it matters

- Applicants are normally required to attend a MIAM before applying to court. Respondents should also attend.
- Exemptions exist to allow non-attendance in certain circumstances – for both applicants and respondents.
- If a respondent has attended a MIAM, the mediator may have determined mediation is not suitable and may have provided a certificate.

Partner tip

- Check if the respondent already has a MIAM certificate to upload. They may need help scanning it.



The screenshot shows the GOV.UK 'Child arrangements' service. At the top, there's a header with the GOV.UK logo, 'Child arrangements', and a 'Sign out' link. Below the header, a blue bar indicates 'BETA' and provides feedback information. The main content area has a title 'Have you attended a Mediation Information and Assessment Meeting (MIAM)?' and a link for 'What is a Mediation Information and Assessment Meeting (MIAM)?'. There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is at the bottom.

C7 – Responding to allegations of harm and violence

What happens

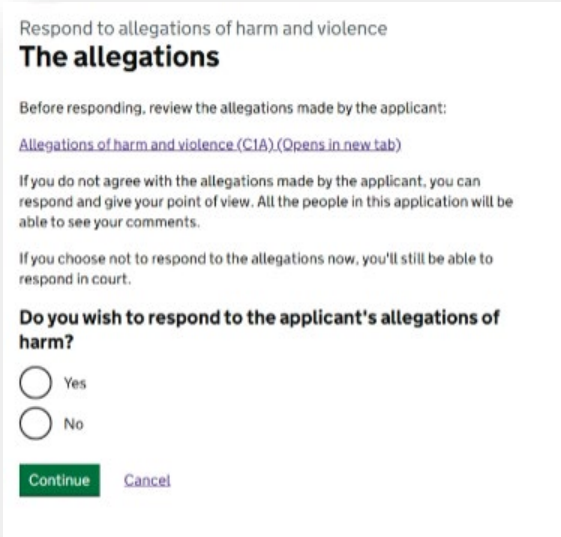
- Respondents can review any allegations of harm and violence made in the C100 (e.g., domestic abuse, safeguarding issues)
- They can reply to each allegation and provide their own account.
- Supporting evidence can be uploaded later.

Why it matters

- It will help the court consider any risks.

Partner tip

- Handle with sensitivity as this section may be distressing.
- Remind them evidence can be provided later to support their replies.



Respond to allegations of harm and violence

The allegations

Before responding, review the allegations made by the applicant:

[Allegations of harm and violence \(CIA\)](#) (Opens in new tab)

If you do not agree with the allegations made by the applicant, you can respond and give your point of view. All the people in this application will be able to see your comments.

If you choose not to respond to the allegations now, you'll still be able to respond in court.

Do you wish to respond to the applicant's allegations of harm?

☐ Yes

☐ No

[Continue](#) [Cancel](#)

C7 – Check your answers and Statement of truth

What happens

- **Check your answers** – respondents review all information entered in the form. They can go back and edit sections if needed. This is their last chance to amend before submitting.
- **Statement of truth** – respondents must confirm that the information they have given is true to the best of their knowledge and they understand giving false information can be treated as contempt of court. This is punishable by a fine or imprisonment (up to two years) or both.
- They can download the draft of their response.

Why it matters

- Ensures accuracy and honesty before submission.
- The statement of truth carries legal weight, and false statements can have serious consequences.

Partner tip

- Encourage respondents to read carefully before confirming.

The image displays two overlapping screenshots from the GOV.UK 'Child arrangements' application process.

The background screenshot is the 'Check your answers for the response' page. It includes a warning that the response will be shared with other people in the case. It lists sections for review: 1. Legal representation (with a dropdown for 'Will you be using a legal representative to respond to the application?'), 2. Consent to the application (with a dropdown for 'Do you agree to the application?'), and 3. Your details (with a dropdown for 'Do the other people named in this application (the applicants) know any of your contact details?'). At the bottom, there is a section to 'Confirm or edit your contact details' with a name field showing 'Mary Richards'.

The foreground screenshot is the 'Statement of truth' page. It features a warning icon and text: 'Proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement verified by a statement of truth without an honest belief in its truth.' Below this, it states: 'Once you submit your response, you cannot make any further changes. Please select "Submit your response" to complete your online response. You can download a copy of your submitted response using the link below.' There is a checkbox for 'I believe that the facts stated in this response are true'. A confirmation statement follows: 'This confirms that the information you are submitting is true and accurate, to the best of your knowledge. It's known as your "statement of truth".'

Below the statement of truth is a green box that says 'Response submitted successfully' and displays the 'Case number 1755251277076422'. At the bottom, it lists 'By submitting this response you have completed the following:' followed by 'Your response to the application'. A 'What happens next' section lists: 'The court will consider your response at the first hearing.', 'If a hearing has not been listed yet, the court will consider your response after Cafcass has provided a safeguarding letter.', and 'If you have informed the court that you need specific adjustments to take'.

Common screens and functions

C100 & C7

C100/C7 - Case overview

What is this?

- This is the 'overview page', from here users can take many actions, see case information and download documents.

Partner Tip

- Look out for the status of the sections**
 - 'TO DO'**: Signifies no information has been entered yet.
 - 'READY TO VIEW'**: Signifies information has been entered and can be viewed.
 - 'NOT AVAILABLE YET'**: Signifies the section isn't applicable at the moment.
 - 'OPTIONAL'**: Signifies a choice for the user.

The screenshot shows the 'Child arrangements' case overview page on GOV.UK. The page is for a user named 'M [redacted]' with case number '1755 [redacted]'. It lists various sections with their current status:

- About you**:
 - Confirm or edit your contact details: **IN PROGRESS**
 - Contact preferences: **TO DO**
 - Keep your details private: **TO DO**
 - Support you need during your case: **OPTIONAL**
- The application**:
 - Check the application (PDF): **READY TO VIEW**
 - Check the application (PDF) in Welsh: **READY TO VIEW**
 - Check the allegations of harm and violence (PDF): **READY TO VIEW**
 - Check the allegations of harm and violence (PDF) in Welsh: **READY TO VIEW**
 - Make a request to the court about your case: **OPTIONAL**
- Your response**:
 - Respond to the application: **TO DO**
- Your court hearings**:
 - Check details of your court hearings: **NOT AVAILABLE YET**
- Your documents**:
 - Upload documents, applications and statements: **OPTIONAL**
 - View all documents: **READY TO VIEW**
- Orders from the court**:
 - View all orders from the court: **NOT AVAILABLE YET**

On the right side, there is a section 'I want to...' with links to various resources like 'What to expect coming to a court or Tribunal', 'Add a legal representative', 'Know more about child arrangements', 'Know more about attending court', 'Check if I am eligible for Legal Aid', 'Find out about The Family Mediation Voucher scheme', 'Find legal advice', 'Read how to represent myself in court', 'Find information about my court', and 'Contact us for help'.

C7 Example

C100/C7 - Edit 'about you' options

What happens

Users can confirm or edit:

- Name and date of birth,
- Current and past addresses,
- Contact information (phone, email),
- Requests to keep their details private,
- Contact preferences.

Why it matters

- Ensures the court has correct contact details.
- Confidentiality settings protect both Applicants and Respondents at risk.

Partner tip

- Encourage double-checking all details for accuracy.
- Stress importance of using “keep details private” if safety is a concern.
- Explain changes apply across the whole case.

GOV.UK Child arrangements

BETA This is a new service – your [feedback](#) (opens in a new tab) will help us to improve it.

[< Back](#) [Contact us for help](#)

Check your details

Read the information to make sure it is correct, and add any missing details

Name	Mary Richards	Edit
Date of birth	15 February 1985	Edit
Place of birth	London	Edit
Living in refuge	Complete this section	Edit
Address	Complete this section	Edit
Address history		Edit
Phone number	Complete this section	Edit
Email	repondent1@example.net If this information was provided by the applicant it should not be requested to be kept confidential.	Edit

If you do not want to share your contact details with the other person in the case, update the section keep your details private

[Save and continue](#)

View updates (e.g., hearing details)

What happens

Users can log in to see case updates, including:

- Hearing dates and times,
- Court directions,
- Orders issued by the judge.

Why it matters

Updates may contain deadlines or instructions, missing an update may delay the case or risk issues of non-compliance.

Partner tip

- Remind users to check their account regularly.
- Encourage them to save or print important notices.
- Help them understand where to look for updates on the case screen.

Your court hearings

[Check details of your court hearings](#)

READY TO VIEW

Your court hearings

Case number 1755251277076422

Your future hearings

[Support you need during your hearing](#)

[Ask to delay or cancel a hearing date](#)

Your next hearing

Dates	02 October 2025
Length of hearing	1 day
Hearing method	In Person
Day 1	
Hearing date	Thursday, 2 October 2025
Start time	10:00 am Make sure you arrive at least 30 minutes before the start of the hearing
Hearing duration	2 hours
Judge name	
Venue	Swansea Civil And Family Justice Centre
Address	Caravella House, Quay West, Quay Parade, SA1 1SP
Room	Courtroom 01

[Close and return to case overview](#)

Upload documents

What happens

Users may want to add further evidence, such as:

- Witness statements,
- Expert reports,
- School or medical letters,
- Photographs or other supporting files.

Why it matters

Evidence may support their case and may help the court make decisions. Missing or unclear documents can delay the process.

Partner tip

- Check that files are clear, complete, and in the correct format (PDF, Word, JPEG).
- Encourage users to use clear file names
- Remind them they can return and upload more if needed.

The screenshot shows a web form titled 'Upload documents' with a sub-header 'Select the type of document'. Below the header, a note states: 'The court will tell you in a letter or email which documents or material you need to submit.' The form is divided into three main sections: 'Witness statements and evidence', 'Applications', and 'Expert reports'. Each section contains a list of document types with corresponding links. The 'Other documents' section is partially visible at the bottom.

Witness statements and evidence
Your position statement
Your witness statements
Other people's witness statements
Emails, screenshots, images and other media files
Medical records
Letters from school
Tenancy and mortgage agreements

Applications
Submit an application
Previous orders submitted with application

Expert reports
Medical reports
Paternity test reports
Drug and alcohol tests (toxicology)
Police reports

Other documents
Statement of position on non-court dispute resolution (NCDR) form (FMS)
Other documents

View documents

What happens

Users can see documents they've submitted, as well as:

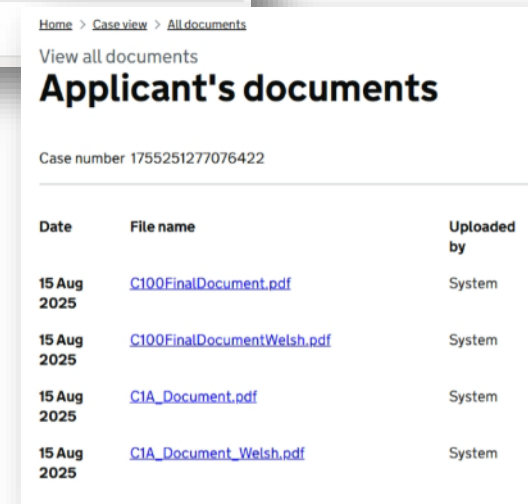
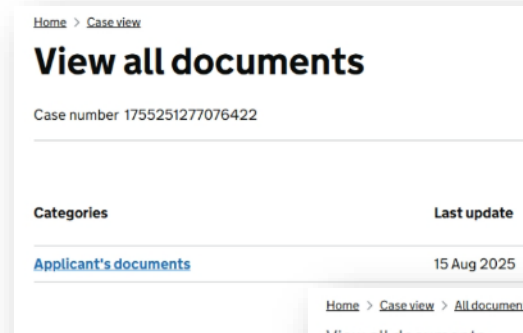
- Application packs,
- Court orders,
- Other uploaded case material.

Why it matters

Allows users to confirm their submissions were received. Helps them track what the court has already shared.

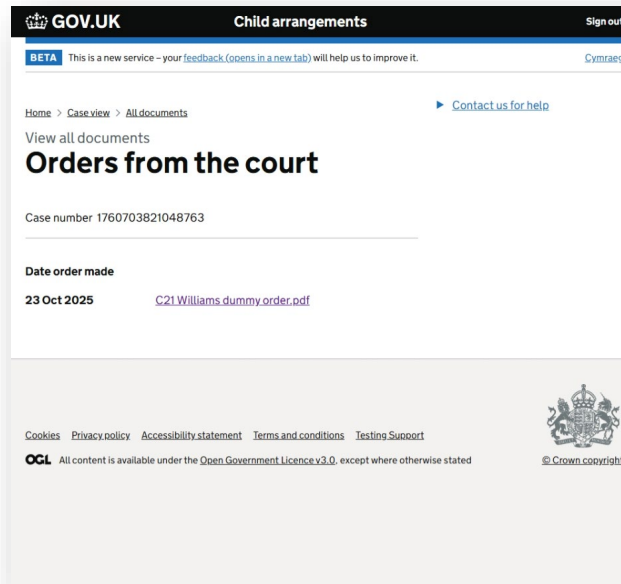
Partner tip

- Show users how to download and save copies.
- Remind them to keep personal records organised.
- If printing, ensure sensitive details are stored securely.



Orders from the Court

This is where users can view the court orders that have been made in relation to this child arrangements application.



The form is for Swansea Family Court. It includes the Royal Coat of Arms and the Welsh motto 'Y LLYS TEMLU'. The case number is '1707-9997-6399-31'. The form fields are: 'The full name(s) of the child(ren)' (Denise Williams), 'Date(s) of birth' (16 Oct 2019), and 'Child(ren)'s Number(s)'. Below these, there are sections for '[Order]' and '[Direction]' (Children Act 1989). The order is made 'Before HHJ XXXXX' and states 'IT IS ORDERED THAT' followed by a list of orders, including: '1. The applicant Tony Smith provide the court with the latest school report of Denise Williams by Monday 4 March 2024'.

Make a request to the court

What happens

Users can make formal requests, such as:

- Asking to delay or cancel a hearing,
- Requesting more time to meet a deadline,
- Applying for new or amended orders.

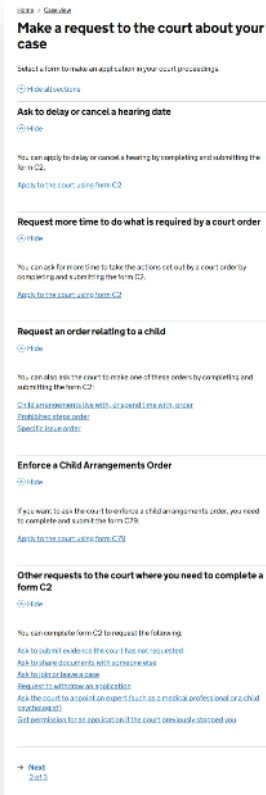
Some requests may attract a court fee, with Help with Fees (HwF) available. **Find more information in Part 2 of this presentation (see Slide 29).**

Why it matters

Requests allow users to manage their case proactively. Incorrect or unclear requests may be rejected.

Partner tip

- There are multiple pages in this section - in the bottom left you can click 'next' to see more.



The screenshot shows a web form titled 'Make a request to the court about your case'. It includes sections for selecting a form, asking to delay or cancel a hearing date, requesting more time to do what is required by a court order, requesting an order relating to a child, enforcing a Child Arrangements Order, and other requests to the court where you need to complete a form C2. A large purple arrow points from the 'Partner tip' text to the 'Next' button at the bottom right of the form.

DEED > Case/deed

Make a request to the court about your case

Select a form to make an application in your court proceedings.

[Hide all sections](#)

Ask to delay or cancel a hearing date

[Hide](#)

You can apply to delay or cancel a hearing by completing and submitting the form C2.

[Apply to the court using form C2](#)

Request more time to do what is required by a court order

[Hide](#)

You can ask for more time to take the actions set out by a court order by completing and submitting the form C2.

[Apply to the court using form C2](#)

Request an order relating to a child

[Hide](#)

You can also ask the court to make one of these orders by completing and submitting the form C2:

- [Child arrangements \(also with an agreed timescale order\)](#)
- [Prohibited steps order](#)
- [Specific issue order](#)

Enforce a Child Arrangements Order

[Hide](#)

If you want to ask the court to enforce a child arrangements order, you need to complete and submit the form C29.

[Apply to the court using form C29](#)

Other requests to the court where you need to complete a form C2

[Hide](#)

You can complete form C2 to request the following:

- [Ask to admit or disavow the court has not requested](#)
- [Ask to have documents with an agreement](#)
- [Ask to take a witness statement](#)
- [Request to withdraw an application](#)
- [Ask the court to appoint an expert \(such as a medical professional or a child psychologist\)](#)
- [Get permission for an application if the court previously stopped you](#)

→ Next
2 of 3

Common forms and application types

There are **many PDF forms** that can be completed within the child arrangements journey. An **annex** is at the end of this pack to show these forms and to provide links to GOV.UK.

These forms include:

C1	C1 - Parental responsibility
C2	C2 - General Applications
C3	C3 - Recovery of a child
C4	C4 - Disclosure of a child's whereabouts
C8	C8 - Confidential contact details
C79	C79 - Enforce a child arrangements order
D89	D89 - Service of documents
NI61	NI61 - Appeal a court order
EX740	EX740 - Prevent direct questioning in abuse cases
EX741	EX741 - Prevent direct questioning in abuse cases
FP25	FP25 - Order a witness to attend court
FC600	FC600 - Breach of a court order

Summary – any questions?

- Thank you for taking part in this child arrangements training.
If you have further questions about your role or need support, please contact:
- **We Are Group Community Partnerships Network Team**
Network@wearegroup.com
- You can also revisit this pack at any time or access the online resources for up-to-date guidance and support links at [HMCTS Network Training](#)



Annex: Common forms and application types

Shared forms in the Applicant and Respondent journey

C1 Applications

What happens

Form C1 is used to apply for any order under the Children Act 1989 except care and supervision orders, Section 8 orders (C100 form is used for these) and enforcement of a child arrangements order.

Why it matters

- An order made in relation to an application using Form C1 can grant legal rights to the applicant to make decisions for the child.

Partner tip

- Encourage users to attach supporting documents (e.g., birth certificate, marriage certificate).
- Link: [Apply for certain orders under the Children Act 1989: Form C1 - GOV.UK](#)

Application for an order

Form C1

Children Act 1989 except care and supervision orders, Section 8 orders and orders related to enforcement of a contact order.

If you are applying for a section 8 order or an order related to enforcement of a contact order you will need to use a different application form (Form C100 for Section 8 orders and Form C79 for enforcement). Booklet 'CB1 - Making an application - children and the family courts' gives more information. These leaflets are available from your local court or online at hmctsformfinder.justice.gov.uk.

If you are applying for one of the following private law Children Act 1989 orders you **must** file a separate completed FM1 form with this application:

- A parental responsibility order (sections 4(1)(c), 4ZA(1)(c) or 4A(1)(b) of the Children Act 1989) or an order terminating parental responsibility (sections 4(2A), 4ZA(5) or 4A(3) of that Act).
- An order appointing a child's guardian (section 5(1) of the Children Act 1989) or an order terminating the appointment (section 6(7) of that Act).
- An order giving permission to change a child's surname or remove a child from the United Kingdom (sections 13(1) or 14C of the Children Act 1989).
- A special guardianship order or an order varying or discharging such an order (section 14D of the Children Act 1989).

If you are applying for a care or supervision order, you will need to use Form C110A, which is available online at hmctsformfinder.justice.gov.uk.

Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary.

Cafcass - Children and Family Court Advisory and Support Service (in England); CAFCASS CYMRU - Children and Family Court Advisory and Support Service Wales.

Help with Fees –
Ref no. (if applicable) **HWF** - [] - []

The family court sitting at

To be completed by the court

Date issued

C2 - General applications

What happens

- Form **C2** is used to make general requests to the court during a case and to ask for permission to make an application where needed.

Why it matters

- C2 is the main way to raise issues with the judge after the application has been served on the respondent/s.

Partner tip

- Remind users that requests to the court via form C2 are not guaranteed to be accepted.
- Encourage them to explain clearly **why the request is needed**.
- Link: [Make an application in existing court proceedings relating to children: Form C2 - GOV.UK](#)

C2

Application

- For permission to start proceedings
- For an order or directions in existing proceedings
- To be joined as, or cease to be, a party in existing family proceedings under the Children Act 1989

To be completed by the court
The Family Court sitting at
Date issued
Case number

Help with Fees –
Ref no. (if applicable)

H	W	F	-				
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Before completing this form please read the leaflet '**CB1 – Making an application – Children and the Family Courts**'. You can get a copy from your local court or online at hmctsformfinder.justice.gov.uk

- Failure to complete every question or state if it does not apply, could delay the case, as the court will have to ask you to provide the additional information required.
- If there is not enough space please attach separate sheets.
- Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary. See Section J of leaflet CB1 for more information about Cafcass and CAFCASS CYMRU.

If you are applying for one of the following private law Children Act 1989 orders you **must** file a separate completed FM1 form with this application:

- A parental responsibility order (sections 4(1)(c), 4ZA(1)(c) or 4A(1)(b) of the Children Act 1989) or an order terminating parental responsibility (sections 4(2A), 4ZA(5) or 4A(3) of that Act).
- An order appointing a child's guardian (section 5(1) of the Children Act 1989) or an order terminating the appointment (section 6(7) of that Act).
- An order giving permission to change a child's surname or remove a child from the United Kingdom (sections 13(1) or 14C of the Children Act 1989).
- A special guardianship order or an order varying or discharging such an order (section 14D of the Children Act 1989).

Domestic Abuse Act 2021

Provisions in the Domestic Abuse Act 2021 have the effect of preventing an individual accused of abuse from questioning in person a party or witness in the case who is the victim of the abuse, and also prevents a victim of abuse from questioning in person the accused individual in specified circumstances.

If the court directs that the proceedings be listed for a hearing where oral evidence may be given, form **EX740** (person making the abuse accusation) or form **EX741** (person accused of abuse) Application and information needed

C3 – Recovery of a child

What happens

- Asks the court for an order to locate, take charge of, and return a child.

Why it matters

- Used in urgent cases where a child has been taken or is at risk.

Partner tip

- Stress this is for serious situations **only**.
- Encourage Applicants to provide detailed supporting information.
- Link: [Application for an order authorising search for taking charge of and delivery of a child: Form C3 - GOV.UK](#)

Click here to clear your text after printing

Application for an order authorising search for, taking charge of, and delivery of, a child Form C3

Section 34 Family Law Act 1986

To be completed by the court	
The court	Date issued
The full name(s) of the child(ren)	Case number
	Child(ren)'s number(s)

1 About you (the applicant)

State

- your title, full name, address, telephone number, date of birth and relationship to each child above
- your solicitor's name, address, reference, telephone, FAX and DX numbers.

2 The child(ren)

For each child state

- the full name, date of birth and sex

C4 – Disclosure of a child's whereabouts

What happens

- Used when one party does not know where a child is.
- Court can order an organisation (e.g., DWP, HMRC) to share location details.

Why it matters

- Ensures cases can proceed even when a child's whereabouts are being withheld.

Partner tip

- Stress that this is handled confidentially – if the order is made, the whereabouts will be shared with the court only initially and then a judge will consider next steps.
- Encourage careful explanation of why the location is needed.
- Link: [Form C4: Ask the court to order someone to give information about where a child is - GOV.UK](#)

[Click here to clear your text after printing](#)

Application for an order for disclosure of a child's whereabouts

Form C4

Section 33 Family Law Act 1986

The court	To be completed by the court
	Date issued
The full name(s) of the child(ren)	Case number
	Child(ren)'s number(s)

1 About you (the applicant)

- State
- your title, full name, address, telephone number, date of birth and relationship to each child above
 - your solicitor's name, address, reference, telephone, FAX and DX numbers.

2 The child(ren)

- For each child state
- the full name, date of birth and sex
 - the title, full name, address, telephone number of the person believed to have

C8 - Confidential contact details

What happens

- Users can complete a **C8 form** to keep their contact details private.
- Instead of being shared with the other party, their address, phone number, or email is held confidentially by the court.
- The court will use these details to contact them directly.

Why it matters

- Protects parties where there are risks of harm, harassment, or domestic abuse.
- Ensures safety without delaying the case.

Partner tip

- Explain that the other party will not see the C8 information.
- Remind them the court still needs accurate contact details.
- Handle discussions around safety with sensitivity, signpost to safeguarding or domestic abuse services if appropriate.
- Link: [Apply to keep your contact details confidential: Form C8 - GOV.UK](https://www.gov.uk/government/forms/family-procedure-rules-2010-rule-29-1)

Confidential contact details

Form C8

Family Procedure Rules 2010 Rule 29.1

The Court

Case number

The full name(s) of the child(ren)

HMCTS USE ONLY

Your full name



Are you currently resident in a refuge? ☐ Yes ☐ No

The omitted contact details

Use this form if you do not want to reveal your contact details in family court proceedings. For example, if you believe the other people in the case pose a risk to you or your children.

This includes your address, telephone number, email address and any contact details of children you are responsible for. These details will be kept for use by the court and the Children and Family Court Advisory and Support Service (Cafcass) or CAFCASS Cymru. They will not be revealed to anyone else, except by order of the court.

You must make sure that any form or document, either completed by you now, or at a later date, for use in court **does not** contain the information you wish to keep private. This includes documents received from other people, for example medical reports or financial statements.

The court staff are not able to check the documents you submit to the court for any unintentional disclosure of your contact details.

Please list below the contact details that you wish to keep private. Only include contact details which you believe the other people in the case do not already know.

C79 – Enforce a child arrangements order

What happens

- Used when someone is not complying with an existing child arrangements order.
- Users ask the court to enforce the order.

Why it matters

- Provides a way to ensure court orders are followed.

Partner tip

- Link: [Form C79: Apply to the court to enforce a child arrangements order - GOV.UK](#)

C79

Application related to enforcement of a child arrangements order

The booklet 'CB5 - Applications related to enforcement of a child arrangements order' will help you complete this form. You can get a copy of all forms and leaflets from your local court or you can download copies from our website hmctsformfinder.justice.gov.uk

Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary.

Cafcass - Children and Family Court Advisory and Support Service (in England); CAFCASS CYMRU - Children and Family Court Advisory and Support Service Wales.

To be completed by the court

Name of court	
Date issued	
Case number	
Child(ren)'s name(s)	Child(ren)'s number(s)

Help with Fees – Ref no. (if applicable) **HWF** - - - - -

1. About the current child arrangements order which determine who a child should have contact with or spend time with and when See CB5 Note B

Name of court			
Court case number if known		Date of order	/ /
Full name of the person who made the application			
Name of child(ren)			

Please attach a copy of the order where available.

2. What order(s) are you applying for? See CB5 Note C

D89 – Service of documents

What happens

- Used to ask the court to arrange personal service of court documents.
- Common if an order must be personally served and users cannot safely serve papers themselves.

Why it matters

- Ensures documents are officially delivered without risk to the user.

Partner tip

- Remind them this can help protect their safety.
- Link: <https://www.gov.uk/government/publications/form-d89-request-personal-service-of-papers-by-a-court-bailiff>

[Print form](#) [Reset form](#)

Request for personal service by a court bailiff

If completing this form by hand, please use **BLOCK CAPITAL LETTERS** and tick the boxes that apply.

To be completed by the Petitioner/Applicant	
Name of court	Case No.
Name of Petitioner/Applicant	
Name of Respondent	
Name of Co-Respondent (if applicable)	
Fee charged/Remission ID	

I request that the court bailiff serve the application in this case.

Type of case

The full name of the

☐ Respondent ☐ Co-Respondent

is

Date of birth

Phone no.

N161 – Appeal a court order

What happens

- Used to appeal a decision or ask permission to appeal.
- Users must explain why the decision was wrong or unfair.

Why it matters

- Appeals are only granted if there is a legal or procedural error.

Partner tip

- Encourage users to seek legal advice before appealing.
- Remind them strict deadlines apply for appeals.
- Link: [Give details of your appeal to the court: Form N161 - GOV.UK](#)

Appellant's notice

(All appeals except small claims track appeals and appeals to the Family Division of the High Court)

For Court use only	
Appeal Court Ref. No.	
Date filed	

Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.

SEAL

Section 1 Details of the claim or case you are appealing against

Claim or Case no. Fee Account no.
(if applicable)

Help with Fees -
Ref no. (if applicable) **HWF**-

Name(s) of the ☐ Claimant(s) ☐ Applicant(s) ☐ Petitioner(s)

Name(s) of the ☐ Defendant(s) ☐ Respondent(s)

Details of the party appealing ('The Appellant')

Name

EX740 / EX741 – Prevent direct questioning in abuse cases

What happens

- **EX740** – form used by the person making allegations of abuse to ask the court to prevent the alleged abuser from questioning them.
- **EX741** – form used by the person accused of abuse to ask the court to make different arrangements for questioning.

Why it matters

- Safeguards vulnerable people during hearings.

Partner tip

- Handle with sensitivity.
- Encourage users to provide supporting details or evidence.
- Signpost to domestic abuse support services if needed.
- Link (740): [EX740 - Application and information needed by the court to consider whether to prevent \(prohibit\) questioning \(cross-examination\) in person](#)
- Link (741): [EX741 - Application and information needed by the court to consider whether to prevent \(prohibit\) questioning \(cross-examination\) in person](#)

Application and information needed by the court to consider whether to prevent (prohibit) questioning (cross-examination) in person

Name of court

Case number

Date

Day

Month

Year

To be completed by the person accused of abuse.

You can use this form to provide information to the court, who will decide whether:

- you are automatically prevented from questioning any party to the proceedings or witness in person
- any party to the proceedings is automatically prevented from questioning you in person
- questioning any party to the proceedings or witness in person, would upset you (i.e. cause you significant distress)
- being questioned by any party to the proceedings in person, would upset you (i.e. cause you significant distress)
- you would not be able to give your best evidence if any party to the proceedings were to question you in person.

EX741

FP25 – Order a witness to attend court

What happens

- Used to request that a witness be compelled to attend court and give evidence.

Why it matters

- Ensures the court hears important evidence.

Partner tip

- Users must explain why the witness is essential.
- Remind them the court decides whether to approve.
- Link: [Witness summons: Form FP25 - GOV.UK](#)



The form is titled "Witness Summons" and features the Royal Coat of Arms. It includes a table for case details and a section for the summons text.

Print form		Reset form	
Name of court			
Case no.			
Applicant's name or serial no.			
Respondent's name and ref.			
Date issued			
Solicitor's fee account no.			

To

You are summoned to attend at (court address)

on [] of [] at [] (am)(pm)

(and each following day of the hearing until the court tells you that you are no longer required.)

☐ to give evidence in respect of the above case

☐ to produce the following document(s) (give details)

FC600 – Contempt of court application for breach of a court order

What happens

- Used if someone is not complying with an existing order.
- User asks the court to take enforcement action.

Why it matters

- Reinforces that court orders are binding.

Partner tip

- Serious application to make – strongly encourage user to get legal advice before making application.
- Link: [Ask the court to consider an allegation of contempt of court: Form FC600 - GOV.UK](#)

Contempt application

Rules 37.3 and 37.4 of the Family Procedure Rules 2010

Name of court

Case no./Serial no.

Claimant's name (including ref.)

Defendant's name (including ref.)

Date

Day

Month

Year

1. What is your name or, if you are a legal representative, the name of your firm?