

FLOW CHART FOR ISSUING OF PROCEEDINGS

Social worker to send to solicitor for issuing the following compulsory documents required by the court for issuing:



Social worker's statement
Care plans
Chronology – with the analysis column and summary fully completed
Single assessment
Genogram



The social worker's statement and care plan must be signed and dated with confirmation that they have been approved by the manager.



The following documents should also be sent for issuing if available:
PLO letter
Minutes of PLO meeting
Child protection minutes and plans
Reports from drug worker/probation/housing/health who are working with the family and any other assessments or reports that have been prepared and are referred to or quoted from in the statement



The documents are to be sent to the solicitors who cover their area plus child care paralegals in case the solicitor is unavailable.



The solicitor will endeavour to consider the documents within 72 hours of receipt (unless emergency situation when it will be same day) and commence preparation of the paperwork for issuing.
In the event that there is an issue with the contents of the statement or care plan the documents will be returned back to the social worker and manger highlighting the problem and will not be issued until the changes made or clarified.



Once the application has been emailed to the court for issuing the court should notify the Local Authority within 5 working days of the hearing date which in ordinary cases should be on day 12 after issuing.



In the event that the social worker and manger is due to go on annual leave shortly after the issuing of papers please notify the solicitor so that they can decide the date that the case is issued to ensure the social worker can attend.