



Coventry City Council

Guidance on completing the Checklist of Documents

- Taken from the Public Law Outline:- https://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_12a#para3.1
- No documents listed within the checklist are to be filed with the court unless the court directs otherwise. Therefore any relevant up-to-date assessments that we are reliant on should be sent to the court with our application and not listed on the checklist.
- No documents listed within the checklist are to be older than 2 years before the date of issuing proceedings unless reliance is placed on them within our evidence.
- Documentation should be listed in chronological order.

Checklist Documents in Section A

- Are to be served on the parties to proceedings and not filed with the court.
- Section A documents are documents that have been used as evidence (for example throughout your statement) such as psychological or capacity assessments that have not been filed with the court.
- Section A documents may include; previous court orders and/or Single, joint or inter-agency materials (*e.g., health and education/Home Office and Immigration Tribunal documents*)

Checklist Documents in Section B

- Are to be disclosed on request by any party.
- Section B documents are documents that have been used to make decisions about the children or family excluding those covered by legal privilege e.g. legal planning minutes.
- Section B documents may include; Records of key discussions with the family, key Local Authority minutes and records for the child (*e.g., conference minutes*), Letters Before Proceedings, and any pre-existing care plans (*e.g., Child Protection Plan*)