The Court Manager

Canterbury County Court

The Law Courts

Chaucer Road

Canterbury

Kent

CT1 1ZA

or (please delete as appropriate)

The Court Manager

Medway County Court

Anchorage House

47-67 High Street

Chatham

Kent

ME4 4DW

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| --- | --- |
|  |  |
| tel: |  |
| ask for: |  |
| email: |  |
| fax: |  |
| our ref: |  |
| your ref: |  |
| date: |  |

Dear Sirs

**[child’s name] – Application for an Adoption Order**

Please find enclosed for the Court’s file and for issue the following documents:

1. Application for an Adoption Order dated [date]
2. Annex A Report prepared by [name of worker] dated [date]
3. Birth Certificate in respect of [name of child]
4. Copy of Care Order dated [date] and Placement Order dated [date]
5. 2 photocopies of passport of [prospective adopter/s]
6. …..

I also enclose a cheque in the sum of £170.00, being the issue fee for this application.

I request that this application be issued in the [Canterbury/Medway] County Court and listed for hearing in the [Canterbury/Medway] County Court as I am aware that there may be issues with regard to the [birth mother’s/birth father’s] mental capacity as [set out reasons].

I look forward to hearing from the Court as soon possible with the issued application, notice of hearing and any directions.

Yours faithfully

**[name]**

**Adoption Social Worker**