A close up of a logo

Description automatically generated<<{toUpperCase(familyManCaseNumber)}>>

**Notice of proceedings and hearing**

<<todaysDate>>

His Honour Judge Sharpe and Legal advisor Janice Evans

<<courtName>>

{ApplicantName} has applied for a <<orderTypes>><<cs\_{endsWith(orderTypes, ‘order’)}>><<else>>order <<es\_>> for <<childrenNames>>. You have been named in the application.

**What you need to do**

1. You must apply to the court if you want to take part in proceedings.

Complete a C2 form and send it to the court and all parties. You’ll find the form at: <https://www.gov.uk/government/collections/children-act-forms>

1. If the court confirms you can take part in proceedings, you can attend the pre-hearing and the hearing.

Date **<<hearingDate>>**

Venue **<<hearingVenue>>**

Pre-hearing **<<preHearingAttendance>>**

Hearing **<<hearingTime>>**

At the hearing, tell the court if a child has any special needs or circumstances.

Take this notice with you - you'll need to show it to a court official.

3. You must complete a C2 form if you need to ask the court:

* for an order or direction (new instructions for parties)
* to join new parties to proceedings
* to remove parties from proceedings

You’ll need to send the C2 to the court and all parties. Find the form at:

<https://www.gov.uk/government/collections/children-act-forms>

**Help**

To find a legal adviser, go to [https://find-legal-advice.justice.gov.uk](https://find-legal-advice.justice.gov.uk/)

Check if you can get help to pay for legal advice, go to <https://www.gov.uk/check-legal-aid>

You can call the court on 01792 485 800. The court cannot give legal advice.

C6a (Notice to non-parties)