

# IMPORTANT information about your case

## Please read **before completing your application**

**You are legally required to attend a Mediation Information and Assessment Meeting (MIAM) before applying to the family court to resolve a dispute about your children or finances.** This means that before submitting your application to court, you must meet with an authorised family mediator to find out about mediation and the other different options for resolving your dispute(s) outside of court. Using a third party to help resolve a dispute outside of court is known as non-court dispute resolution, or NCDR.

In some circumstances - such as where domestic abuse is involved - you may not need to attend a MIAM. If you think that you do not need to attend a MIAM, you can claim an exemption. For more information on the valid MIAM exemptions, see section 3 (pages 5-7). **Some MIAM exemptions need you to provide evidence to support your claim. Where evidence is needed, this must be provided with your application.** When processing your application, the court will review the evidence you have provided to ensure that a MIAM exemption has been validly claimed.

### **Who are MIAM providers and what do they do?**

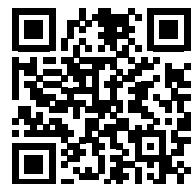
MIAM providers are authorised family mediators. Mediators are trained professionals who can help you and the other person find out if there might be a way for you to reach an agreement on issues such as arrangements for children, financial arrangements and dividing up property without having to go to court.

### **How can mediation and other types of non-court dispute resolution help?**

Mediation, and other kinds of non-court dispute resolution such as arbitration, evaluation by a neutral third party (such as a private Financial Dispute Resolution process) and collaborative law, give you more control over what happens, and is usually less stressful and can be cheaper than going to court. It can also be quicker and less upsetting for you and your children. In the MIAM, you will be told about mediation, and other types of non-court dispute resolution, to help you to try and resolve your dispute outside of the family court, and about services that can provide you with help and support.

### **Where can I find a mediator or more information?**

You can search for mediators who provide MIAMs and find more information about mediation, non-court dispute resolution and other sources of help using this website: [www.familymediationcouncil.org.uk/](http://www.familymediationcouncil.org.uk/). You can also scan this QR code with your smart phone.



### **Do I have to pay for the MIAM?**

Most people have to pay for the MIAM. Rates vary by provider, and so please contact individual mediators to request this information. However, you or the other person involved may qualify for legal aid, which means the MIAM is free of charge. To find out if you qualify visit: [www.gov.uk/check-legal-aid](http://www.gov.uk/check-legal-aid).

Please read the statements below and sign to confirm your understanding

1. I understand that if I have not attended a Mediation Information and Assessment Meeting (MIAM), the court **cannot** process my court application unless I claim a valid MIAM exemption.
2. I understand that if I am claiming an exemption, where it is required, I must provide evidence to support this to the court along with this application form.
3. I understand that if I do not provide this evidence, or the court decides that a MIAM exemption was not validly claimed, the court might decide to not process my application **until** I have attended a MIAM to discuss different non-court dispute resolution options.
4. I understand that the judge may pause proceedings at any time if they consider that attempting to resolve the dispute outside of court is safe and appropriate.

Signed

Date

D D / M M / Y Y Y Y

We want to make sure that all applicants are aware of this process and ask that you **return this page with your application**. Your application can be submitted without this page and will not be affected if you do not sign or return it.

**C100**

# Application under section 8 of the Children Act 1989 for a child arrangements, prohibited steps, specific issue order or to vary or discharge or ask permission to make a section 8 order

## To be completed by the court

The family court sitting at

Case number

Date issued

## Help with Fees – Ref no.

(if applicable)

H W F - 


 - 


Before completing this form please read the leaflet 'CB1 – Making an application – Children and the Family Courts' and the leaflet 'CB7 - Guide for separated parents: children and the family courts'. These and other forms and leaflets are available from your local court or online at <https://www.gov.uk/government/collections/court-and-tribunal-forms>

First name(s) of applicant(s)

Last name of applicant(s)

First name(s) of respondent(s)

Last name of the respondent(s)

## Nature of application

What order(s) are you applying for?

- Child Arrangements Order
- Prohibited Steps Order
- Specific Issue Order

Please specify the nature of the order you seek.  
*For example, an order about with whom a child is to live, or how often they spend time with the applicant and for how long.*

## Concerns about risk of harm

Are you alleging that the child(ren) named in Section 1 of this form have experienced, or are at risk of experiencing, harm from any of the following by any person who has had contact with the child?

- |                                   |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|
| any form of domestic abuse        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| child abduction                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| child abuse                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| drugs, alcohol or substance abuse | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| other safety or welfare concerns  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered Yes to any of the above, **you must complete form C1A** (Supplemental information form) and file it with this C100 form.

## Additional information required

Are you asking for permission to make this application, where that is required?

Yes       No      If Yes, complete section 5a

Is an urgent hearing or without notice hearing required?

Yes       No      If Yes, complete section 6a or 6b

Are there previous or ongoing proceedings for the child(ren)?

Yes       No      If Yes, complete section 7

Are you applying for an order to formalise an agreement (consent order)?

Yes       No      If Yes, attach the draft order to this form

Is this a case with an international element or factors affecting litigation capacity?

Yes       No      If Yes, complete section 8 or 9

Will the child or any of the people involved need to use spoken or written Welsh during the course of the proceedings?

Yes       No      If Yes, complete section 10

## Additional guidance

- For guidance completing this form, please refer to the Guidance note on pages 26–29.
- Please complete the Checklist at the end of the form, on page 24.
- 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 clearly showing the details of the children, parties, question and page number they refer to.
- 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.

## 1. The Child(ren)

### Summary of children's details

Please list the name(s) of the child(ren) and the type(s) of order you are applying for, starting with the oldest. To understand which order to apply for read the booklet CB1 Section D.

Child 1 - First name(s)	Last name	Date of birth	<input type="checkbox"/> Don't know								
		<table border="1" style="width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<input type="checkbox"/> Don't know
Sex	Orders applied for										
<input type="checkbox"/> Female <input type="checkbox"/> Male											
Applicant(s) relationship to the child	Respondent(s) relationship to the child										
Child 2 - First name(s)	Last name	Date of birth	<input type="checkbox"/> Don't know								
		<table border="1" style="width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<input type="checkbox"/> Don't know
Sex	Orders applied for										
<input type="checkbox"/> Female <input type="checkbox"/> Male											
Applicant(s) relationship to the child	Respondent(s) relationship to the child										
Child 3 - First name(s)	Last name	Date of birth	<input type="checkbox"/> Don't know								
		<table border="1" style="width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<input type="checkbox"/> Don't know
Sex	Orders applied for										
<input type="checkbox"/> Female <input type="checkbox"/> Male											
Applicant(s) relationship to the child	Respondent(s) relationship to the child										
Child 4 - First name(s)	Last name	Date of birth	<input type="checkbox"/> Don't know								
		<table border="1" style="width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<input type="checkbox"/> Don't know
Sex	Orders applied for										
<input type="checkbox"/> Female <input type="checkbox"/> Male											
Applicant(s) relationship to the child	Respondent(s) relationship to the child										

**1a.** Are any of the children known to the local authority children's services?

Yes     No     Don't know

If Yes please state which child and the name of the Local Authority and Social worker (if known).

Yes     No     Don't know

**1b.** Are any of the children the subject of a child protection plan?

Yes     No

**1c.** Do all the children have the same parents?

If Yes, what are the names of the parents?

Yes     No

If No, please give details of each parent and their children involved in this application.

Please state everyone who has parental responsibility for each child and how they have parental responsibility (e.g. 'child's mother', 'child's father and was married to the mother when the child was born' etc.)

(See Section E of leaflet CB1 for more information)

Applicant(s)     Respondent(s)     Other

If other, please give the full address of the child, the names of any adults living with the children and their relationship to or involvement with the child.

If you do not wish this information to be made known to the Respondent, leave the details blank and complete Confidential contact details Form C8.

## 2. Requirement to attend a Mediation Information and Assessment Meeting (MIAM)

Before making an application for a child arrangements order, prohibited steps order or specific issue order (a section 8 order) you must first attend a Mediation Information and Assessment Meeting (MIAM). At the MIAM an authorised family mediator will consider with you (and the other party if present) whether family mediation, or another form of non-court dispute resolution, would be a more appropriate way for you to resolve the dispute. The mediator will also be able to signpost you to other help and support services.

You **must** have attended a MIAM before making this application **unless** the requirement to attend a MIAM does not apply because:

- the section 8 order you are applying for is a consent order; **or**
- the section 8 order you are applying for concerns a child who is the subject of separate ongoing emergency proceedings, care proceedings or supervision proceedings (or is already the subject of an emergency, care or supervision order); **or**
- you are exempt from the requirement to attend a MIAM. Where evidence is required to support a MIAM exemption claim, you must submit this evidence alongside your application.

**All applicants must complete sections 1, 2 and 5 to 14 before signing this form.**

**In addition, you must** tick one of the boxes below and ensure that you, your legal adviser, family mediator or NCDR professional completes (and where indicated signs) the relevant section(s) of this form as shown.

**2a.** If you ticked 'Yes' to the question on page 1 about current or previous court cases, are/were any of those cases about an emergency protection, care or supervision order?

Yes       No

**If Yes, complete section 7** to provide additional details.  
**Do not complete sections 3 and 4.**

**If No, please answer question 2b.**

**2b.** Have you attended a MIAM?

Yes       No

**If Yes,** you must ensure that **the family mediator signs section 4.**

**If No, please answer question 2c.**

**2c.** Are you claiming exemption from the requirement to attend a MIAM?

Yes       No

**If Yes, complete section 3.**

**If No,** you cannot make this application to court. Please refer to the leaflet 'CB7 - Guide for separated parents: children and the family courts' for further information on what to do next and how to arrange a MIAM.

### 3. Applicant claims exemption(s) from attendance at a Mediation Information and Assessment Meeting (MIAM)

**To be completed by the person intending to make a court application or their solicitor. Where it is required, evidence of the claimed MIAM exemption(s) must be submitted to the court alongside this application.**

If you are unable to provide the required evidence with your application, please use the text box on page 11 to explain the reason(s) why.

The applicant has not attended a MIAM because the following MIAM exemption(s) applies:

- Domestic abuse (you must complete **section 3a**)
- Child protection concerns (you must complete **section 3b**)
- Urgency (you must complete **section 3c**)
- Previous attendance of a MIAM or non-court dispute resolution (you must complete **section 3d**)
- Other (you must complete **section 3e**)

**Now complete the relevant section 3a, b, c, d or e by ticking the appropriate box(es)**

If you have claimed a MIAM exemption above you must also tick the relevant box(es), as shown below to confirm that you have the necessary evidence to support your ground(s) for exemption. Where required, **you must** submit this evidence with your application to court. Where you are asked to provide additional details you must do so.

**The applicant confirms that there is evidence of domestic abuse, as specified below:**

- evidence that a prospective party has been arrested for a relevant domestic abuse offence;
- evidence of a relevant police caution for a domestic abuse offence;
- evidence of relevant criminal proceedings for a domestic abuse offence which have not concluded;
- evidence of a relevant conviction for a domestic abuse offence;
- a court order binding a prospective party over in connection with a domestic abuse offence;
- a domestic violence protection notice issued under section 24 of the Crime and Security Act 2010 against a prospective party;
- a domestic abuse protection notice given under section 22 of the Domestic Abuse Act 2021 against a prospective party;
- a relevant protective injunction;
- an undertaking given in England and Wales under section 46 or 63E of the Family Law Act 1996 (or given in Scotland or Northern Ireland in place of a protective injunction) by a prospective party, provided that a cross-undertaking relating to domestic violence or domestic abuse was not given by another prospective party;
- a copy of a finding of fact, made in proceedings in the United Kingdom, that there has been domestic abuse by a prospective party;
- an expert report produced as evidence in proceedings in the United Kingdom for the benefit of a court or tribunal confirming that a person with whom a prospective party is or was personally connected, was assessed as being, or at risk of being, a victim of domestic abuse by that prospective party;
- a letter or report from an appropriate health professional confirming that-(i) that professional, or another appropriate health professional, has examined a prospective party in person, by telephone or by video conferencing; and

(ii) in the reasonable professional judgment of the author or the examining appropriate health professional, that prospective party has, or has had, injuries or a condition consistent with being a victim of domestic abuse;

a letter or report from-

(i) the appropriate health professional who made the referral described below;

(ii) an appropriate health professional who has access to the medical records of the prospective party referred to below; or

(iii) the person to whom the referral described below was made;

confirming that there was a referral by an appropriate health professional of a prospective party to a person who provides specialist support or assistance for victims of, or those at risk of, domestic abuse;

a letter from any person who is a member of a multi-agency risk assessment conference (or other suitable local safeguarding forum) confirming that a prospective party, or a person with whom that prospective party is personally connected, is or has been at risk of harm from domestic abuse by another prospective party;

a letter from an independent domestic violence advisor (IDVA) confirming that they are providing or have provided support to a prospective party;

a letter from an independent sexual violence advisor (ISVA) confirming that they are providing or have provided support to a prospective party relating to sexual violence by another prospective party;

a letter from an officer employed by a local authority or housing association (or their equivalent in Scotland or Northern Ireland) for the purpose of supporting tenants containing-

(i) a statement to the effect that, in their reasonable professional judgment, a person with whom a prospective party is or has been personally connected to is, or is at risk of being, a victim of domestic abuse by that prospective party;

(ii) a description of the specific matters relied upon to support that judgment; and

(iii) a description of the support they provided to the victim of domestic abuse or the person at risk of domestic abuse by that prospective party;

a letter which-

(i) is from an organisation providing domestic abuse support services, which letter confirms that it-

(a) is situated in the United Kingdom,

(b) has been operating for an uninterrupted period of six months or more; and

(c) provided a prospective party with support in relation to that person's needs as a victim, or a person at risk, of domestic abuse; and

(ii) contains-

(a) a statement to the effect that, in the reasonable professional judgment of the author of the letter, the prospective party is, or is at risk of being, a victim of domestic abuse;

(b) a description of the specific matters relied upon to support that judgment;

(c) a description of the support provided to the prospective party; and

(d) a statement of the reasons why the prospective party needed that support;

**Section 3a - Domestic abuse evidence - **continued****

- a letter or report from an organisation providing domestic abuse support services in the United Kingdom confirming—
  - (i) that a person with whom a prospective party is or was personally connected was refused admission to a refuge;
  - (ii) the date on which they were refused admission to the refuge; and
  - (iii) they sought admission to the refuge because of allegations of domestic abuse by the prospective party referred to in paragraph (i);
- a letter from a public authority confirming that a person with whom a prospective party is or was personally connected, was assessed as being, or at risk of being, a victim of domestic abuse by that prospective party (or a copy of that assessment);
- a letter from the Secretary of State for the Home Department confirming that a prospective party has been granted leave to remain in the United Kingdom as a victim of domestic abuse;
- evidence which demonstrates that a prospective party has been, or is at risk of being, the victim of domestic abuse by another prospective party in the form of abuse which relates to financial matters.

**Section 3b – Child protection concerns**

**The applicant confirms that a child is the subject of the application and that child or another child of the family who is living with that child is currently—**

- the subject of enquiries by a local authority under section 47 of the Children Act 1989 Act; or
- the subject of a child protection plan put in place by a local authority.

**Section 3c – Urgency**

**The applicant confirms that the application must be made urgently because:**

- there is risk to the life, liberty or physical safety of the prospective applicant or his or her family or his or her home; or
- any delay caused by attending a MIAM would cause—
  - a risk of harm to a child; or
  - a risk of unlawful removal of a child from the United Kingdom, or a risk of unlawful retention of a child who is currently outside England and Wales; or
  - a significant risk of a miscarriage of justice; or
  - significant financial hardship to the prospective applicant; or
  - irretrievable problems in dealing with the dispute (including the irretrievable loss of significant evidence); or
- there is a significant risk that in the period necessary to schedule and attend a MIAM, proceedings relating to the dispute will be brought in another state in which a valid claim to jurisdiction may exist, such that a court in that other State would be seized of the dispute before a court in England and Wales.

### **Section 3d – Previous attendance of a MIAM or non-court dispute resolution evidence**

This MIAM exemption requires the evidence you have selected to be submitted along with your application.

If you are unable to provide this, please use the text box on page 11 to explain the reason(s) why.

### **Section 3e – Other exemptions**

Please provide any additional information requested in the text box on page 10.

#### **The applicant confirms that one of the following applies:**

- in the 4 months prior to making the application, the person attended a MIAM or a non-court dispute resolution process relating to the same or substantially the same dispute; and where the applicant attended a non-court dispute resolution process, there is evidence of that attendance in the form of written confirmation from the dispute resolution provider. This evidence should be submitted alongside your application, and must include the signature of the provider; or
- the application would be made in existing proceedings which are continuing and the prospective applicant attended a MIAM before initiating those proceedings. The MIAM provider must complete and sign section 4 of this form. Or, if you were the respondent in existing proceedings, please provide the date of the MIAM alongside the name and contact details of the MIAM provider in the text box on page 10.

#### **The applicant confirms that one of the following other grounds for exemption applies:**

- the application would be made without notice (Paragraph 5.1 of Practice Direction 18A sets out the circumstances in which applications may be made without notice.)
  - a child is one of the prospective parties.
    - (i) the prospective applicant is not able to attend a MIAM online or by video-link and an explanation of why this is the case is provided to the court using the text box on page 10; and
    - (ii) the prospective applicant has contacted as many authorised family mediators as have an office within fifteen miles of his or her home (or five of them if there are five or more), and all of them have stated that they are not available to conduct a MIAM within fifteen business days of the date of contact; and
    - (iii) the names, postal addresses and telephone numbers or e-mail addresses for the authorised family mediators contacted by the prospective applicant, and the dates of contact, are provided to the court in the text box on page 10.
  - (i) the prospective applicant is not able to attend a MIAM online or by video-link and an explanation of why this is the case is provided to the court using the text box on page 10; and
    - (ii) the prospective applicant is subject to a disability or other inability that would prevent attendance in person at a MIAM unless appropriate facilities can be offered by an authorised mediator; and
    - (iii) the prospective applicant has contacted as many authorised family mediators as have an office within fifteen miles of his or her home (or five of them if there are five or more), and all have stated that they are unable to provide such facilities; and
    - (iv) the names, postal addresses and telephone numbers or e-mail addresses for such authorised family mediators, and the dates of contact, are provided to the court using the text box on page 10.
  - (i) the prospective applicant is not able to attend a MIAM online or by video-link; and
    - (ii) there is no authorised family mediator with an office within fifteen miles of the prospective applicant's home; and
    - (iii) an explanation of why this exemption applies is provided by the prospective applicant to the court using the text box on page 10.

- the prospective applicant cannot attend a MIAM because the prospective applicant is
- (i) in prison or any other institution in which the prospective applicant is required to be detained and facilities cannot be made available for them to attend a MIAM online or by video link; or
  - (ii) subject to conditions of bail that prevent contact with the other person; or
  - (iii) subject to a licence with a prohibited contact requirement in relation to the other person.

### **Section 3 – continued**

Please provide any additional information requested in the text box below.  
If this is not enough space, please use an additional information page and  
attach it with this form.

**Section 3 – Unable to provide the required evidence to support a MIAM exemption claim**

If you are unable to provide the required evidence to support a MIAM exemption claim with your application, use the text box below to briefly explain the reason(s) why.

**Now complete Section 5.**

#### 4. MIAM provider confirms attendance at a Mediation Information and Assessment Meeting (MIAM)

**To be completed and signed by an authorised family mediator, as the MIAM provider.**

NCDR refers to non-court dispute resolution, and means methods of resolving a dispute other than through the court process, including but not limited to mediation, arbitration, evaluation by a neutral third party (such as a private Financial Dispute Resolution process) and collaborative law.  
(tick the boxes that apply)

**Name of participant(s)**

**The applicant attended a MIAM:**

- The applicant only attended a MIAM.  
 The applicant and respondent(s) have each attended a separate MIAM.

**Mediation or other form of NCDR is not proceeding because:**

- The applicant has attended a MIAM alone and
- the applicant does not consider it appropriate to start or continue mediation or any other form of NCDR at this time; or
  - the mediator has indicated that mediation or any other form of NCDR is unsuitable at this time; or
  - the respondent has not attended a MIAM, attempted mediation or attempted another form of NCDR at this time.
- Both the applicant and respondent(s) have attended a MIAM and
- the applicant does not consider it appropriate to start or continue mediation or any other form of NCDR at this time; or
  - the respondent(s) does not consider it appropriate to start or continue mediation or any other form of NCDR at this time; or
  - the mediator has indicated that mediation or any other form of NCDR is unsuitable at this time.
- An NCDR process is about to start or has started but:
- has broken down; or
  - has concluded with some or all issues unresolved; or
  - the applicant considers that there is a need to make a court application in parallel.

Signed

**Authorised Family Mediator**

(a family mediator who is authorised to undertake MIAMs)

FMC  
Registration no.

Family  
Mediation  
Service name

Sole trader  
name

Address

Dated

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

## 5. Why are you making this application?

Have you applied to the court for permission to make this application?  Yes  No - permission not required  No - permission now sought

**5a.** Reasons for permission if permission is required.

**5b.** Please give brief details:

- any previous agreements (formal or informal) or parenting plans, and how they have broken down
- your reasons for bringing this application to the court
- what you want the court to do
- reasons given by the respondent(s) for their actions in relation to this application.

**Do not give a full statement, please provide a summary of any relevant reasons.**

You may be asked to provide a full statement later.

**5c.** Have you previously prepared a Parenting Plan?

Yes  No

If No, you can download a copy from the website  
<https://www.planningtogether.cafcass.gov.uk/plan>

If Yes, please attach the plan to this application form

## 6. Urgent and without notice hearings

**Complete this section if you have ticked the relevant box on the front of the form**

Examples of where an urgent hearing is necessary include where there may be an immediate risk of harm to you or the child. Otherwise, in many cases the first hearing will take place within 2 months. The court will determine whether your case requires an urgent hearing.

### 6a. Urgent hearing

Set out the order(s)/directions sought

Set out the reasons for urgency

### Proposed timetable

The application should be considered within [ ] hours/days

If consideration is sought within 48 hours, you must complete the section below

What efforts have you made to put each respondent on notice of the application?

**Complete this section if you have ticked the relevant box on the front of the form**

**6b. Without notice hearing**

Set out the reasons for the application to be considered without notice. (This information is a requirement, a without notice hearing will **not** be directed without reason)

Yes       No

If Yes, please set out reasons below

Yes       No

If Yes, please set out reasons below

Do you require a without notice hearing because notice to a respondent will frustrate the order that is being applied for?

## 7. Other court cases which concern the child(ren) listed in Section 1

**Complete this section if you have ticked the relevant box on the front of this form.**

Use this section to provide details of any other court cases now, or at any time in the past, which concern any of the child(ren) listed in section 1.

### Additional details

Name of child(ren)


Name of the court where proceedings heard

Case no.

Date/year (if known)

--

Name and office (if known) of Cafcass/Cafcass Cymru officer

--

### Type of proceedings if known - please tick all that apply

Emergency Protection Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervision Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Care Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Child abduction	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Family Law Act 1996 Part 4 (proceedings for non-molestation order or occupation order)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A contact or residence order (Section 8 Children Act 1989) made within proceedings for a divorce or dissolution of a civil partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A contact or residence order (Section 8 Children Act 1989) made in connection with an Adoption Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An order relating to child maintenance (Schedule 1 Children Act 1989)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A child arrangements order (Section 8 Children Act 1989)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please tick if additional sheets are attached.

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**Please attach a copy of any relevant order.**

## 8. Cases with an international element

**Complete this section if you have ticked the relevant box on the front of this form.**

Do you have any reason to believe that any child, parent or potentially significant adult in the child's life may be habitually resident in another state?

Yes       No

If Yes, please give details

Do you have any reason to believe that there may be an issue as to jurisdiction in this case?

Yes       No

If Yes, please give details

Has a request been made or should a request be made to a Central Authority or other competent authority in a foreign state or a consular authority in England and Wales?

Yes       No

If Yes, please give details

## 9. Factors affecting ability to participate in proceedings

**Complete this section if you have ticked the relevant box on the front of this form.**

Please give details of any factors affecting litigation capacity

Provide details of any referral to or assessment by the Adult Learning Disability team, and/or any adult health service, where known, together with the outcome

Are you aware of any other factors which may affect the ability of the person concerned to take part in the proceedings?

## 10. Attending the court

Section N of the booklet '**CB1 - Making an application - Children and the Family Courts**' and the leaflet '**CB7 - Guide for separated parents: children and the family courts**' provide information about attending court.

**If you require an interpreter, you must tell the court now so that one can be arranged.**

**Please note that in any court proceedings in Wales you have the right to speak Welsh at any court hearing.**

**10a.** Do you or any other party need to use spoken Welsh in the course of the proceedings or require written documentation in Welsh?

If Yes, please give the names of the parties/witnesses/children involved who need to use written or spoken Welsh?

Yes       No

	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both
	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both
	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both
	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both
	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both
	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both
	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	<input type="checkbox"/> Both

**10b.** Do you or any of the parties require the court to appoint an interpreter or arrange any other assistance (e.g. sign language)?

Yes       No

If Yes, who requires the interpreter

applicant     respondent     Other party (*please specify*)

and please specify the language and dialect required:

**10c.** Are you aware of whether an intermediary will be required?

Yes       No

If Yes, please give details

**10d.** If attending the court, do you or any of the parties involved have a disability for which you require special assistance or special facilities?

Yes       No

If Yes, please say what the needs are

Please say whether there is a need for the court to make any special measures for you or any relevant children to attend court. Special measures can be put in place to keep you separate from the respondent when you attend court. Please select any of the following measures you would like to request.

- a separate waiting room in the court building
- a separate entrance and exit from the court building
- to be shielded by a privacy screen in the courtroom (a privacy screen would mean the respondent would not be able to see you while in the courtroom).
- to join the hearing by video link rather than in person (it is the judge's decision whether to allow a hearing by video link).

Court staff may get in touch with you about the requirements.

### **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 by the court to consider whether to prevent (prohibit) questioning (cross-examination) in person' may need to be completed so that the court can consider whether questioning in person should be prevented. The court will send the appropriate form with the court order.

## 11. About you (the applicant(s))

	<b>Applicant 1 (You)</b>	<b>Applicant 2 (if applicable)</b>		
First name(s)				
Last name(s)				
Previous names (if any)				
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of birth (If under 18 read section Q of leaflet CB1)	D <input type="text"/> D <input type="text"/> / M <input type="text"/> M <input type="text"/> / Y <input type="text"/> Y <input type="text"/> Y <input type="text"/>	D <input type="text"/> D <input type="text"/> / M <input type="text"/> M <input type="text"/> / Y <input type="text"/> Y <input type="text"/> Y <input type="text"/>		
Place of birth (town/county/country)				
<p><b>If you do not wish your address to be made known to the respondent,</b> leave the details below blank and complete Confidential contact details form C8. Please ensure that any documents submitted with this form or at a later date, <b>do not</b> disclose the confidential contact details you wish to withhold.</p>				
Address				
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Home telephone number				
Mobile telephone number				
Email address				
Have you lived at this address for more than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If No, please provide details of all previous addresses you have lived at for the last 5 years.</p>				

## 12. The respondent(s)

Sections G and H of the booklet '**CB1 - Making an application - Children and the Family Courts**' explain who a respondent is.

**If there are more than 2 respondents please continue on a separate sheet.**

	<b>Respondent 1</b>	<b>Respondent 2</b>
First name(s)		
Last name(s)		
Previous names (if known)		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (If party under 18 read section Q of leaflet CB1)	<input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> D <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> D / <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> M <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> M / <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> Y <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> Y <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> Y <input style="width: 20px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> Y	
	<input type="checkbox"/> Don't know	
Place of birth (town/county/country)		
Address (to which documents relating to this application should be sent)		
Postcode	<input style="width: 40px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> <input style="width: 40px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/>	<input style="width: 40px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/> <input style="width: 40px; height: 15px; border: 1px solid black; margin-right: 5px;" type="text"/>
	<input type="checkbox"/> Don't know	
Home telephone number		
Mobile telephone number		
Email address		
Have they lived at this address for more than 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know

If No, please provide details of all previous addresses for the last 5 years below  
(if known, including the dates and starting with the most recent)

### 13. Others who should be given notice

There may be other people who should be notified of your application, for example, someone who cares for the child but is not a parent. Sections G and I of the booklet '**CB1 - Making an application - Children and the Family Courts**' explain who others are.

	<b>Person 1</b>	<b>Person 2</b>
First name(s)		
Last name(s)		
Previous names (if known)		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
	<input type="checkbox"/> Don't know	<input type="checkbox"/> Don't know
Address		
Postcode		
	<input type="checkbox"/> Don't know	<input type="checkbox"/> Don't know
Please state their relationship to the children listed on page 1. If their relationship is not the same to each child please state their relationship to each child.		

#### 13a. Other children not part of the application.

Full name of child	Date of birth	Sex
	D D / M M / Y Y Y Y	<input type="checkbox"/> Male
	<input type="checkbox"/> Don't know	<input type="checkbox"/> Female
Relationship to applicant(s)	Relationship to respondent(s)	

Full name of child	Date of birth	Sex
	D D / M M / Y Y Y Y	<input type="checkbox"/> Male
	<input type="checkbox"/> Don't know	<input type="checkbox"/> Female
Relationship to applicant(s)	Relationship to respondent(s)	

## 14. Solicitor's details

Do you have a solicitor acting for you?

Yes

No

If No, see section Q of leaflet CB1 for more information

If Yes, please give the following details

Your solicitor's name

Name of firm

Address

Postcode

--	--	--	--	--	--	--

Telephone number

Fax number

DX number

Solicitor's Reference

Fee account no.

Email address

## 15. Checklist

1. Have you completed section 1 relating to the child(ren) in full?  Yes  No
2. Have you completed sections 2, 3 and 4 relating to attending a Mediation Information and Assessment Meeting in full?  Yes  No
3. If claiming a MIAM exemption that requires you to provide evidence to the court, have you provided this evidence?   
Evidence is required when claiming a MIAM exemption due to domestic abuse or due to prior attendance at a non-court dispute resolution process.  Yes  No
4. Have you completed sections 5 and 6 relating to reasons for making the application in full?  Yes  No
5. Have you completed section 7 relating to Other Court cases in full?  Yes  No
6. Have you completed sections 8, 9 and 10 about the factors affecting the proceedings?  Yes  No
7. Have you completed section 11 relating to you the applicant in full?  Yes  No
8. Have you completed section 12, 13 and 14 relating to the Respondent and others who should be given notice  Yes  No
9. Have you completed section 16 relating to statement of truth in full?  Yes  No

If you are sending the court a physical copy of this form, you must send **at least three copies**.

This is because one copy will be kept by the court, one will be sent to you and one will be sent to the respondent.

## 16. Statement of truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

- I believe** that the facts stated in this application are true.
- The applicant** believes that the facts stated in this application are true.  
I am authorised by the applicant to sign this statement.

### Signature

- Applicant
- Applicant's legal representative (as defined by FPR 2.3(1))

### Date

Day                  Month                  Year

### Full name

### Name of applicant's legal representative's firm

### If signing on behalf of firm or company give position or office held

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### Court fee – Are you paying the court fee by credit or debit card?

- Yes, the court will contact you, using the details given in your application, within three working days to take payment
- No

### What you do next

You should normally make your application to the Designated Family Centre for your area. You can find this, and a full list of courts and what type of work they do online at [courttribunalfinder.service.gov.uk](http://courttribunalfinder.service.gov.uk)

### Fees

You may need to pay a fee with your application. You should read leaflet **EX50 Civil and family court fees** to find out what fee, if any, you need to pay. This leaflet is available from your local court or online at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)

# Guidance note for completing form C100

Relevant sections of this application will be provided to Cafcass/Cafcass Cymru upon issue of proceedings. The information contained in this form enables Cafcass/Cafcass Cymru to conduct enquiries prior to the first court hearing. Without it they cannot conduct their initial safeguarding checks and enquiries.

Every question in this form should be completed, or stated that the information is not available.

This essential information is required by Cafcass/Cafcass Cymru and failure to provide this information could lead to unnecessary delays to proceedings:

## Page 1

Specify in the box the nature of the order you seek

You need to complete this form if you want to ask the court to make an (or change an existing) order about a child(ren) and your application is for:

- a child arrangements order (where a child should live, who a child should spend time with or both); or
- a specific issue order (for example, if you are asking the court to decide whether a child's surname should be changed); or
- a prohibited steps order (for example, if you are asking the court to prevent a person from removing a child from a school).

These orders are known as 'Section 8 orders' and are orders made by the court under section 8 of the Children Act 1989 to decide issues in relation to a child. You must tick the relevant box on page 1 to indicate which type of order(s) you are applying for. (If you wish to ask the court to enforce a previous Section 8 order you need to complete a different court form – Form 'C79 (Application related to enforcement of a child arrangements order)).

If you have any concerns about the risk of harm, tick the relevant box(s) and complete a separate Form C1A (Allegations of harm and domestic abuse) and give this to the court with your completed Form C100.

Tick whether you are asking permission to make this application (and if so complete section 5a).

Tick whether the application is urgent (and if so complete section 6a) or whether the application is to be made without notice to another party (and if so complete section 6b).

Tick whether there are linked proceedings (and if so complete section 7). When providing information about linked proceedings, please provide as much detail as possible about previous or current court cases that you are aware of in relation to the child(ren).

Tick whether your application is for an order to formalise an agreement (consent order) and if so attach the draft order to this form.

Tick whether your case has an international element or whether there are any factors that affect the ability of any party to these proceedings to participate in proceedings.

## Page 4

Answer questions 2a to 2c about whether there are parallel proceedings for an emergency protection, care or supervision order, whether a MIAM exemption applies or whether you have attended a MIAM.

## Pages 5 to 11

If you answered question 2c on page 4 with 'Yes' you must tick one of the first five boxes box in section 3 to indicate the category of MIAM exemption that you are claiming. You must then complete section 3a, b, c, d or e as shown.

If you have attended a MIAM you must ask the family mediator who conducted it to complete section 4 of the form and sign where shown.

## Page 13

Tick whether you have or are applying for permission to make this application (and if seeking permission complete section 5a).

Complete section 5b to provide brief details about why you are making the application.

Complete section 5c about any previously prepared Parenting Plan.

## Page 18

Answer questions 10a to 10c by ticking the relevant boxes and provide details in the box of any special arrangements you need in order to be able to attend court.

## Page 20

If you (the applicant) does not wish the address to be made known it should be included in an accompanying Form C8 (Confidential contact details). Please ensure that any documents submitted with this form or at a later date, **do not** include the confidential contact details you wish to withhold.

## Page 21

The respondent's address, including the Postcode.

The respondent's telephone number and if applicable, mobile telephone.

Whether the respondent has lived at their address for more than 5 years.

## Page 22

Full details for other parties who should be given notice of the application.

## Page 25

Check that you (or your solicitor if relevant) have completed and signed the statement of truth.

## **General information for completing this form**

### **Requirement to attend a Mediation, Information and Assessment Meeting**

1. It is a legal requirement to attend a Mediation Information and Assessment Meeting (MIAM) before applying to the family court, unless a valid exemption applies. This means that before submitting your application, you (the applicant) must meet with a mediator to find out about options for resolving your dispute out of court. The other party (the respondent) is expected to attend either the same MIAM or a separate MIAM.
2. At the MIAM, a trained family mediator will give you (the applicant) and the other person if present (the respondent) information about different options for non-court dispute resolution, such as mediation. They will consider with you whether non-court dispute resolution would be an appropriate way to resolve the dispute. It is then for the applicant and respondent to decide what to do next.
3. The requirement for the applicant to attend a MIAM does not apply if a Section 8 order is being applied for and:
  - the other person is in agreement about what you are asking the court to order (the order is a 'consent order'); or
  - there is an ongoing case about the child(ren) who would be the subject of the Section 8 application and that case concerns an emergency protection order, a supervision order or a care order, or if one of those orders has previously been made.
4. You must tick the relevant box in Section 2 of this form so that the court knows whether the MIAM requirement applies, whether an exemption applies (and why) or whether you have attended a MIAM.

### **MIAM exemptions and MIAM attendance**

5. As the applicant you are expected to have contacted an authorised family mediator in order to make arrangements to attend a MIAM unless:
  - the MIAM requirement does not apply, or
  - you are claiming a MIAM exemption.
6. You can find an authorised family mediator by using the 'Find your local mediator' search facility available at: [www.familymediationcouncil.org.uk](http://www.familymediationcouncil.org.uk)
7. You should give the mediator the contact details of the other person so that the family mediator can contact them to invite them to attend a MIAM, either with you or separately
8. If you or your solicitor believe that you have grounds for claiming exemption from MIAM attendance you or your solicitor must tick the relevant box in Section 2 of this form and complete Section 3.

9. If you have attended a MIAM you must ask the family mediator who conducted the MIAM to complete Section 4 of this form and sign it where shown.
10. If you claim a MIAM exemption and make an application to the court, the court will inquire into the grounds for exemption. For some MIAM exemptions, evidence is required to prove that your claim is valid. When claiming an exemption due to domestic abuse or due to prior attendance at a non-court dispute resolution process, you must provide evidence of this to the court along with this form.
11. If the court determines that any MIAM exemption(s) claimed are not valid, or no longer valid, you will be asked to attend a MIAM before your application is taken any further.
12. The detailed procedure relating to the MIAM requirement and MIAM exemptions and attendance is set out in Part 3 of the Family Procedure Rules and in supporting Practice Direction 3A. These are available online at:  
[www.justice.gov.uk/courts/procedure-rules/family/practice\\_directions/pd\\_part\\_03a](http://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_03a)

### **Paying for MIAM attendance or for family mediation**

13. Legal aid is available for MIAMs and for family mediation. If you are eligible for legal aid you could receive both the MIAM and mediation sessions free of charge, as well as some advice from a solicitor to support you in the mediation process.
14. If you, or the prospective respondent, is eligible for Legal Aid then the total cost of MIAM attendance can be met by the Legal Aid Agency, whether you and the prospective respondent attend the same MIAM or separate MIAMs.
15. If neither you nor the respective respondent is eligible for Legal Aid then the mediator will agree with you how the cost of MIAM attendance is to be met.
16. See paragraph 27 below on how to find out whether you are eligible for Legal Aid.

### **Safety and MIAM attendance**

17. Please note: the family mediator will discuss with you and with the other person whether you wish to attend the MIAM separately or together. Family mediators have a responsibility to ensure the safety and security of all concerned and will always check with each of you that attending together is your individual choice and is safe.

### **Information about mediation**

18. If suitable, mediation can be a better way of resolving issues about arrangements for children when you and your partner separate or divorce. Mediation can be less expensive than going to court and much less stressful for all the family. It can also help you as parents to focus on your child(ren)'s needs in making decisions about them.

19. Family Mediation is an impartial process that involves an independent third person who assists both parties involved in a family dispute to reach a resolution. Family mediation can be used to settle any or all of the following issues:
- Arrangements for children
  - Financial arrangements and dividing up property
  - Any combination of these
  - Any other disputes to do with separation and divorce.
20. Family Mediation is not just for divorcing or separating couples – it is a means for resolving a range of family disputes, whether or not they arise from divorce or the separation of cohabiting parents. Family Mediation could also help resolve issues with wider family members such as grandparents.
21. The family mediator helps the process of negotiation between the parties to agree their own arrangements by way of a Memorandum of Understanding. You can ask a solicitor, if you have one, to check the Memorandum of Understanding.
22. If both parties agree, you can ask the court to endorse what you have agreed by issuing a consent order. The mediator will help you to decide whether your case is complicated and does in fact need the court to consider your situation and make an order. The mediator should also tell you about other local services and options for resolving your dispute.
23. A statutory Mediation Information and Assessment Meeting (MIAM) is reserved for “authorised mediators” under the Family Procedure Rules. “Authorised family mediator” means a person identified by the Family Mediation Council as qualified to conduct a MIAM. “Qualified to conduct a MIAM” is interpreted as holding current Family Mediation Council accreditation (FMCA). FMCA mediators are issued with a unique FMC registration number. Authorised mediators are requested to enter this number in the box provided.
24. To find out more about different forms of NCDR, please go to <https://helpwithchildarrangements.service.justice.gov.uk/>.
27. You can find out more about legal aid for family matters, including whether you may eligible for legal aid, on the Legal Aid Information Service on the Gov.UK site at: [www.gov.uk/check-legal-aid](http://www.gov.uk/check-legal-aid) or you can telephone the Civil Legal Advice direct helpline 0345 345 4345.
28. For general advice on separation services and options for resolving disputes: [www.sortingoutseparation.org.uk](http://www.sortingoutseparation.org.uk)
29. For general advice about sorting out arrangements for children, the use of post-separation mediation, and/or going to court: [www.advisenow.org.uk](http://www.advisenow.org.uk); [www.advisenow.org.uk/guides/survival-guide-sorting-out-arrangements-your-children](http://www.advisenow.org.uk/guides/survival-guide-sorting-out-arrangements-your-children)
30. For general advice about sorting out arrangements for children: [www.theparentconnection.org.uk](http://www.theparentconnection.org.uk)
31. For advice about Contact Centres, which are neutral places where children of separated families can enjoy contact with their non-resident parents and sometimes other family members, in a comfortable and safe environment; and information about where they are: [www.nacc.org.uk](http://www.nacc.org.uk)
32. For help with taking a case to court without a solicitor, Support Through Court [www.supportthroughcourt.org](http://www.supportthroughcourt.org)
33. For guidance on representing yourself at court, including a list of commonly used terms that you may come across: <http://www.barcouncil.org.uk/using-a-barrister/representing-yourself-in-court/>
34. For advice about finding and using a family law solicitor see: Law Society [www.lawsociety.org.uk](http://www.lawsociety.org.uk), and Resolution (family law solicitors): [www.resolution.org.uk](http://www.resolution.org.uk)
35. For advice about finding using a family law barrister: see <http://www.barcouncil.org.uk/using-a-barrister/find-a-barrister/> and for arrangements for using a barrister directly see <http://www.barcouncil.org.uk/using-a-barrister/how-to-instruct-a-barrister/>
36. A Practice Direction document that sets out the approach of the courts to deciding child arrangements is available online at: [www.justice.gov.uk/courts/procedure-rules/family/practice\\_directions/pd\\_part\\_12b](http://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_12b)

## Online videos

37. There are several videos explain more about the mediation process, making your application, what will happen in court and will help you prepare for the hearing. To watch the videos visit [www.bit.ly/guides\\_for\\_separating\\_parents](http://www.bit.ly/guides_for_separating_parents)