

The Family Court sitting at the Courts and Tribunals Service Centre

HMCTS Family Public Law and Adoption

C/O Exela Technologies UK Ltd

PO Box XXXXX

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XXXX XXX

Email: fpla@justice.gov.uk

Phone: 0330 808 4424

(Monday to Friday, 8.30am to 5pm)

<<representativeName>>

<<representativeAddress>>

Case number: <<familyManCaseNumber>>

Dear <<representativeName>>

Find enclosed documents concerning your Family Public Law case.

You should now read these documents, so that you know what you need to do next.

If you’re going to respond or send documents to the court, you must use the enclosed cover sheet.

**What you should do now**

You should speak to a solicitor if you need help understanding these documents or what to do next.

If you’re a birth parent of the child, you can get help to cover the cost. This is called legal aid.

You can look for local legal aid solicitors at <https://solicitors.lawsociety.org.uk>

Her Majesty’s Courts & Tribunals Service



<<representativeName>>

<<representativeAddress>>

Document cover sheet

Your unique reference number is

<<ccdCaseNumber>>

You must include this cover sheet with anything you sent to the court.

HMCTS SCSS

PO BOX XXXXX

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This cover sheet will be returned to you with your cherished documents