

**Example of how the team has  
responded to user research and  
usability testing**

**We don't fill in the  
allocation proposal as  
we are not sure which  
level of judge is right  
for our case**



**What local authority legal assistants were saying about allocation proposal**

# Apply for a care, supervision or emergency protection order

## 1. Enter people in the case

[Children](#)

[Respondents](#)

[Applicant](#)

COMPLETED

[Others who should be given notice](#)

## 2. Enter legal analysis

[Which orders do you want to apply for?](#)

[When do you need a hearing?](#)

[What are the grounds for application?](#)

[Risks and harm to children](#)

[Factors affecting parenting](#)

[International element](#)

[Attending hearing](#)

We removed  
the allocation  
proposal

## 3. Provide evidence

**We don't always get an allocation proposal from local authorities. This is where the local authority lawyer says what they think is the appropriate level of judge for the case and why. Knowing this can help us our allocation as they know the child better than we would**



**Allocations, when we do get them, don't follow the President's Guidance. The president of the family division says that allocations must use this guidance so they are made in a consistent way**



**What gatekeepers/legal advisers said about the allocation proposal**

**We spoke to 7 more  
gatekeepers and all of them  
talked about why the allocation  
proposal is needed**

**Link to view the interview video**  
**<https://vimeo.com/286746292>**

## Apply for a care, supervision or emergency protection order

### 1. Enter people in the case

[Children](#)

[Respondents](#)

[Applicant](#)

[Others who should be given notice](#)

### 2. Enter legal analysis

[Orders needed](#)

[Hearings needed](#)

[Grounds for application](#)

[Risks and harm to children](#)

[Factors affecting parenting](#)

[International element](#)

[Other proceedings and allocation proposal](#)

[Attending hearing](#)



We added  
allocation  
proposal  
back

### Applicant's allocation proposal

Should be filled by solicitor that has good knowledge of the case based on the [president's guidance on allocation](#)

- ☐ Lay justices
- ☐ District Judge level
- ☐ Circuit Judge level
- ☐ DFJ/Section 9 sitting as a Judge of the High Court
- ☐ High Court Judge level

**We added a link  
to president's  
guidance on  
allocation**

Set out the rationale behind allocation proposal.

Use applicable paragraphs from the [president's guidance on allocation](#)

Save

# We went back to the local authorities to do user testing



## Link to play audio of what they said

<https://publiclaw.herokuapp.com/public/images/documents/allocation-proposal-and-fee.mp3>



**It is really good!  
Especially, the link to  
president's guidance.  
100% useful!**



**What local authority legal assistants said after user testing**