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**Direct Access Referral Form (Children)**

**Please complete this form, so far as you are able to do so. Some questions may not be relevant, in which case please mark them N/A. Once complete, please submit the form to** [**clerks@1kbw.co.uk**](mailto:clerks@1kbw.co.uk) **If you have any queries, please contact the clerks on 0207 936 1500.**

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| Full Name: |  |
| Date of Birth: |  |
| Nationality: |  |
| Occupation: |  |
| Home Address: |  |
| Preferred Contact Number(s): |  |
| Email Address: |  |
| Are you eligible for public funding / legal aid? |  |

**Section 2 - The Children and the other Parent / Carer**

|  |  |
| --- | --- |
| Name(s) and date(s) of birth of the child(ren) |  |
| Name(s) of the parent and / or any other adult who is or may be a party to proceedings, including their relationship to the child(ren) |  |
| Date relationship started |  |
| Date of marriage |  |
| Date of separation |  |
| What are the current arrangements for the children –who do the children live with / have contact with, and when. |  |
| Where does the other parent / carer live |  |

**Section 3 – Details of any Current or Anticipated Proceedings**

|  |  |
| --- | --- |
| What applications have been issued, and by whom? |  |
| What applications are you intending to issue or do you anticipate may be issued by someone else (if any) |  |
| What are the issues that you or the other party is inviting the court to determine. |  |
| Have you already received any legal advice or representation in connection with this or any anticipated proceedings |  |
| If the answer to the above is yes, please set out details of when and from whom you have received advice and representation. |  |
| Is the other party (or prospective party) to the proceedings represented |  |
| If the answer to the above is yes, please set out details of who is representing the other party |  |
| If there already existing proceedings: |  |
| Which court is the case being heard in |  |
| What was the date of the last order that was made, and provide a copy of that order |  |
| What is/are the date(s) fixed for the next hearing(s) |  |
| What type of hearing is the next hearing (such as a Dispute Resolution Appointment or a Final Hearing) |  |
| What is the time estimate for the next hearing |  |

**Section 4 – Services Required**

|  |  |
| --- | --- |
| Are you seeking advice from a barrister (a) in writing, or (b) in conference? |  |
| If you are able to, please summarise what you are seeking advice in relation to? |  |
| Are you seeking representation by a barrister at court. If so, on what date and for what type of hearing? |  |
| Are you seeking any other form of assistance from a barrister such as help drafting a letter or a statement. If so, please set out what other assistance you seek. |  |

**Section 5 – Attachments**

Please attach copies of:

* all orders that have been made in the case;
* all notice(s) of hearing in relation to future hearings; and
* any letters which are of an urgent nature

**Visiting 1KBW:**

|  |  |
| --- | --- |
| Preferred method of contact | Email/ phone |
| Would you prefer to meet the barrister in person or remotely? |  |
| At what time, or on what dates, would you be available? |  |
| Do you need help to access the premises? |  |
| Do you object to a pupil barrister sitting in on any conference of hearing for training purposes? |  |

**I confirm that the contents of this form are true to the best of my knowledge and belief**

**Signed (electronically)**

**Dated**