

Norfolk Local Practice Direction for Private Law Children Act proceedings and FLA 1996 injunctions

Judicial Foreword

This Local Practice Direction has been developed to support the fair, efficient, and child-focused determination of private law Children Act proceedings and associated Family Law Act 1996 applications in the Family Court sitting within Norfolk.

Its primary purpose is to promote early resolution where possible, robust and proportionate case management, and effective hearings, always with the welfare of the child as the court's paramount consideration. It is intended to assist judges, magistrates, practitioners and parties by setting out clear local expectations as to preparation, proportionality, and focus.

The Practice Direction does not displace the Family Procedure Rules, national Practice Directions, or binding appellate authority. Rather, it reflects how those principles are to be applied in practice in this court, informed by experience of what leads to timely, fair, and just outcomes for children and families.

In particular, it emphasises:

- the importance of meaningful engagement with non-court dispute resolution;
- careful and disciplined consideration of whether fact-finding is truly necessary;
- proportionate use of reports, statements and hearings;
- early identification of vulnerability and fair participation; and
- clarity of purpose at every stage of the proceedings.

Private law proceedings can be challenging for all involved. This Practice Direction is intended to assist the court and parties to approach them with focus, fairness and realism, and to ensure that court time is used to best effect in the interests of children.

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Introduction

This Local Practice Direction is issued pursuant to paragraph 7 of Practice Direction 12B of the Family Procedure Rules 2010. It applies to all private law Children Act 1989 proceedings and associated Family Law Act 1996 applications heard in the Family Court sitting within Norfolk.

The Practice Direction is intended to assist the court and parties by setting out local expectations as to preparation, proportionality, and case management, with a view to the just, timely and child-focused resolution of private law proceedings. It is informed by national rules and guidance, appellate authority, and the experience of judges and practitioners within this court.

Nothing in this Practice Direction overrides the Family Procedure Rules, national Practice Directions, or binding case law, nor does it fetter the court's discretion to case-manage proceedings in accordance with the overriding objective. Rather, it provides a framework within which cases will ordinarily be managed, promoting consistency, efficiency and effective use of court time. This Practice Direction will be kept under review and may be amended as practice develops, including in response to national reforms and procedural changes, such as the implementation of the Private Law Portal and Child-Focused Court model.

Before Issue of proceedings-Mediation Information and Assessment Meeting (MIAM) / Non court dispute resolution

1. Applicants are required to attend a MIAM with an accredited mediator for all applications listed in part 3 of the FPR including applications for a child arrangements order, parental responsibility order, special guardianship order and an order varying or discharging such an order.
2. FPR Rule 3.8(1) sets out the circumstances in which the MIAM requirement does not apply. These exceptions do not mean that mediation or other non-court dispute resolution cannot be attempted.
3. Non-Court Dispute Resolution (NCDR) encompasses a variety of methods designed to assist parties in resolving disputes outside of the courtroom. The Family Procedure Rules emphasise the importance of considering NCDR at every stage of the process to achieve just and efficient outcomes while minimizing conflict. Mediation, collaborative law, and arbitration are examples of NCDR approaches that can be tailored to the specific needs of the parties involved. Practitioners and parties are reminded of their obligation to actively engage with NCDR options, as this aligns with the overriding objective of promoting the welfare of the child and reducing unnecessary litigation.
4. If an exemption to a MIAM applies, the evidence of the exemption should be requested by the court at the gatekeeping stage (if not already supplied to the court).

5. It is for the court to decide whether the exemption is validly claimed. If not, the court can direct the applicant to attend a MIAM and adjourn proceedings for this to take place, if necessary.
6. All parties (not just the applicants) are obliged to consider all types of NCDR during court proceedings. The mediator providing the MIAM will provide information about all types of NCDR available and suitable for the type of proceedings and dispute.
7. All parties must file a FM5 form setting out their position on NCDR and what types of NCDR have been attempted before the first hearing. This form should be served on the court and the other parties at least 7 days before the hearing. The court will make enquiry as to compliance with this provision which, if not adhered to, may result in adjournment of proceedings while this is addressed.
8. The court can require parties to complete a further FM5 before further hearings. If so, the form should be served on the court and the other parties at least 7 days before the hearing. The form should not be used as an opportunity to make allegations regarding wider behaviour.
9. Issues of domestic abuse are not an automatic bar to attending a MIAM or attempting NCDR. The MIAM should be utilised as an opportunity to explore suitability and safeguarding measures with the mediator, rather than immediately discounting NCDR as an option. Domestic abuse screening is undertaken in all MIAMs.
10. The court can adjourn the matter to allow for NCDR to take place at any time during proceedings and parties should expect strong encouragement from the court to participate in NCDR.
11. The court can consider parties refusal to consider/explore NCDR options when considering the issue of costs. Consideration should be given to the NCDR discussions as a whole, e.g. to ensure that neither “lip service” is being paid to this provision, nor that a party is seeking to delay proceedings by a late request for NCDR on the doorstep of a court hearing.

Allocation of Cases

12. The allocation of private law cases should be in accordance with the Revised Family Listing Guidance (July 2026) and the Combined Allocation and Gatekeeping Guidance March 2026. The court will consider reallocating a case to a different tier of judiciary at each hearing depending on the complexity of issues and with particular regard to the earliest possible disposal of the proceedings. When considering reallocation, the benefit to the children and the parties of the earliest possible adjudication will ordinarily be a factor of greater weight than achieving judicial continuity. The court will balance the benefits of judicial continuity against the need for timely disposal, recognising that in many cases delay will outweigh the advantages of continuity."
13. In the event of proceedings being re-allocated to a different tier, the court should make appropriate directions, such as for drug-testing, obtaining medical reports and provision of statements, as will facilitate progression of the case while a further hearing is awaited.
14. When considering allocation, a case does not need to be allocated to a judge who dealt with previous proceedings unless that judge specifically reserved any further proceedings to him/herself.

Fact Finding Hearings and Domestic Abuse in Private Law Children Proceedings

Matters to be considered prior to the direction of a fact finding

15. In all cases where a party has made allegations of domestic abuse (as per the definitions at FPR PD 12J [2A] and [3]), it is incumbent upon the court to determine whether there is a need to determine those allegations in order for the court to reach a decision regarding the welfare of the subject child. While the input of the parties, CAFCASS and advocates is of assistance, the ultimate decision as to whether a fact finding hearing is necessary rests with the court. Relevant consideration will be given to the likely delay that a fact finding hearing will cause to the conclusion of the proceedings and the potential negative impact upon the parent/child relationships. Other than in a very clear case (such as where the court

accepts both parties' view that a fact finding is required on disputed allegations), a decision on whether to hold a fact finding will usually be best taken after the court has had the opportunity of considering witness statements and any schedule of allegations.

16. Before deciding whether a fact finding hearing is required, the court will expect the parties' and CAFCASS's assistance with the following matters:

- (i) What exactly is alleged in terms of domestic abuse and by whom? To what extent are those allegations likely to be relevant to the making of a child arrangements order bearing in mind the purpose of a fact finding is to allow assessment of the future risk to the child and the impact of any abuse on the child?
- (ii) Are there any admissions or have the allegations been determined to a sufficient extent in other proceedings? Are there any proposals which may satisfy the court that the adult child relationship may continue safely for the child and for the alleged victim of domestic abuse?
- (iii) What are the real issues in the case. For example, does a party contend that the alleged domestic abuse is a bar to all contact, or do they seek to add conditions for or in relation to contact arrangements?
- (iv) Is a fact finding proportionate?
- (v) What are the questions relating to the child's welfare which will be assisted by the determination of the allegations?
- (vi) Allegations of a pattern of behaviour, such as controlling and coercive behaviour, need only be determined to the extent that it is relevant and necessary to do so as part of the evaluation of issues relating to the child's future welfare. Even then, the court is only required to assess the overarching issue, rather than every single subsidiary factual allegation that may also be raised.
- (vii) If the allegations (at their highest) can be mitigated by supervision of contact or some other measures which are available, why is it contended that a fact finding hearing is needed? This will include consideration of whether

supervision of contact can be continued in the longer-term and beyond the conclusion of the proceedings.

In the event of a fact finding hearing being directed

17. It is noted that while the judgment in *Re H-N* [2021] EWCA Civ 448 (paras 41-49) cautioned against allowing a Scott Schedule to distort the fact finding process (by becoming the sole focus of a hearing), the Court of Appeal did not rule out the use of a schedule as a structure to assist in analysing specific allegations. Specific allegations, such as of incidents of physical abuse may as such be set out within a schedule but allegations requiring the court to take a broad overview and look at patterns of behaviour (such as coercive and controlling behaviour) are likely to require a statement.
18. Whether within a schedule or within a statement of evidence, a party making an allegation must explain why a finding on that allegation is relevant to the welfare decision to be made by the court. If a schedule is directed, then an extra column is to be included for the party making the allegation to add in their explanation of its relevance.
19. The court will expect the parties' assistance in ensuring that specific allegations are relevant and proportionate for determination. To that end, third party disclosure will only be directed where necessary and will require justification in terms of why it may be said to support or undermine an allegation. Orders will be targeted and precise so, for example, a GP summary should usually be sufficient rather than disclosure of a party's full GP records.
20. The court will only allow evidence from witnesses of fact where it goes to an issue to be determined and if satisfied that it is likely to add real value to the enquiry.
21. No case will be timetabled to a fact finding hearing without a properly completed witness template with time estimates agreed or fixed by the court. The parties are to have a realistic expectation of the time available to present their case to the court.
22. The court will consider participation directions. Consideration of FPR r.3A and PD 3AA are mandatory and the obligation to consider vulnerability is the court's,

regardless of whether a party is represented or if participation directions are sought.

23. The Court will consider whether a short pretrial review (PTR) is required to be listed before the fact finding hearing (with the expectation one will be required for any fact finding hearing listed for 2 days or more) to ensure all the directions have been complied with and that the hearing will be effective. Such hearings will be listed for 30 minutes by CVP before the trial judge unless an alternative listing is ordered.

Revisiting a decision

24. While the court will consider at all stages of the proceedings whether domestic abuse is raised as an issue pursuant to FPR PD 12J paragraph 5, its decision not to hold a fact finding hearing will only be revisited if there has been some change in circumstances to undermine that decision. In the event of 'new' evidence relating to past events being presented, the court will require a good reason as to why this was not advanced previously.

Qualified Legal Representatives

25. The Domestic Abuse Act 2021 prohibits perpetrators or alleged perpetrators of domestic abuse and their victims or alleged victims from cross-examining each other in person. The court has the power to appoint qualified legal representatives (QLRs) to carry out cross-examination. While there are automatic prohibitions on cross-examination, the court can exercise its discretion to direct that a party be prohibited from carrying out in person cross-examination where it appears to the court that allowing cross-examination in person would be likely to affect the quality of the witness' evidence or is likely to cause either the party or the witness significant distress and it would not be contrary to the interests of justice to give such a direction. This is a wide discretion and might apply, for example, in situations where domestic abuse is alleged but the allegations do not trigger any of the automatic prohibitions, where litigants in person have to cross-examine expert witnesses, or for reasons other than domestic abuse. The court must state

its reasons for giving a direction, refusing an application for a direction, revoking a direction given or refusing an application to revoke a direction.

26. The role of the QLR is substantially different from that of a lawyer instructed by a party and essentially is to ensure that the fairness of the proceedings is maintained, by carrying out the cross-examination which the prohibited party is prohibited from performing. Although they will advance the interests of the prohibited party during the cross-examination, the QLR must not attempt to present the prohibited party's entire case and should not take instructions from the prohibited party in the manner that a party's own lawyer ordinarily would. 31. However, the QLR is expected, in most cases, to meet with the prohibited party to elicit relevant information that will form the basis of the cross-examination and inform the drafting of the position statement. There may also be instances in family proceedings where the court may need to appoint more than one QLR in the case, for example, one to cross-examine in place of the perpetrator and the other to cross-examine in place of the victim.
27. To effectively protect the prohibited party's Article 6 and 8 ECHR rights, the QLR must put the essence of the prohibited party's case to the witness on those parts of the witness' case that may have a significant impact on the outcome of the proceedings. The prohibited party may suggest questions to the QLR that he or she wishes to be put to the witness. Although the QLR may take such suggestions into consideration, ultimately questions should only be put to the witness if they relate to the essence of the prohibited party's case, and they are on those parts of the witness' case which may have a significant impact on the outcome of the proceedings.
28. The court will direct that the QLR has access to the full court bundle, or such parts of the bundle as directed by the court and by when access is to be given. Where there is no court bundle, the court will prepare and provide the qualified legal representative with a court bundle. The QLR must ensure that he or she is fully familiar with the contents of the court bundle and evidence so as to be able to cross-examine the witness or witnesses effectively, and to put the prohibited party's case to the witness or witnesses.

29. The court will issue an order identifying the witness or witnesses to be cross-examined by the QLR. The court will make clear to the prohibited party that the QLR is not their lawyer and that they are appointed by the court only to cross-examine a certain witness or certain witnesses.
30. The court will identify those cases where a QLR may need to be appointed at the earliest possible stage but will always review appointment at PTR or at a DRA. The court will endeavour to identify and name the appointed QLR and directions will be made for court papers to be provided to the QLR by the court if both parties are unrepresented or, if the other party is legally represented, the legal representative shall provide the papers to the QLR.
31. If, in respect of final hearings, matters were to settle without the need for the QLR to assist in providing cross-examination, or it is agreed that the matter would proceed by way of submissions only, any appointed QLR will be notified as soon as possible by the court.
32. The court will keep a database of QLRs but, as unfortunately there can be no guarantee that a QLR will be available for a hearing, the following step must be taken whenever a QLR is deemed to be needed. A direction must be made for questions to be sent by the prohibited party to the court not less than 7 days prior to the hearing so that these can be considered by the court and put (if appropriate) to the other party or witnesses by the judge or by the legal adviser or Family Justices at the hearing if a QLR is not in attendance. In the event of a QLR having been appointed for each party but only one QLR attends the hearing, the hearing will still proceed on the basis of written questions being put by the court on behalf of the party who is without the assistance of the QLR.
33. The court should try to list a hearing no earlier than 4 weeks after filing of final evidence to enable a publicly funded party to obtain amendment to the legal aid certificate to provide for representation at the final or fact finding hearing. The court should direct a publicly funded party's solicitors to notify the court not less than 4 weeks prior to hearing if legal aid has been withdrawn so that the court may seek to appoint a QLR for the unrepresented party if the case is one in which the prohibition on cross examination applies.

Position Statements

34. Legal representatives are asked to bear in mind that arrangements agreed between the parties generally work best for children (subject to the court's approval and consideration of any safeguarding concerns). The contents of a position statement should not inadvertently derail the prospects of a resolution so care should be taken to avoid entrenching positions. Succinct position statements of no more than 4 pages of A4 paper, preferably typed in a font no smaller than 12pt and at no less than 1.5 in line spacing, should be sufficient to set out the position taken by a party relevant to the hearing in hand. Any legal argument, if it must be committed to paper, for the court's consideration should be set out in a separate skeleton argument.
35. Legal representatives must lodge position statements with the court (and send them to the other party or legal representative) by no later than 24 hours prior to a hearing listed before the Circuit or District Bench but are required to do so at least 3 days prior to a hearing before the Family Justices. A litigant in person (LIP) is encouraged to send his/her position statement to the court within the same timescale to ensure that there is adequate time to consider its content, but the court may be more willing to extend the period to a LIP. The parties should not expect that the court will have the time available to consider a position statement which has been lodged outside of these timescales.

Reports

36. The timescale for preparation of a section 7 report either by CAFCASS or the local authority is 12 weeks from hearing. An addendum report is to be prepared within 8 weeks of order. Addenda are not routinely required and should only be directed when there has been a significant change in circumstances since the filing of the section 7 report as otherwise any update can be expected to be given at court in oral evidence by the author of the report. The Family Court Adviser/Social Worker is expected to have made updating enquiries prior to the final hearing regardless

of whether an addendum has been directed. Such enquiries may be conducted by way of telephone at the discretion of the report author unless directed otherwise by the court.

37. If the court though considers that it is necessary to have an update as to a child's wishes and feelings prior to a final hearing, then an addendum must be directed from CAFCASS or the local authority social worker who has prepared the report.
38. In a case where the safeguarding letter has not advised the preparation of a section 7 report, the Family Bench (who invariably have the benefit of a Family Court Adviser at court) will invite CAFCASS management to set out its views on whether such a report is needed prior to making such a direction. In a case before the District or Circuit Bench (where a Family Court Adviser is not generally in court) and where the safeguarding letter did not advise a section 7 report, the court will set out its reasons within the order for directing such a report if it considers that such welfare analysis is required to determine the proceedings.
39. The court will order the local authority to prepare the section 7 report if: a) a child is the subject of an open and active statutory social work case with a local authority (normally under either sections 17 or 47 of the Children Act 1989) or b) in the last 12 weeks, before the section 7 is ordered, there has been a statutory social work assessment of a child's welfare in accordance with the Children Act 1989 (sections 17 or 47) or c) in the last 12 weeks, before the section 7 is ordered, the child has been the subject of a child in need or child protection plan. In the event of there being dispute between CAFCASS and the local authority as to which of them should prepare the report, they should enter into dialogue to resolve the issue but with the clear understanding that the court's timetable for filing of the report must be adhered to.
40. A local authority section 37 report is to be prepared within 8 weeks of order, unless the court directs otherwise, pursuant to section 37 (4) CA 1989.
41. CAFCASS will liaise with the local authority prior to making any recommendation for a section 37 report in accordance with agreed arrangements.

Rule 16.4 Appointment of a Children's Guardian

42. The local authority will notify and liaise with CAFCASS prior to making any recommendation for the appointment of a R 16.4 Children's Guardian and the local authority will make the court aware of the position taken by CAFCASS on the proposed appointment. The Local Authority will operate an internal procedure to ensure a senior manager considers the criteria for the making of a R16.4 Guardian before any such recommendation is made.
43. The Court will invite CAFCASS management to set out its views on whether the case meets the R 16.4 criteria in advance of making an order either on application of a party or under its own motion. CAFCASS will respond to the court's enquiry within 3 days or may choose to attend a hearing where the issue is to be considered.
44. The court will upon making a R 16.4 appointment set a timetable which provides for a case management hearing at week 8 and a final hearing at or before week 26 of the appointment. In cases which are sufficiently complex to require a R 16.4 appointment, there must be early and active consideration as to whether a fact finding hearing is required and the timing of this in relation to commencing work under the R 16.4 appointment.

Service of orders upon CAFCASS and Norfolk County Council

45. An approved order is to be sent by email to CAFCASS as soon as made by the court office unless a represented party has been instructed to do so. The email address for this purpose is bseast@cafcass.gov.uk
46. An approved order is to be sent to the local authority as soon as made by the court office unless a represented party has been instructed to do so. The email address for this purpose is cads@norfolk.gov.uk
47. The order should outline the applications before the court as well as the main issues for consideration by any reporting officer.

48. It is insufficient to notify a practitioner from the local authority of the making of an order. The local authority will require both a copy of the order and a bundle of relevant court papers which is to be provided by a represented party's solicitors or otherwise, when both parties are unrepresented, by the court office. In cases in which the parties are unrepresented, the judge issuing the order will advise the court office of which papers are relevant for the purposes of provision of a bundle to the local authority. These papers should be updated as the case progresses. Provision of an index will ensure the social worker knows what documents are before the court and what has been sent and what has not been sent.

Attendance of authors of reports at hearings

49. The author of a report should ordinarily give evidence first at a final hearing so that he/she can thereafter be released to attend to other professional obligations.

50. Where it is known that a Family Court Adviser/Social Worker is unable to attend a final hearing, it is likely to be satisfactory for a CAFCASS/ LA manager to attend in their stead and in which event the parties are to be directed to provide written questions not less than 14 days prior to hearing so that the manager can make any necessary enquiries and provide the best available evidence to the court.

51. A Family Court Adviser/Social worker should not usually be directed by the court to attend a Dispute Resolution Appointment (DRA) unless specific advantages of doing so are evident, including but not limited to the enhanced possibility of the proceedings being concluded at that hearing. The reason for directing the attendance of the Family Court Adviser/Social Worker should be set out within the order to enable the practitioner to attend the court hearing with a clear understanding of how they may assist the court with the resolution of the proceedings.

Statements

52. Statements should be focused on specific factual disputes requiring determination by the court or should address issues of welfare. In cases where the court has directed a section 7 report and both parties are unrepresented, the court may wish

to delay the filing of statements until the parties have had the opportunity of exploring resolution at the DRA. If the court directs statements prior to the filing of a section 7 report, and whether a party is a LIP or represented, the expectation is that these will be limited to 4 pages by agreement of the parties. At the same time as the statement is filed with the court, a copy of that statement should be sent to Cafcass or the local authority with responsibility for preparing the section 7 report. Any statement ordered by the court should in accordance with best practice not generally exceed 15 pages, plus exhibits, and a statement should never in any event exceed 25 pages, plus exhibits, which is the limit set under FPR PD 27A. Practitioners and parties are asked to note the importance of proportionality when attaching exhibits to statements which, if excessive in amount, may not be reviewed by the court due to the time available for a hearing. A rule of thumb is that exhibits should not exceed the number of pages of the statement itself.

53. LIPs are encouraged to make use of the witness template (within the accompanying link to the President's Memorandum: Witness Statements) which is suitable for non-complex private law welfare cases since it focuses attention on the section 7 recommendations and the welfare checklist.

<https://www.judiciary.uk/wp-content/uploads/2022/07/PFD-memo-on-witness-statements-12112021.pdf>

Family Law Act 1996 Injunctions (Non-Molestation and Occupation Orders)

54. Applications under Part IV of the Family Law Act 1996 frequently arise alongside private law Children Act proceedings. This Practice Direction sets out local arrangements for such applications, subject always to the Family Procedure Rules and the President of the Family Division's Guidance on Non-Molestation Orders (January 2026).

Judicial consideration on issue

55. All applications for non-molestation orders, whether on notice or without notice, will be referred to a judge on the date of issue or, if issued after 4pm, on the next working day, in accordance with the 2026 Presidential Guidance. An application

by a person under 18 years must be listed before the District or Circuit Bench. Permission is required for issue of an application by a child under 16 years.

Without-notice applications

56. Practitioners are reminded that:

- the statutory test is that contained in section 45 Family Law Act 1996;
- the absence of notice must be justified by reference to risk of significant harm, deterrence from pursuing the application, or serious prejudice caused by delay;
- without-notice orders are not routine and require specific evidential justification.

Possible outcomes on issue

57. Upon consideration of a without-notice application, the court may:

- (a) grant an order on the papers and list a return hearing;
- (b) list the application for a short without-notice hearing; or
- (c) refuse the application on the papers.

Refusal on the papers and reconsideration

58. Where a without-notice application is refused on the papers, the applicant is entitled to request reconsideration of that decision in accordance with the President's Guidance. Any request for reconsideration must be made promptly and in any event within two working days of the refusal.

Listing and scope of reconsideration hearings

59. A request for reconsideration will be listed expeditiously and ordinarily within five working days. Reconsideration is not an appeal and is confined to the question whether the statutory test under section 45 Family Law Act 1996 was met at the time of issue. The court will not ordinarily permit reformulation of the

application or the introduction of material which could and should have been advanced previously.

Applications for reconsideration following refusal of a without-notice application

60. Any request for reconsideration following refusal of a without-notice application must identify, succinctly and precisely, the basis on which the original decision is said to have involved an error or oversight in relation to the statutory test under section 45 Family Law Act 1996. Reiteration or reformulation of the original application will not assist. Where an application has been properly refused following reconsideration, the court will ordinarily expect any further application to be made on notice, unless genuinely new circumstances are said to arise which materially affect the question of urgency or the justification for proceeding without notice.

Return hearings

61. Where a without-notice order is made, a return date must be fixed on the face of the order. Return hearings will ordinarily be listed within 14 days and in any event no later than 28 days, in accordance with the 2026 Presidential Guidance.

Judicial tier and allocation

62. Without-notice applications will be considered by a District Judge or Circuit Judge. Allocation of subsequent on-notice or return hearings will depend on complexity and issues raised and may, where appropriate, include Family Justices.

Attendance on issue

63. Applicants seeking a without-notice order must be available to attend court (in person or remotely, if directed) on the date of issue, as the court may require oral submissions or list the application for a short without-notice hearing.

Listing before Family Justices

64. Where a first on-notice or return hearing is listed before the Family Justices, the standard time estimate will be one hour.

Bundles

65. The required content of bundles is set out at PD27A FPR 2010. In accordance with PD27A, the parties are expected to engage constructively and to endeavour to agree the contents of the bundle, confining it to documents which are relevant and necessary for the hearing.
66. PD27A paragraph 4.3 provides that, unless the court directs otherwise, the bundle must be lodged with the court no later than 11.00am on the working day before the hearing. This Practice Direction makes local provision as to timing and arrangements where necessary to ensure effective preparation and fair participation.
67. Where one party is represented and the other is a LIP, the represented party's solicitor shall prepare the bundle. Where both parties are unrepresented, the court will prepare the bundle.
68. The court will accept e-bundles, but a paper witness bundle must be available for a contested and/or final hearing. An e-bundle must be provided to the other party, whether represented or acting as a LIP. A LIP may request a paper bundle if he/she is unable to utilise an e-bundle.
69. The court will not ordinarily grant extensions of time for filing and service of a bundle, and parties should not assume that documents filed late will be read.
70. Nothing in this provision prevents the court from permitting the filing of short, essential updates closer to the hearing where justice requires, but this is not to be treated as routine.

Bundles for hearings before the Family Justices

71. Where a hearing is listed before the Family Justices, the bundle must be lodged with the court no later than 7 calendar days before the hearing, unless the court directs otherwise.

72. This requirement reflects the practical need for court administration to process and distribute bundles, and for Family Justices—who sit on a part-time basis and often alongside other professional commitments—to have sufficient time to read and prepare for the hearing.

73. Parties and advocates should ensure that the bundle lodged 7 days before the hearing is substantially complete, proportionate, and suitable for determination of the issues listed.

Supplemental bundles (LIP)

74. If a LIP seeks to rely on additional documents which are not included in the bundle, and which the other party contends are either not relevant or that inclusion of the same would be disproportionate, the LIP may file with the court and send to the other party a supplemental bundle containing those disputed documents for the court to adjudicate upon relevance and proportionality.

75. Such a supplemental bundle must be lodged no later than 11.00am on the working day before a hearing before the District or Circuit Bench; and not less than 4 days before a hearing before the Family Justices.

Police disclosure

76. Police disclosure is ordinarily to be included within the bundle for all parties, whether represented or acting as a LIP, unless the court directs otherwise.

77. Police disclosure is provided for the purposes of the proceedings only and is subject to strict obligations of confidentiality. It must not be copied, photographed, disseminated or used for any purpose unconnected with the proceedings, save with the permission of the court.

78. Where police disclosure is obtained for the purposes of the proceedings, the police are invited to notify the court, via the party obtaining the disclosure, if they contend that any part of the material should not be disclosed to a LIP, or should only be disclosed subject to specific safeguards.

79. Any issue of disclosure, redaction, or alternative arrangements for access will be determined by the court, having regard to the need for a fair hearing, effective participation, safeguarding considerations, and the appropriate protection of third-party and public interest material.
80. Where police disclosure is to be considered at a hearing, it should ordinarily be available to all parties no later than 7 days before the hearing, unless the court directs otherwise.

Approved by His Honour Judge North

DFJ for Norfolk

31 July 2026

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