



Checklist for an Emergency Application for a Prohibited Steps Order and Parental Responsibility (if required)

1. Find out where your local County Court is, and check to see whether they handle family related cases. If not, you need to locate one which does. You can use HMCS Court Finder (<http://www.hmcourts-service.gov.uk/HMCSCourtFinder>) to do this. Once on that website, enter in your region under 'Court Region Search'. Then make sure that 'Court Work Type Search' is set to 'Family Work'. Then search under 'Court Type' and do a search first on 'Combined Crown and County Court', then 'County and Magistrates Court', and then 'County Court and District Registry'. Choose the court which is closest to where you or your children live and print the details.
2. Download and complete Form C100 (http://www.hmcourts-service.gov.uk/courtfinder/forms/C100_1108.pdf). Within that form, you should state you are applying for a Prohibitive Steps Order as you disagree with the children being removed abroad. If you do not have legal parental responsibility, also complete Form C1 (http://www.hmcourts-service.gov.uk/courtfinder/forms/c1_1008.pdf). Print and sign three copies of the forms.
3. Check how much the court fees are: (http://www.hmcourts-service.gov.uk/courtfinder/forms/ex50_web_0210.pdf)
Either take a cheque, postal order or cash for that amount when you go to the court.
4. It will assist both you and the judge if you write a brief 'Position Statement'. We have provided a template which you can download: (<http://www.thecustodyminefield.com/Factsheets/TCMPositionStatementTemplate.doc>)
Try to keep the position statement to two to three pages, using brief paragraphs, and setting out why you believe the other parent is due to emigrate, why you believe the emigration is imminent, and why you believe that the emigration is not in the children's best interests.

A position statement is not essential, but it is useful for two reasons. It helps inform the judge, briefly and ideally succinctly, why a Prohibited Steps Order is required and you can refer to it in court to make sure you make the judge aware of any matters which you feel are important.
5. Find recent photographs of the children (and the other parent) and their passport numbers if you have them. If the judge accepts that the risk of emigration is imminent, and the children may be taken abroad without your or the court's consent, the judge may order an 'all ports warning'. This alerts points of exit from the UK such as airports and ports that the children should not be allowed to leave the UK. You might also ask that court officers take possession of the children's passports.
6. Before setting off for the court building, ensure you have with you:
 - A] Three completed and signed copies of form C100;
 - B] Three completed and signed copies of form C1 if you do not have, and are applying for parental responsibility;
 - C] The cash, cheque or postal order to pay the court fee;
 - D] Three copies of your Position Statement;
 - E] Recent photographs of the children and the other parent and their passport numbers if you have this.
7. Go to the court building as early as possible, ideally at 9am, and hand in the court forms and position statement to the court's administration department, informing them that 'I am making an emergency application and need the case to be heard today'.