CASE NO: …

**ADVOCATES’ MEETING MINUTES**

FOR HEARING ON [DATE]

MEETING [DATE]

THE CHILD[REN]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME | SEX | D.O.B. | AGE | LIVING WITH | ORDER? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

ATTENDEES

|  |  |  |
| --- | --- | --- |
| PARTY | REPRESENTATIVE | EMAIL ADDRESS |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The agenda items appear in bold. Under each heading set out what is agreed, what is not agreed and the positions of the parties. If a party’s position is unknown, please state the reason why.

ISSUES IN THE CASE

**Threshold**

**Local Authority’s plan**

**Expert evidence**

**Assessments of family members**

ISSUES WHICH ARE AGREED:

ISSUES WHICH REMAIN TO BE DETERMINED:

HOUSEKEEPING FOR FINAL HEARING

**Compliance with directions**

**Outstanding disclosure/evidence**

**Timetable for further evidence**

**Witness template/requirements/timings**

**Time estimate for final hearing**

**Bundle contents and size**

**Required reading**

**Any other evidential issues**

PREPARED BY: [NAME]

ROLE: [SOLICITOR/BARRISTER]

DATE: [DATE]