

Child Arrangements Checklist

Family Court Mentor — England & Wales

1. Mediation (MIAM)

- Attend a Mediation Information & Assessment Meeting (MIAM).
- Ask the mediator to confirm whether mediation is suitable or if you are exempt.
- Keep your signed MIAM certificate safe — it is valid for 4 months.
- If mediation is unsuitable, request the MIAM certificate to upload with your C100.

2. C100 Application

- Gather both parents' full names, dates of birth, and addresses.
- List all children involved with their dates of birth and current living arrangements.
- Decide the order(s) you want the court to make (e.g., Child Arrangements Order).
- Consider whether a Prohibited Steps Order or Specific Issue Order is needed.
- Complete the application online if possible — it is usually processed quicker.
- Pay the court fee or apply for a fee exemption/remission.

3. CAFCASS Safeguarding

- Prepare for the CAFCASS safeguarding telephone interview.
- Be honest and factual about any risks, concerns, or allegations.
- Read the CAFCASS Safeguarding Letter carefully when it arrives.
- Note any factual errors and prepare a brief, respectful correction if needed.

4. Position / Witness Statement

- Write a clear statement of where things stand now.
- State what outcome you want at the next hearing.
- Respond directly to points raised in the CAFCASS Safeguarding Letter.
- Keep it concise, factual, and child-focused.

5. First Hearing (FHDRA)

- Prepare a short Position Statement to hand to the judge/magistrates.
- Dress smartly, arrive early, and bring photo ID.
- Bring copies of key documents (C100, MIAM certificate, safeguarding letter, statements).
- Speak clearly, stay calm, and focus on the children's welfare.