**In the [High Court of Justice,   
Family Division] / [Family Court]**

**sitting at [*Court name*] Case No: [*Case number*]**

**[The Child Abduction and Custody Act 1985] /**

**[The 1996 Hague Convention on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children]**

**[Council Regulation 2201/2003)**

**[The Senior Courts Act 1981] /**

**[The Children Act 1989] /**

**[The Family Procedure Rules 2010 Practice Direction 6C]**

**(delete or adapt as appropriate)**

**The child[ren]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**(Adapt as appropriate)**

**DISCLOSURE ORDER MADE BY [*NAME OF JUDGE*] ON [*DATE*] SITTING IN PRIVATE**

**The parties**

1. The applicant is [*applicant name*], represented by [*barrister/solicitor name*] [instructed by [*solicitor name and firm name*] whose contact details are [*ref, phone number and email*]]

The respondent is [*respondent name*], represented by [*barrister/solicitor name*] [instructed by [*solicitor name and firm name*] whose contact details are [*ref, phone number and email*]]

**(Specify any additional respondents)**

**(Specify if any adult party acts by a litigation friend)**

**(Specify if the children or any of them act by a children’s guardian)**

**Recitals**

1. An application has been made by [*applicant name*] for a disclosure order against the [*local authority*].
2. The information is sought from [*specify the local authority department*].
3. The reason that such an order has been sought is [*specify*]*.*
4. This order was made at a hearing without notice to the respondent. The reason why the order was made without notice to the respondent was [*insert*].
5. The judge read the following affidavits/witness statements [*insert*] and heard oral testimony from [*name*].

**Undertakings to the court by the applicant’s solicitor [*name*] on behalf of [himself] / [herself] and [his] / [her] partners in the firm [*firm name*]   
(delete if information is to be disclosed to the court)**

**(where there are reasonable grounds to believe that a person to be served is residing in a refuge, it is not appropriate for the other party or their solicitor to have information relevant to their whereabouts disclosed to them as a result of a disclosure order. practitioners and the court must be alert to the guidance in *re p (service on parent in a refuge)* [2023] ewhc 471 (fam)), and the anticipated insertion of rule 6.23a fpr 2010)**

1. To use any information received by them as a consequence of this order solely for the purposes of (a) assisting in the location of the children named in this order, and (b) in the conduct of these proceedings.
2. Not to disclose any information received by them as a consequence of this order to [*name*].
3. To keep any record of information received by them as a consequence of this order in a separate file marked confidential and with a note that its contents are subject to undertakings to the court and not to copy or provide that information to others save for the purposes (a) assisting in the location of the children named in this order, and (b) in the conduct of these proceedings.
4. To obtain a written undertaking in the terms of the first two undertakings given by them above from any person provided with information received by them as a consequence of this order.

**IT IS ORDERED THAT:**

1. The [*local authority*] acting through a delegated official within the [*specify the relevant department*] shall disclose, in writing, as soon as practicable to [an officer of this court namely [*specify* *the officer, giving their address*]] / [the applicant’s solicitor [*name*](whose direct telephone number is [*tel number*]and whose email address is [*email address*])] the following information:
   1. the current or last known address(es) of [*child(ren) name(s)*](whose details are provided on the attached form) **(adapt as appropriate)**
   2. [*insert*]
2. The [*local authority*] shall not disclose the content of this order, or any action they take pursuant to it, to [*name*].
3. The [*local authority*] may apply to vary or discharge this order upon 24 hours notice.
4. **(where the disclosure is to be made to the court)**Any information received by the court under this order:
   1. [will be confidential to the court and may not be disclosed to the parties without permission of the court] / [may be disclosed to the parties].
   2. may be used only for the purposes of locating of [*child(ren) name(s)*].

**(adapt as appropriate)**

1. Costs reserved

Dated [*date*]

**Notice**

You [*applicant solicitor name*]may be held to be in contempt of court and imprisoned or fined, or your assets may be seized, if you break the promises that you have given to the court.

**Statement of understanding**

I understand the undertaking that I have given and that if I break any of my promises

to the court I may be sent to prison, or fined, or my assets may be seized, for contempt

of court.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*applicant solicitor name*]

**Court request for information**

**Please note that all information provided in this form will be forwarded to the relevant department**

# [The Child Abduction and Custody Act 1985] /

**[The 1996 Hague Convention on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children]**

# [Council Regulation (EC) no. 2201/2003] /

**[The Senior Courts Act 1981] /**

**[The Children Act 1989] /**

**[The Family Procedure Rules 2010 Practice Direction 6C]**

**(delete or adapt as appropriate)**

**The child(ren)**

|  |  |  |
| --- | --- | --- |
| Names | Girl /Boy | Dob. |
| **[*Name of child*]** | **[Girl] / Boy]** | **[*dd/mm/yy*]** |

|  |  |
| --- | --- |
|  | Surname: [*surname*] |
|  | Forenames in full: [*forename(s)*] |
|  | National Insurance number: [*NI number*] |
|  | Female/Male (please tick) □ Female □ Male |
|  | Date of birth (or, if not known, approximate age): [*dob/age*] |
|  | Last known address, with date when living there: [*address & dates*] |
|  | Any other known address(es) with dates: [*address(es) & dates*] |
|  | If the person sought is a war pensioner, his/her war pension and service particulars: [*war pension & service particulars*] |
|  | The exact date of the marriage (or civil partnership): [*date*] |
|  | Any previous names: [*name(s)*] |