Status:	This is the	original ve	ersion (as it was	originally made). T	his
item of	legislation	is currentl	v only o	available	in its original form	at.

STATUTORY INSTRUMENTS

1999 No. 3491

The Family Proceedings (Amendment No. 2) Rules 1999

Amendment of the Family Proceedings Rules 1991

23. The following shall be substituted for Appendix 1A:

"APPENDIX 1A

Notice of [intention to proceed with] an Application for Ancillary Relief

In the	
	*[County Court]
*[Principal Registry	y of the Family Division]
Case No. Always quote this	
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as appropriate)

The marriage of

and

Take Notice that

the Applicant intends to apply to the Court or

to proceed with the application in the [petition][answer] for:

an order for maintenance pending suit
a periodical payments order
a secured provision order
a lump sum order
a property adjustment order

If an application is made for any periodical payments or secured periodical payments for children:

- and there is a written agreement made before 5 April 1993 about maintenance for the benefit of children, tick this box
- and there is a written agreement made on or after 5 April 1993 about maintenance for the benefit of children, tick this box
- but there is no agreement, tick any of the boxes below to show if you are applying for payment:

for a stepchild or stepchildren
in addition to child support maintenance already paid under a Child Support Agency assessment
to meet expenses arising from a child's disability
to meet expenses incurred by a child in being educated or training for work
when either the child or the person with care of the child or the absent parent of the child
is not habitually resident in the United Kingdom
Other (please state)

Dated:

Signed:
[Applicant/Solicitor for the Applicant]

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form A Notice of [Intention to proceed with] an Application for Ancillary Relief

The court office at

Notice of an application under Rule 2.45

In the	
	*[County Court]
*[Principal Registr	y of the Family Division]
Case No. Always quote this	
Petitioner's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as apprpriate)

The marriage of

and

Take Notice that

The Respondent intends to apply to the Court under section 10(2) of the Martimonial Causes Act 1973 for the Court to consider the financial position of the Respondent after the divorce.

Signed:

[Respondent/Solicitor for the Respondent]

Dated:

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form B Notice of an Application under Rule 2.45

N	ot	ic	e	of	a	Fi	rst
Α	pr	00	ir	ıtm	ne	nt	

In the	
	*[County Court]
*[Principal F	Registry of the Family Division]
Case No. Always quote this	
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as appropriate)

The marriage of

and

Take Notice that

By [] you must file with the Court a statement which gives full details of your property and income. You must sign and swear the statement. At the same time each party must exchange a copy of the statement with the [legal representative of the] other party. You must use the standard form of statement (Form E) which you may obtain from the Court office.

By [] you must file with the Court and the [legal representative of the] other party:

- a concise statement of the apparent issues between yourself and the other party;
- a chronology;
- a questionnaire setting out the further information and documents you require from the other party, or a statement that no information or documents are required;
- a Notice in Form G.

The First Appointment will be heard by

(the District Judge in chambers) at

on

20

at

[a.m.][p.m.]

The probable length of the hearing is

You and your legal representative, if you have one, must attend the appointment. At the appointment you must provide the Court with a written estimate (in Form H) of any legal costs which you have incurred. Non-compliance may render you liable to costs penalties.

Dated:

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form C Notice of a First Appointment

Notice of a Financial Dispute Resolution Appointment

In the	
	*[County Court]
*[Principal Regis	try of the Family Division]
Case No. Always quote this	-
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as appropriate)

The marriage of

and

Take Notice that

By [] the Applicant must provide the Court with details of all offers, proposals and responses concerning the Application.

An appointment for a Financial Dispute Resolution will take place at

on 20

[a.m.][p.m.]

The probable length of the hearing is

At the appointment

- You, and your legal representative, if you have one, must attend this appointment.
- The hearing will define, as far as possible, the issues in this matter and explore the possibility of settlement. If the matter proceeds to a full hearing, the date of the full hearing will be fixed.
- You must provide the Court with a written estimate (in Form H) of any legal costs.

Dated:

at

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form D Notice of a Financial Dispute Resolution Appointment

	FINANCIAL		In the *[Co *[Principal Registry of the Fan	ounty Court
	STATEMENT *Applicant/*Respondent *(delete as appropriate)		Case No Always quote this	
Between	Applicant	and	Respondent	
	Solicitor's Ref:		Solicitor's Ref:	

Please fill in this form fully and accurately. Where any box is not applicable write "N/A". You have a duty to the court to give a full, frank and clear disclosure of all your financial and other relevant circumstances.

A failure to give full and accurate disclosure may result in any order the court makes being set aside.

If you are found to have been deliberately untruthful, criminal proceedings for perjury may be taken against you.

You must attach documents to the form where they are specifically sought and you may attach other documents where it is necessary to explain or clarify any of the information that you give.

Essential documents, which must accompany this Statement, are detailed at questions 2.1, 2.2, 2.3, 2.5, 2.14, 2.18 and 2.20.

If there is not enough room on the form for any particular piece of information, you may continue on an attached sheet of paper.

This statement must be sworn before an Officer of the Court or a Commissioner for Oaths before it is filed with the Court or sent to the other party (see page 20).

Form E Financial Statement

1.1 Full Name									
1.2 Date of Birth	Date	Month	Year	1.31	ate of I	Marriag	e Da	ate Month	Year
1.4 Occupation									
1.5 Date of the separation	Date	Month	Year			Tic	k here	if not appli	cable
1.6 Date of the:	Petition		Decree Nisi/Decree of Judicial Separation			ī	Decree Absolute		
	Date	Month	Year	Date	Month		· Da	te Month	Year
1.7 If you have remarried, or will remarry, state the date	Date	Month	Year	1.9 Do	you inte	end to liv		son? Ye.	
1.10 Details of any children		Full	names		Date	ate of Bir	th Year	With whor	
1.11 Give details		Yours	elf			Chil	dren		
of the state of health of yourself and the children		Tours				Cili			

	Present arrange	ements	Future arrangements
1.13	made between the parties	. If no assessment or agree	ssments or Child Maintenance Orders ment has been made, give an estimate of hild Support Act 1991, in respect of the
1.14			he order that is to be varied and ng for the order to be varied.
	attach a copy of the order. Give details of any other crelation to money, propert	Ourt cases between you and	ng for the order to be varied.
1.15	attach a copy of the order. Give details of any other crelation to money, propert Case No	ourt cases between you and y, children or anything else	ng for the order to be varied.

Part 2 Financial Detai		al: Realisable	Assets within the last If not, give you property value	most recent mortgag
Property name and address	Land Registry Title No.	Nature and e	extent of your interest	*Property value
Mortgagee's Name and address	Тур	pe of mortgage	Balance outstanding outstanding on any mortgage	Total current value of your beneficial interest
1st 2nd				
NET value		t in the matrimon		£
Property name(s) and address(es)		Land Registry Title No.	Nature and extent of your interest	Property value
 2. 3. 				
Mortgagee's Name(s) and address(es)		Type of mortgage	Balance outstanding on any mortgage	Total current value of your interest
1. 2.				
3.				(D1)
		OTAL value of t	he above	(B1) £

name of the account								1
Name of bank or building ociety including Branch ame	Type of account (e.g. current)	Account number		Name of account h	other older	Balance at the date of this Stateme		Total current value of your interest
1.								
2.								
3.								
4.								
5.								
	т	OTAL valu	e of vo	ur intere	st in Al	LL accoun	ts ((B2)
Name	Type		Siz	æ		Current		current value
Name	Туре		Siz	ee .		Current alue		current value ur interest
Name		OTAL value			v	alue	of you	
.5 Give details of all lif	TC Te insurance polic	ies which y	e of you	ır intere	st in AI	alue	of you	ur interest (B3) £
.5 Give details of all lif including those that Policy details including nan	TC ie insurance polic t do not have a sun ne of If policy is o	ies which y rrender val charged, ose favour	e of you ou hold ue, for o	ır intere	st in AI	alue	of you	ur interest (B3) £
2.5 Give details of all lif including those that Policy details including nan company, policy type and n	TC re insurance police to not have a sume of state in who state in who	ies which y rrender val charged, ose favour	e of you ou hold ue, for o	ır intere l or in wh each poli aturity dat	st in AI	LL holding have an in Surrende	of you	(B3) £ Total current value of your

	alue of ALL your c g Premium bonds) Current value	and other	ent value of
Bonds (including	g Premium bonds)	and other	bonds which
ond holder's		Total curr	ent value of
	Current value		
TOTAL	value of ALL your	r bonds	(B6) £
ED TO YOU. In	clude sums owed ir	ı director's	or
	Balance outstanding	Total curre your intere	ent value of est
	ED TO YOU. In	ED TO YOU. Include sums owed in Balance outstanding	

currency it is held in.				
Where held	Amount	Currency	Total (your in	current value of nterest
		value of ALL you	ır cash	(B8) £
	l belongings individually worth , collections, pictures, jewellery, fu		ld belongi	ngs
Item		Sale value		stimated current of your interest
	TOTAL value of you	r interest in ALL	chattels	(B9) £
investment trusts, com	TOTAL value of you er realisable assets not yet men modities, business expansion s ere you must mention any other	ntioned, for examp chemes and futur	ole, unit t	£ rusts,
investment trusts, com	er realisable assets not yet men modities, business expansion s	ntioned, for examp chemes and futur	ple, unit t es (this li	rusts, st is not
investment trusts, comexhaustive). This is what Type	er realisable assets not yet men modities, business expansion s ere you must mention any other	ntioned, for example chemes and future realisable assets. Current value	Total of interest	rusts, st is not current value of you
investment trusts, comexhaustive). This is what Type	er realisable assets not yet men modities, business expansion shere you must mention any other and the second model of the sec	ntioned, for example chemes and future realisable assets. Current value	Total of interest	rusts, st is not

Include money owed on credit cards and store cards, bank overdrawn bank or building society accounts.	, ,	
Liability (i.e. total amount owed, current monthly payments and term of loan/debt)	Current amount	Total current value of your share of the liability
TOTAL value	of ALL your lia	bilities £ (C1)
.13 If any Capital Gains Tax would be payable on the dispo	osai now of any	or your reamsable asse
give your estimate of the tax.	G. in I Grins	Table
give your estimate of the tax. Asset	Capital Gains Tax	Total current value of your liability
	Tax	your liability (C2)
TOTAL value of ALL your Cap Now add together C1 + C2 to give:-	Tax	your liability (C2)
TOTAL value of ALL your Cap	oital Gains Tax I	your liability (C2)

ame and nature f your business	Your ESTIMATE of the current value of your interest	Your ESTIMATE of any possible Capital Gains Tax payable on disposal	Basis of valuation (No formal valuation is required at this time)	What is the extent of your interest?	Total net current value of your interest
TOTAL	current value of yo	ur interest in bus	iness assets	(E) £	
5 List any directo	orships you hold or h	neld in the last 12 r	nonths		

2.16 Give details of	Information about the Scheme(s)	
your pension interests.	Name and address of scheme, plan or policy	
you have been provided ith a valuation of your ension rights by the istees or managers of the		
pension scheme you must attach it. Where the	Number of scheme, plan or policy	
nformation is not available, give the estimated date when it will be available	Type of scheme, plan or policy (e.g. final salary,money purchase or other)	
and attach the letter to the pension company or	CETV - Cash Equivalent Transfer Val	lue
dministrators from whom	CETV Value	
he information was sought. f you have more than one pension plan or scheme,	The lump sum payable on death in service before retirement	
ou must provide the information in respect of	The lump sum payable on death in deferment before retirement	
ach one, continuing, if ecessary, on a separate iece of paper. If you have	The lump sum payable on death after retirement	:
nade Additional Voluntary	Retirement Benefits	
Contributions or any Free tanding Additional	Earliest date when benefit can be paid	
foluntary Contributions to ny plan or scheme, you nust give the information	The estimated lump sum and monthly pension payable on retirement, assuming you take the maximum lump sum.	
eparately if the benefits eferable to such	The estimated monthly pension without taking any lump sum	
ontributions are	Spouse's Benefit	
eparately recorded or aid. If you have more	On death in service	
nan one pension scheme ou should reproduce the	On death in deferment	
nformation for each	On death in retirement	
cheme. Please include any ERPS.	Dependant's Benefit	
	On death in service	
	On death in deferment	
	On death in retirement	

Include the following: (this list is not exhaustive) Unrealisable assets. Share option scheme, stating the estimated net sale preapable of exercise now, and whether Capital Gains Tatrust interests (including interests under a discretionar the interest and when it is likely to become realisable. It value, give your reasons. Specify also any asset that is likely to be received in the behalf by a third party and any assets not mentioned else.	ex or Income Tax would be ry trust), stating your estima f you say it will never be rea torseeable future, any asse	payable. ate of the value of alisable, or has no ets held on your
ype of Asset	Value	Total net value of your interest
Total value of your other assets	(G)	£
Total value of your net assets (excluding pens	sions) (D+E+G) (H)	£

Last finan	cial year	(estin	Current financial year nated for the whole year)
Gross	Net	Gross	Net
benefits etc. Give sclosed elsewhere	e, received in the	last financial	year and current financia Current financial year
			(estimated for the whole year
	Gross	penefits etc. Give details and the sclosed elsewhere, received in the	(estin

date your accounting year begins	Net prof	it/loss Year 2	Your share of Year 1	profit/loss Year 2	Tax payab Year 1	le by you Year 2
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Net income SINCE	et Income	Estimate				
date of last accounts and estimate for the whole year	•				accounts for to ccounting yea	
You are not required to Nature of income and the asse which it derived		Paic (del not	I gross or net ete that which is applicable) ss / Net	Last financyear	ial Curre year	nt financial
2.22 State benefits (included 52 weeks	ling state p	ension) Give	e details of all sta	ate benefits re	ceived in the	last
Nature of income				Total Incon	ne received in the	e last 52 wee

Nature of income	Total Inc	ome for the last 52 weeks
Part 2 Financial Details Summaries		
2.24 Summary of your income Your estimate of your current annual net income from all sources (2.18 - 2.2)	2) Vour es	timate of your net income from
Tour estimate of your current annual net income from an sources (2.16 - 2.2		ces for the next 52 weeks
		•
£	£	
£	(J)	
£ 2.25 Summary of financial information	(J)	
		Value
	Reference of the section on	Value
2.25 Summary of financial information	Reference of the section on this statement	Value
2.25 Summary of financial information Net value of your interest in the matrimonial home Total current value of all your your interest in the other realisable assets Total net value of your liabilities	Reference of the section on this statement	Value
2.25 Summary of financial information Net value of your interest in the matrimonial home Total current value of all your your interest in the other realisable assets Total net value of your liabilities Total net value of your personal assets	Reference of the section on this statement A B C	Value
2.25 Summary of financial information Net value of your interest in the matrimonial home Total current value of all your your interest in the other realisable assets Total net value of your liabilities Total net value of your personal assets Total current value of your interest in business assets	Reference of the section on this statement A B C D	Value
2.25 Summary of financial information Net value of your interest in the matrimonial home Total current value of all your your interest in the other realisable assets Total net value of your personal assets Total current value of your interest in business assets Total current value of your pension or transfer values	Reference of the section on this statement A B C D E	Value
2.25 Summary of financial information Net value of your interest in the matrimonial home Total current value of all your your interest in the other realisable assets Total net value of your liabilities Total net value of your personal assets Total current value of your interest in business assets	Reference of the section on this statement A B C D	Value
2.25 Summary of financial information Net value of your interest in the matrimonial home Total current value of all your your interest in the other realisable assets Total net value of your liabilities Total net value of your personal assets Total current value of your interest in business assets Total current value of your pension or transfer values Total value of your other assets	Reference of the section on this statement A B C D E F G	Value

	or provided for by you. This may be expressed as annual, monthly tyou should not use a combination of any of these periods.	or weekly figures
Item	Income needs of yourself	Amount
	· '	
	sub-tota	al
Item	Income needs of child(ren) living with you, or provided for by you	. Amount
	·	
	sub-tota	al

Give the reaso provided for l	onable future capital needs of yourself and of any children livi by you.	ng with you, or
Item	Capital needs of yourself	Cost
	sub-to	tal
14	Conital words of skildrens) living with your or waveled for by your	Coat
Item	Capital needs of child(ren) living with you, or provided for by you.	Cost
	sub-tot	-01
	Sub-tot	al ·
	Total capital needs	£

Par	rt 4 Other Information
4.1	State whether there has been any significant change in your net assets during the last 12 months, including any assets held outside England and Wales (e.g. closure of any bank or building society accounts).
4.2	Give brief details of the standard of living enjoyed by you and your spouse during the marriage.
4.3	Are there any particular contributions to the family property and assets or outgoings, or to family life, that have been made by you, your partner or anyone else that you think should be taken into account? If so, give a brief description of the contribution, the amount, when it was made, and by whom.
4.4	Bad behaviour or conduct by the other party will only be taken into account in very exceptional circumstances when deciding how the assets should be divided after divorce. If you feel it should be taken into account in your case identify the nature of the behaviour or conduct.

.5	Give details of any other circ of the financial provision to b capacity, disability, inheriten any contingent liabilities. (Th	oe made by or for you or for ice prospects or redundancy	any child of the	family e.g. earning
.6	If you have remarried (or int details, so far as they are kno			intend to), give bric
.6			ome and assets.	intend to), give bric
.6	details, so far as they are kno		ome and assets.	
.6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets
•6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets
.6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets
.6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets
.6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets
-6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets
.6	details, so far as they are kno	Value (state whether gross	ome and assets.	Assets

Pa	rt 5 Order Sought
	If you are able to at this stage, specify what kind of orders you are asking the court to make, and state whether at this stage you see the case being appropriate for a "clean break". (A "clean break" means a settlement or order which provides, amongst other things, that neither you nor your spouse will have any further claim against the income or capital of the other party. A clean break does not terminate the responsibility of a parent to a child).
.2	**If you are seeking a transfer or settlement of any property or other asset, you must identify the asset in question.
.3	**If you are seeking a variation of a pre-nuptial or post-nuptial settlement, you must identify the settlement, by whom it was made, its trustees and beneficiaries, and state why you allege it is a nuptial settlement.
:*	Important Note: Where 5.2, 5.3 (above) or 5.4 (overleaf) apply, you should

Part 5 Order Sought	continued
	idance of disposition order, you must identify the property to which he person or body in whose favour the disposition is alleged to have
SECOND STATE POOR DESIGNATION OF THE PROPERTY	·
Sworn confirmation	on of the information
	(the above-named Applicant/Respondent)
of	make oath and confirm that the information given above is a full, frank, clear and accurate disclosure of my financial and other relevant circumstances.
Signed	Dated
Sworn by the above named [A]	pplicant] [Respondent] at
on	
before me	
A [solicitor] [Commis	ssioner for Oaths] [Officer of a Court, appointed by the Judge to take Affidavits]
Address all communications to the Control quote this number, your correspon	ourt Manager of the Court and quote the case number from page 1. If you do indence may be returned.
The court office at	
s open from 10 a.m. to 4p.m. (4.30pm	at the Principal Registry of the Family Division) on Monday to Friday only.

Notice of Allegation in Proceedings for Ancillary Relief

In the	
	*[County Court]
*[Principal Registr	y of the Family Division]
Case No. Always quote this	
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as appropriate)

The marriage of

and

Take Notice that

The following statement has been filed in proceedings for ancillary relief:

Signed: [Respondent/Solicitor for the Respondent] Dated:

If you wish to be heard on any matter affecting you in these proceedings you may intervene by applying to the Court for directions regarding:

- · the filing and service of pleadings
- · the conduct of further proceedings

You must apply for directions within eight days after you receive this Notice. The period of eight days includes the day you receive it.

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form F Notice of allegation in proceedings for ancillary relief

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Notic	e of	res	pon	se '	to
First	App	oint	mer	nt	

In the	
	*[County Court]
*[Principal Registr	y of the Family Division]
Case No. Always quote this	
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as appropriate)

The marriage of

and

Take Notice that

At the First Appointment which will be heard on

20

at

[am][pm]

the [Applicant] [Respondent] [will][will not] be in a position to proceed on that occasion with a Financial Dispute Resolution appointment for the following reasons:-

Dated:

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

of
(*delet

In the	
	*[County Court]
*[Principal Registr	y of the Family Division]
Case No. Always quote this	
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

(*delete as appropriate)

The marriage of

and

PART 1

	Legal Aid Rates £	Indemnity Rate £
Ancillary relief solicitor's costs (including VAT) including costs of the current hearing, and any previous solicitor's costs.		
Disbursements (include VAT, if appropriate, and any incurred by previous solicitors)		
3. All Counsel's fees (including VAT)		
TOTAL		

PART 2

4. Add any private cases costs previously incurred	
(Legal Aid cases only)	

5. GRAND TOTAL	

PART 3

6. State what has been paid towards the total at 5 above	
7. Amount of any contributions paid by the assisted	
person towards their legal aid certificate	

NB. If you are Legally Aided and might be seeking an order for costs against the other party complete both rates.

Dated	

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form H Costs Estimate

Notice of Request for Periodical Payments Order at same rate as **Order for Maintenance Pending Suit**

(*delete as appropriate)

In the	
	*[County Court]
*[Principal Registr	y of the Family Division]
Case No. Always quote this	
Applicant's Solicitor's reference	
Respondent's Solicitor's reference	

The marriage of

and

Take Notice that

1999 [20] the Applicant obtained an Order for you to pay maintenance On pending suit at the rate of £

The Applicant having applied in his/her petition (answer) for a Periodical Payments Order for himself/ herself has requested the Court to make such an Order at the same rate as above.

Signed (District Judge)

Dated

What to do if you object to this Order being made.

If you object to the making of such a Periodical Payments Order, you must notify the District Judge and the Applicant/Respondent of your objections within 14 days of this notice being served on you. If you do not do so, the District Judge may make an Order without notifying you further.

The court office at

is open between 10 am and 4 pm (4.30pm at the Principal Registry of the Family Division) Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number. If you do not do so, your correspondence may be returned.

Form I Notice of Request for Periodical Payments Order at same rate as Order for Maintenance Pending Suit