

Making a C100 Application to the Family Court

Getting started

You can get the C100 form from the Court or print it out from the website <https://hmctsformfinder.justice.gov.uk/>

You will need to pay a fee of £215. If you are on a low income you can apply for a Fee Exemption using form EX160A, also available from the Court or the above website.

Before you can apply to the Court using a C100 you must attend a MIAM (Mediation, Information and Assessment Meeting). Even if mediation is unsuitable in your case, an authorised Mediator needs to sign page 9 of the form (page 19 in old forms).

Make sure you complete question 5b explaining why you are making the application.

If you need help

At our Free Legal Advice drop-in you can get advice about what to include, but our solicitors cannot fill in the form during the 15 minute session. If you need help to fill in the form, our Family Court Support Service may be able to help you.

What to do next

When you have filled the form in you need to make 3 copies.

Keep one copy of the C100 for yourself.

Send or deliver the following to the court:

- Original completed C100 form
- 2 more copies of the completed form
- fee of £215, or one copy of the fee exemption form EX160A
- A covering letter if you wish (see sample letter overleaf).

The address of the Norwich Court is:
Family Court Hearing Centre, Bishopgate, Norwich, NR3 1UP

Family Court Hearing Centre
Bishopgate
Norwich
NR3 1UP

[DATE]

Dear Sirs

Child Arrangement Application

I enclose for your attention the following documents:-
Form C100 in triplicate;

Application EX160A for a Fee Exemption.

Please be aware that I cannot afford a solicitor and am doing this as a litigant in person.

I look forward to hearing from you.

Yours faithfully

[YOUR NAME]

Norfolk Community Law Service

St Clements House, 2-16 Colegate, Norwich NR3 1BQ

Tel 01603 496623

E-mail info@ncls.co.uk

Web www.ncls.co.uk