

Making a C100 Application to the Family Court

Get the latest guidance

The Court Service are regularly updating their guidance on how to apply to the Family Court during the pandemic. Please see this web page for the latest information: <https://bit.ly/3eEuEJu>. Due to the pandemic, courts are experiencing significant delays. This page will tell you the likely waiting time from application to first hearing.

Online or on paper?

Your application will be processed more quickly if you do it online, but if you cannot use the online service, you can print out a paper C100 form from this website: <https://hmctsformfinder.justice.gov.uk/>. Many libraries and post offices offer printing services. Please see the relevant section below for more advice:

Online applications

Before you can apply to the Court for child arrangements you must attend a MIAM (Mediation, Information and Assessment Meeting). These are continuing remotely during the pandemic. You can find a local mediator here: <https://www.familymediationcouncil.org.uk/find-local-mediator/>. Even if mediation is unsuitable in your case, an authorised Mediator must confirm this and give you a reference number which you will need for your application.

You will need to pay a fee of £215 to apply to court. If you are on a low income you can apply for a Fee Exemption. You can do this online here: <https://www.gov.uk/get-help-with-court-fees>. Check this first as you will need the fee exemption reference number to complete the C100.

The C100 website is here: <https://apply-to-court-about-child-arrangements.service.justice.gov.uk/>. You can do it on a smartphone or a computer. You can save your application at any point and come back to it later (within 28 days).

It is very important to provide **all** known contact details for yourself and the other party, in particular phone numbers and e-mail addresses. Family court hearings are taking place remotely (by telephone or video call) at the moment so these contact details are essential. If a phone number is provided please ensure that it accepts calls from unknown numbers – a lot of phones block calls from the courts which causes delays.

If you need help, we can offer you 15 minutes' telephone advice with a family solicitor through our Free Legal Advice service. The solicitor can advise you on what to include in your application and answer queries, but they cannot fill in the whole form with you. Please call our office on 01603 496623 to book a Free Legal Advice appointment.

If you need more support to fill in the form, our Family Court Support Service may be able to help you. Please email family@ncls.co.uk for more information.

Paper applications

Before you can apply to the Court for child arrangements you must attend a MIAM (Mediation, Information and Assessment Meeting). These are continuing remotely during the pandemic. Please ask us if you need details of a local mediator. Even if mediation is unsuitable in your case, an authorised Mediator must confirm this and give you a reference number which you will need for your application.

You will need to pay a fee of £215 to apply to court. If you are on a low income you can apply for a Fee Exemption using form EX160, available from <https://hmctsformfinder.justice.gov.uk/>. If you cannot access the internet please ask us for a paper form.

If you cannot access the internet to print out a paper C100 form, please contact us. If you are making allegations of harm towards yourself or the child/ren you will also need form C1A.

It is very important to provide all known contact details for yourself and the other party, in particular phone numbers and e-mail addresses. Family court hearings are taking place remotely (by telephone or video call) at the moment so these contact details are essential. If a phone number is provided please ensure that it accepts calls from unknown numbers – a lot of phones block calls from the courts which causes delays.

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If you need more support to fill in the form, our Family Court Support Service may be able to help you. Please email family@ncls.co.uk or phone 01603 496623 for more information.

When you have finished filling in all the forms, make a copy of everything for yourself.

Then send the following to the court:

- Original completed C100 form
- Original completed form C1A if required
- Payment details for the fee of £215, or the fee exemption form EX160

Only 1 copy of each document is required.

Post your completed forms to:

C100 Applications
PO BOX 4936
69 Buckingham Avenue
Slough
SL1 0JR

In rare cases you may be advised to make an urgent application (usually where a child is in danger). If you are doing this on paper, do not send the form to Slough. Take it or send it to: Norwich Family Court, Bishopgate, Norwich, NR3 1UP.

Remember, you should not talk to children about a family court case.

Please contact us if you would like this guide in another language.

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