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| **Our Ref**: | Phone:  Fax: | TEL: 02 XXXX XXXX  FAX: 02 XXXX XXXX |

Dear

**YOUR CHILDREN’S COURT MATTER**

I am writing to you about our attendance at the Dispute Resolution Conference that occurred at the Children’s Court on .

The conference was run by Registrar . was there with ’s casework manager and caseworker from Community Services. was there for .

[Example] During the Conference said that Community Services thought that it was too soon for the children to come back and live with you. said that .

No agreement was reached during the conference.

**OR**

There was an agreement reached between everyone that:

* You have contact with 12 times a year instead of 6 times a year;
* Your Mum can come to your contact with .

At the end of the Conference the Registrar made the following orders:

1. Your matter is listed for a on  **at 9:30am**. **You need to attend Court on this occasion.**

**What Happens Now?**

The next step is to start preparing your matter for a Final Hearing.

**OR**

The next step is for Community Services to prepare a new Care Plan.

1. Your Legal Aid Grant

I need to apply for an extension of your Legal Aid Grant so that we can help you with your Final Hearing.

In order to be approved for a grant for me to assist you at a Final Hearing I have to be satisfied that you are likely to get a better outcome then what the Care Plan says. I satisfied that if we have a hearing you are likely to get a better outcome so your grant will be approved.

1. Community Services’ documents

Community Services have to file their by . I will contact you once I have these documents and organise an appointment to talk to you about what they say.

Community Services issued some subpoenas. A subpoena is a Court Order that requires an organisation (eg NSW Police, a Hospital etc) to send to the Court all the documents they have about a person or a child. We can also issue subpoenas. I think we should issue subpoenas.

1. Your Affidavit

Your Affidavit must be filed by . I will contact you for an appointment so that we can prepare your affidavit once we have the updating material from Community Services.

**The Next Court Date**

You should remember that there are two sets of Court dates that are important:

1. Compliance Check –  **at 9:30am**

Your matter is listed for a Compliance Check on the above date. **You need come to Court on this occasion.**

On this date, the Court will want to make sure that all the evidence has been prepared and the matter is ready for a hearing. On this date, the Court can confirm the Hearing dates, change the Hearing dates or give people more time to file things.

1. Final Hearing –

As discussed, you need to come to Court on all of these days. We will talk more about what happens at a Hearing when we prepare your evidence.

**What Should You Do in the Mean Time?**

You should also make sure you keep doing the following:

[EXAMPLES]

* Continue to go to your contact visits;
* Keep communicating with your case worker;
* Keep seeing your counsellor;
* Keep taking your medication.

If you have any questions about anything, you are welcome to call me on (02)

Yours sincerely

**Solicitor**