



12 May 2021

Dear Sir/Madam,

Online applications under section 8 of the Children Act 1989

From Tuesday 18 May 2021, online applications made at the Bristol Civil and Family Justice Centre using the online version of form C100 '[Applications under section 8 of the Children Act 1989 for a child arrangements, prohibited steps, specific issue order or to vary or discharge or ask permission to make a section 8 order](#)' will be processed by a central team as part of a pilot to deliver a faster service for users.

The central team will deal with the initial checks, fee payment and data entry onto our case management system before passing the file to the local court for judicial gatekeeping. The aim will be to deal with applications within 24 hours and urgent applications will continue to be prioritised. **If you need an urgent hearing you must contact the local court to arrange an appointment in the usual way.**

All subsequent case management will be completed by the local court staff as usual and you should continue to contact the local court with any queries.

The pilot will be subject to an evaluation ahead of a national roll out.

How to submit an application for approval of a draft consent order

- Complete form [C100 online](#)
- Email accompanying draft consent order to C100applications@justice.gov.uk quoting the unique C100 reference number followed by 'consent order' in the subject field immediately after submitting your application.

The process for applications made on paper remains unchanged.

We encourage you to pay the court fee online or quote your fee account number on the application as this will allow us to process applications faster. We are unable to accept cash payments, but cheques can be sent with your application to:

C100 applications
PO Box 1792
Southampton
SO15 9GG
DX: 135986 Southampton 32

Help and support

Further [guidance on completing the C100](#) is available online. For more information or to ask a question about the pilot, please contact Civil_and_familybusinesssupport@justice.gov.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Adam Lennon'. The signature is fluid and cursive, with the first letter 'A' being particularly large and stylized.

Adam Lennon
Deputy Director and Probate Service Owner
HM Courts & Tribunals Service