

In the Family Court sitting at [Court name]

Case No: [Case number]

Non-Molestation Order The Family Law Act 1996

The full name(s) of the child(ren) Boy or Girl Date(s) of Birth

[insert][insert][insert][insert][insert][insert]

Before [name of judge] in private on [date] at a [type of hearing]

IMPORTANT NOTICE TO THE RESPONDENT, [RESPONDENT NAME] OF [RESPONDENT ADDRESS]

YOU MUST OBEY THIS ORDER. You should read it carefully. If you do not understand anything in this order you should go to a solicitor, Legal Advice Centre or Citizens Advice Bureau. You have a right to apply to the court to change or cancel the order.

WARNING: IF, WITHOUT REASONABLE EXCUSE, YOU DO ANYTHING WHICH YOU ARE FORBIDDEN FROM DOING BY THIS ORDER, YOU WILL BE COMMITTING A CRIMINAL OFFENCE AND LIABLE ON CONVICTION TO A TERM OF IMPRISONMENT NOT EXCEEDING FIVE YEARS OR TO A FINE OR BOTH.

ALTERNATIVELY, IF YOU DISOBEY THIS ORDER, YOU MAY BE HELD TO BE IN CONTEMPT OF COURT AND MAY BE IMPRISONED, FINED, OR HAVE YOUR ASSETS SEIZED.

The parties: The applicant is [name] represented by [name] [of counsel]

The 1st respondent is [name], the [relationship to child],

represented by [name] [of counsel]

Definitions

- 1. The "relevant children" within the meaning of Family Law Act 1996, section 62(2) are:
 - a. [child full name] (a [boy] / [girl]) born on [date];
 - b. [child full name] (a [boy] / [girl]) born on [date];
 - c. [*etc*].

- 2. [The "family home" is the property at [full address] [and its surrounding gardens, land and outbuildings]].
- 3. ["[Property short name]" is the property at [full address] [and its surrounding gardens, land and outbuildings]].

Recitals

- 4. This is a non-molestation order made against the respondent [respondent name] on [date] by [name of judge] on the application of the applicant [applicant name].
- 5. **(COVID RECITAL)** The court determined that in the exceptional circumstances of the current national public health emergency this case is suitable for hearing remotely ("remote hearing") by means of *[insert]*.
- 6. (WHERE THE ORDER WAS MADE WITHOUT NOTICE) The judge read the following witness statement[s] [insert] and heard oral evidence from [name(s)].
- 7. **(WHERE THE ORDER WAS MADE WITHOUT OR ON SHORT NOTICE)** This order was made at a hearing [without notice] / [on short informal notice] to the respondent. The reason why the order was made [without notice] / [on short informal notice] to the respondent was [insert]. The respondent has the right to apply to the court to vary or discharge the order see paragraph [para number] below.

Legal aid recitals - Family Advocacy Scheme (FAS)

- 8. The court records the following information for the purposes of the Family Advocacy Scheme (FAS):
 - a. the advocates met for pre-hearing discussions between [time] and [time];
 - b. the hearing started at [time] and ended at [time];
 - c. the court allowed [time] thereafter for preparation and agreement of the order between [time] and [time];
 - d. [name of advocate] is entitled to a bolt on because they are representing a client who is facing allegations that they have caused significant harm to a child and these are a live issue in proceedings;
 - e. all advocates are entitled to a bolt on because an independent expert witness was cross-examined and substantially challenged by a party at the hearing; and
 - f. the advocates' bundle page count is [number].
- 9. Due to the parties' remote attendance at court, the parties have referred the Court to The Civil Finance Electronic Handbook, which, at paragraph 6.11, states as follows: "We do not require an advocate's attendance form where a hearing is heard by telephone or video conference. In its place, the court order and attendance notes should be submitted to verify the hearing". For the avoidance of doubt, that is why the parties' attendance times are recorded in the order as confirmation of the same.

Prohibition of Cross-Examination in Person Qualified Legal Representative Scheme Funding Recital

- 10. The court has noted the following provisions for the Cross-Examination Qualified Legal Representative Remuneration Scheme:
 - a. Heard before: [judicial title/level of judge]
 - b. Hearing date: [date]
 - c. Name of court-Appointed Qualified Legal Representative: [name]
 - d. Name of court: [court name]
 - e. Court type: [court type]
 - f. Case type: [case type]
 - g. Type of hearing: [Preliminary] / [Final] / [insert other hearing with cross-examination]
 - h. Pre-hearing discussions began at: [time]
 - i. Start time of the hearing: [time]
 - j. End time, including time to agree an order: [time]
 - k. TOTAL LENGTH OF THE HEARING (DEDUCT ANY ADJOURNMENT): [hours and minutes]
 - 1. [Bundle: [number of pages]]

Undertakings given to the court by the applicant [applicant name]

- 11. (WHERE THE ORDER WAS MADE WITHOUT OR ON SHORT NOTICE) [By [time and date] the applicant shall:
 - a. issue an application notice [in the form of the draft produced to the court] [claiming the appropriate relief]; and
 - b. file a witness statement [substantially in the terms of the draft witness statement produced to the court] [confirming the substance of what was said to the court by the applicant's [counsel] / [solicitor].]
- 12. **(WHERE THE ORDER WAS MADE WITHOUT OR ON SHORT NOTICE)** [By [time and date] the applicant shall [use [his] / [her] best endeavours personally to serve upon the respondent] / [serve upon the respondent, by [insert method of service (FOR EXAMPLE POSTING TO THE RESPONDENT'S USUAL ADDRESS)], together with this order:
 - a. a copy of the application;
 - b. copies of the witness statement[s] and exhibits containing the evidence relied upon by the applicant, and any other documents provided to the court on the making of the application; and
 - c. a note [prepared by [his] / [her] solicitor] recording the substance of the dialogue with the court at the hearing and the reasons given by the court for making the order, which note shall include (but not be limited to) any allegation of fact made orally to the court where such allegation is not contained in the witness statement[s] or draft witness statement[s] read by the judge.]
- 13. The statement of service of this order on the respondent shall be filed at court and shall be in a form which complies with section 9 of the Criminal Justice Act 1967 [and shall include the following signed declaration:
 - "This statement is true to the best of my knowledge and belief and I make it knowing that, if it were tendered in evidence, I would be liable to prosecution if

I wilfully stated in it anything which I know to be false or did not believe to be true."

IT IS ORDERED (BY CONSENT):

Non-Molestation Order – Applicant

- 14. The respondent, [respondent name], must not use or threaten violence against the applicant, [applicant name], and must not instruct, encourage or in any way suggest that any other person should do so.
- 15. The respondent, [respondent name], must not intimidate, harass or pester the applicant, [applicant name], and must not instruct, encourage or in any way suggest that any other person should do so.
- 16. The respondent, [respondent name], must not telephone, text, email or otherwise contact or attempt to contact the applicant, [applicant name], (including via social networking websites or other forms of electronic messaging) [except for the purpose of making arrangements for contact between the respondent and the relevant children] / [except through [his] / [her] solicitors [respondent firm name], [respondent firm address], [respondent firm DX], [respondent firm email], [respondent firm phone], [respondent firm fax]] / [except for the service of documents].
- 17. The respondent, [respondent name], must not damage, attempt to damage or threaten to damage any property owned by or in the possession or control of the applicant, [applicant name], and must not instruct, encourage or in any way suggest that any other person should do so.
- 18. The respondent, [respondent name], must not damage, attempt to damage or threaten to damage the property or contents of [the family home] / [property short name] and must not instruct, encourage or in any way suggest that any other person should do so.

Non-Molestation Order - Zonal

19. The respondent, [respondent name], must not go to, enter or attempt to enter [the family home] / [property short name] / [any property where [he] / [she] knows or believes the applicant, [applicant name], to be living], and must not go [along the road[s] known as [road(s) name(s)]] / [anywhere within the territory of the map annexed hereto], except that the respondent may [go to the property [without entering it]] / [go along the road[s] known as [road(s) name(s)]] for the purpose of collecting the relevant child[ren] for, and returning them from, such contact with the children as may be agreed in writing between the applicant and the respondent or in default of agreement ordered by the court.

Non-Molestation Order - Children

20. The respondent, [respondent name], must not use or threaten violence against the relevant child[ren], and must not instruct, encourage or in any way suggest that any other person should do so.

- 21. The respondent, [respondent name], must not intimidate, harass or pester the relevant child[ren], and must not instruct, encourage or in any way suggest that any other person should do so.
- 22. The respondent, [respondent name], must not telephone, text, email or otherwise contact or attempt to contact the relevant child[ren] (including via social networking websites or other forms of electronic messaging) [except for such contact as may be agreed in writing between the applicant and the respondent or in default of agreement ordered by the court].
- 23. The respondent, [respondent name], must not [between the hours of 8.30am and 4.00pm] go to, enter or attempt to enter the school premises known as [school name], and must not go [along the road[s] known as [road(s) name(s)]] / [anywhere within the territory of the map annexed hereto], except [by prior written agreement with the applicant] / [by prior written invitation from the school authorities].

Duration of Non-Molestation Order

- 24. Paragraph[s] [para number] of this order shall be effective against the respondent [respondent name] once it is personally served on [him] / [her] [and] / [or] once [he] / [she] is made aware of the terms of this order whether by personal service or otherwise.
- 25. Paragraph[s] [para number] of this order shall last until [date and time] unless it is set aside or varied before then by an order of the court.
- 26. The respondent has the right to apply to the court at any time, [(WHERE THE ORDER WAS MADE WITHOUT NOTICE) and without waiting until the return date,] to set aside, vary or revoke this order. [(IF APPROPRIATE) The respondent must give [[number] [hours] / [days] [written] notice of the application to the [applicant] / [applicant's solicitors].] If the respondent intends to rely on any evidence in support of [his] / [her] application to set aside, or vary this order, [(WHERE THE ORDER WAS MADE WITHOUT NOTICE) or intends to rely on any evidence to oppose the continuation of the order at the return date,] the substance of it must be provided in writing to the [applicant] / [applicant's solicitors] in advance.
- 27. (WHERE THE ORDER WAS MADE WITHOUT OR ON SHORT NOTICE) [If the respondent intends to oppose the continuation of the order on the return date [he] / [she] must notify the court [in writing or by email] no later than [date and time] that [he] / [she] intends to attend the hearing on the return date and to oppose the continuation of the order. If the respondent does not notify the court then the court may, if appropriate, make an order dispensing with the need for any attendance by the [applicant] / [applicant's solicitors] on the return date and may, if appropriate, on the return date make an order extending the injunction.]

Case Management Directions

28. [Name] has made allegations against [name] which are disputed.

- 29. By 4.00pm on [date] [name] must send to the court and the other party a statement giving details of the allegations, addressing the relevant criteria under the Act, setting out what order they seek, and attaching copies of any relevant documents they wish to use to support their evidence.
- 30. Permission to the applicant to file and serve a statement from [witness name] by 4.00pm on [date].
- 31. By 4.00pm on [date] [name] must send to the court and the other party a written response to the applicant's statement.
- 32. Permission to the respondent to file and serve a statement from [witness name] by 4.00pm on [date].
- 33. Every statement must:
 - a. start with the name of the case and the case number;
 - b. state the full name and address of the person making it;
 - c. set out what the person has to say in numbered paragraphs on numbered pages
 - d. end with this statement: "I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth. I believe that the facts stated in this witness statement are true." and
 - e. be signed and dated by the person making it.
- 34. If a witness or party is unable to read the statement in the form produced to the court, the statement must include a certificate that it has been read or interpreted to the witness by a suitably qualified person. If a witness who has made a statement is to give evidence or be questioned and is unable to do so in spoken English (or Welsh if the hearing is in Wales), the party relying on that witness must ensure that a suitable independent interpreter is available.
- 35. Statements must be no longer than [number] pages of A4 paper, preferably typed in a font no smaller than 12pt and at no less than 1.5 in line spacing.
- 36. The statements should also be sent in electronic form if possible.

Police disclosure

37. A separate order is made in relation to police disclosure by 4.00pm on [date].

Police disclosure - Protocol

- 38. The [applicant's] / [respondent's] solicitor must request police disclosure under the police protocol, and file and serve this upon the other party and the court by [date].
- 39. The costs of the disclosure are to be [shared equally between the parties] / [paid for by the [applicant] / [respondent]] [and are deemed to be a reasonable, necessary and proportionate disbursement on the [applicant] / [respondent]'s Legal Aid Certificate].

40. The [applicant] / [respondent]'s solicitor is permitted to disclose a copy of this order to [police force] Police for the purposes of the request for disclosure under the protocol.

Disclosure of this order

41. Permission is given to the parties to disclose this order, redacted to remove any parts of the order not relevant for the purpose of such disclosure, to any third party from whom information/reports/evidence is directed.

Participation directions / Ground Rules / Special Measures

- 42. The [applicant] / [respondent] has made [an] allegation[s] of domestic abuse. The [applicant] / [respondent] is therefore vulnerable for the purposes of FPR Part 3A and their participation in the proceedings is likely to be affected.
- 43. The court considers that it may be necessary to make participation directions in respect of a party or witness.
- 44. The court has concluded that [name] is [vulnerable] / [a protected party] and that [his] / [her] participation in the proceedings is likely to be affected because:
 - a. it is alleged that [name] is the victim of domestic abuse;
 - b. the court considers that the quality of evidence given by [name] is likely to be assisted by the services of an intermediary who can facilitate and enable communication and understanding of questions to and answers by a witness or party;
 - c. [insert other reason].
- 45. If they have not already done so, any party who considers that specific measures need to be taken to enable a party or witness to understand the proceedings and their role in them when in court, put their views to the court, instruct their representatives before, during, and after the hearing or attend the hearing without significant distress should file an application notice and include the following information as far as practicable:
 - a. why the party or witness would benefit from assistance;
 - b. the measure or measures that would be likely to maximise as far as practicable the quality of their evidence or participation and why;
 - c. written confirmation from any relevant witness of his/her views.
- 46. The court has concluded that there are currently no parties or witnesses for whom it is necessary to make participation directions because:
 - a. no matters have been drawn to the attention of the court and it is aware of no reasons which would lead it to conclude otherwise;
 - b. it has considered the matters adduced by [name] and concluded that the facilities available at court should afford sufficient protection.
- 47. [Name] must by 4.00pm on [date] ask [name of intermediary provider] to provide a quotation for the supply of services in the form of a preliminary assessment to include necessary preparative work and, if required, intermediary services and necessary preparative work for the ground rules hearing and final hearing and the following directions apply:

- a. the quotation must be sent to HMCTS for the attention of the court manager by [date];
- b. HMCTS must confirm acceptance of the quotation and payment of intermediary services within 7 days after receipt of the quotation;
- c. the case will be listed for a ground rules hearing at [time] on [date] allowing [time estimate];
- d. [Name of intermediary provider] must file a preliminary assessment by [4 weeks after confirmation of payment of services by HMCTS] / [date] and shall attend, if required, the subsequent hearings;
- e. any default in compliance with these directions shall be brought to the attention of the case management judge on 48 hours' notice to all parties.
- 48. The following measures are to apply to all hearings in this matter unless otherwise ordered. They must also be set out clearly in a separate schedule headed 'Measures which apply in case number [case number]' which is to be placed prominently on the case file and provided by the court office to security and the court usher for each hearing.

Measures are to be taken to:

- a. provide separate entrances to, and waiting areas in, the court building for [name(s)];
- b. prevent [name] from seeing [name] whilst within the court building or its precincts;
- c. make sure that [name] is to arrive at court no later than 30 minutes before the hearing and is to report to [court security] / [the usher] immediately on arrival:
- d. security and the court staff must liaise to make sure that the parties do not meet except when they are in the hearing room;
- e. neither party is to approach the other directly;
- f. allow [name] to participate in hearings and give evidence:
 - i. by live link;
 - ii. by a recording made [and transcribed] in advance of the hearing;
 - iii. with the aid of a [signer] / [other];
 - iv. by use of evidence already given in other proceedings, namely [give details];
 - v. [other].
- g. provide for [name] to:
 - i. use a [identify aid] to help communicate;
 - ii. participate in proceedings with the assistance of an intermediary;
 - iii. be questioned in court with the assistance of [a Qualified Legal Representative] / [an intermediary];
- h. provide for all hearings to take place in a courtroom;
- i. ensure in relation to any questioning of [name] that:
 - i. questions or topics are agreed prior to the hearing;
 - ii. any questions that [can be] / [have been] put by one advocate may not be repeated by another without the court's permission;
 - iii. questions may be put by [one advocate] / [the judge] only;
 - iv. [example] questions [from each topic to be put] are provided in writing in advance of the hearing so that [the intermediary can consider whether they will be understood by the witness] / [they can be put by the judge];

v. [other].

- 49. The court has made these participation directions for the following reasons:
 - a. they are a proportionate way to meet the apparent needs of [name];
 - b. they protect both parties from coercive conduct or false allegations of coercive conduct;
 - c. [other reasons].
- 50. These participation directions have been made by the court without receiving representations from all parties. An application may be made to set aside, vary or stay them provided it is issued within seven days of service of this order.
- 51. The court considers that a measure under Family Procedure Rules rule 3A is necessary but the measure is not available to the court because [insert reasons].
- 52. The participation directions given on [date] are [revoked] / [varied] as follows: [insert details] because [give reasons].
- 53. All parties' legal representatives are expected to be familiar with and to use the techniques employed by the toolkits and approach of The Inns of Court College of Advocacy. The toolkits are available at https://www.theadvocatesgateway.org/toolkits-1-1-1

Completion of forms to consider prevention of cross examination in person

54. [Name of whichever party is the alleged victim] is to complete Form EX740 (Application and information needed by the court to consider whether to prevent (prohibit) questioning (cross-examination) in person) by [date].

(OR)

[Name of whichever party is the alleged perpetrator] is to complete Form **EX741** (Application and information needed by the court to consider whether to prevent (prohibit) questioning (cross-examination) in person)] by [date].

Prohibition on cross examination in person and consideration of appointing a qualified legal representative

55. The court has determined that an automatic prohibition on cross examination applies under the Matrimonial and Family Proceedings Act 1984 (MFPA) because:

(SELECT RELEVANT SUBPARAGRAPHS)

- a. [Section 31R: The vulnerable party is the victim of a specified domestic abuse offence perpetrated by the other party;]
- b. **[Section 31S:** The vulnerable party is protected by an on-notice protective injunction against the other party;]
- c. [Section 31T: The vulnerable party adduces specified evidence that they are a victim of domestic abuse perpetrated by the other party.]

(OR)

[Under Section 31U of the MFPA, it appears to the court that the quality of the party's evidence on cross-examination is likely to be diminished if the cross-examination is conducted in person, or if the conduct of cross-examination in

person would cause significant distress to a party, and it would not be contrary to the interests of justice to make the direction.]

- 56. The [applicant] / [respondent] must notify the court by 4.00pm on:
 - a. whether, in their view, there are suitable alternative means of cross-examination; and
 - b. should the court determine that there are no suitable alternative means of cross-examination, whether they intend to appoint their own qualified legal representative.
- 57. The file is to be referred to Judge [name of judge] on [date (FOLLOWING DEADLINE FOR FILING THE RESPONSE SET OUT ABOVE)] to consider whether it is necessary for the court to appoint a qualified legal representative to conduct cross examination on behalf of either party.
- 58. If [name] does intend to appoint their own qualified legal representative for the purpose of cross-examination, they shall provide the name and contact details of that person no later than [date].

Appointment of a qualified legal representative

- 59. The court has considered whether it is necessary in the interests of justice for the witness(es) to be cross-examined by a qualified legal representative(s) and concluded that it is necessary to appoint such a qualified legal representative(s) to conduct the cross-examination.
- 60. The court is to appoint a qualified legal representative on behalf of [name of person prohibited from questioning] for the hearing[s] listed on [date] at [time] at The Family Court sitting at [court name].
- 61. The court is authorised to share the contact details of [name of person prohibited from questioning] with the court-appointed qualified legal representative.
- 62. The court appoints [name of court appointed qualified legal representative] of [firm/chambers/email address] to conduct cross-examination on behalf of the prohibited party, namely [name] of the following [witness] / [witnesses]:
 - a. [*name*];
 - b. [*etc*].
 - on [date] at [time] at [name of court] with a time estimate of [insert].
- 63. The court-appointed qualified legal representative must notify the court as soon as possible if they are subsequently unable to accept the court appointment.
- 64. The [[applicant] / [respondent]'s legal representative] / [court] shall send the court bundle or such parts of the court bundle as the court directs to the qualified legal representative appointed to conduct the cross examination [7 days before the next hearing and] 7 days before the hearing with cross-examination.

- 65. A [preliminary hearing] / [ground rules hearing] / [hearing] at which contested evidence is to be heard is listed on [date] at [time] at [name of court] with a time estimate of [insert]. The qualified legal representative appointed by the court to conduct cross examination shall attend.
- 66. The court bundle or such parts of the court bundle as the court directs will be sent by [date] by the [[applicant] / [respondent]'s legal representative] / [court] to the court appointed qualified legal representative. If the bundle or such parts of the court bundle as the court directs has not been received by the qualified legal representative, the qualified legal representative should notify the court in good time. HMCTS will send the bundle or such parts of the court bundle as the court directs to the court- appointed qualified legal representative.
- 67. Should the contested hearing be adjourned or vacated by the court, the court will notify the court-appointed qualified legal representative of the date and time of the rescheduled contested hearing

Cross-examination provisions (court bundle/court file)

- 68. The [[applicant] / [respondent]'s legal representative] / [court] shall send the full court bundle or such parts of the court bundle as the court directs to the court-appointed qualified legal representative by [date].
- 69. Where there is no court bundle, [the court] / [HMCTS] will prepare and provide the qualified legal representative with the full court bundle or such parts of the court bundle as the court directs by [date]. The court will provide the final court bundle or such parts of the court bundle as the court directs to the qualified legal representative 7 days before the hearing with cross-examination.

Termination of qualified legal representative

70. The appointment of [name] as qualified legal representative is terminated on [date] at [time].

Hearings

- 71. The application[s] [is] / [are] listed for a further [directions] hearing in the Family Court sitting at [court name] / on [date] ('the return date'). At the hearing on the return date the court will reconsider the application and decide whether [the order should continue] / [the application should be granted and the order should be made] (time estimate: [days/hours]). If the respondent does not attend on the date and at the time shown the court may make an order in [his] / [her] absence. The hearing will be [attended] / [remote].
- 72. [The application[s] [is] / [are] listed for a final hearing in the Family Court sitting at [court name] on [date]. At the hearing, the court will reconsider the application and decide whether [the order should continue] / [the application should be granted and the order should be made] (time estimate: [days]). If the respondent does not attend on the date and at the time shown the court may make an order in [his] / [her] absence.] The hearing will be [attended] / [remote].

Costs

73. The costs of this application are [reserved to the judge hearing the application on the return date] / [in the application] / [specify].

Dated [date]

(WHERE THE COURT HAS MADE A NON-MOLESTATION ORDER A COPY OF THE ORDER MUST BE DELIVERED TO THE OFFICER IN CHARGE OF THE POLICE STATION FOR THE APPLICANT'S ADDRESS, OR SUCH OTHER POLICE STATION AS THE COURT MAY SPECIFY, AND MUST BE ACCOMPANIED BY A STATEMENT SHOWING THAT THE RESPONDENT HAS BEEN SERVED WITH THE ORDER OR INFORMED OF ITS TERMS; SEE FPR 2010, RULE 10.10.)

Note to Arresting Officer:

Under section 42A of the Family Law Act 1996, breach of a non-molestation order is a criminal offence punishable by up to five years' imprisonment. It is an arrestable offence and it is not necessary to obtain a warrant.

"A person who without reasonable excuse does anything that he is prohibited from doing by a non-molestation order is guilty of an offence". Family Law Act 1996, section 42A(1).

(WHERE UNDERTAKINGS HAVE BEEN GIVEN)

Notice

You [applicant name] may be held to be in contempt of court and imprisoned or fined, or your assets may be seized, if you break the promises that you have given to the court.

Statement of understanding

I understand the undertakings that I have given, and that if I break any of my promises to the court I may be sent to prison, or fined, or my assets may be seized for contempt of court.

[applicant name]		

Notice

You [respondent name] may be held to be in contempt of court and imprisoned or fined, or your assets may be seized, if you break the promises that you have given to the court.

Statement of understanding

I understand the undertakings that I have given, and that if I break any of my promises to the court I may be sent to prison, or fined, or my assets may be seized for contempt of court.

Communications with the court

All communications to the court about this order should be sent to:

[court name]
[court address]

Email: [court email]
Tel: [court telephone]

Name and address of applicant's legal representatives

The applicant's legal representatives are:

[applicant firm name]
[applicant firm address]

Ref: [applicant firm reference]
DX: [applicant firm DX]
Email: [applicant firm email]

Phone: [applicant firm telephone] (office hours)

[applicant firm telephone (out of hours)] (out of office hours)

Fax: [applicant firm fax]