

PROCEDURE FOR THE SUBMISSION OF FAMILY ORDERS AT TEESSIDE FAMILY COURT

We have experienced a number of problems with the prompt submission of Orders in Family cases at Teesside. This causes additional and unnecessary work for the staff and judges in chasing those who have not submitted their order within 48 hours. This also means that the Order will be further delayed as it has to be approved or amended by the Judge and then processed by the staff after it is eventually received.

I invite you to note:

- a) The Order is the Judge's Order and they have control over what is in it. They will amend or approve it, as they see fit.
- b) If you are having problems getting your colleagues in the case to agree the exact terms, do not delay, submit the Order in the best terms you can, tell the Judge what the problems are and invite your colleague to raise the issues in dispute with the relevant judge.
- c) Do not add in things to the order afterward which were not discussed at court.
- d) If you need further time to submit the Order because of complex implementation provisions, such as in finance cases, either, ask the judge at the time of the hearing or apply jointly to the judge for further time afterward by email.
- e) 48 hours is the standard rule but the judge can determine the time for submission of an order in any individual case as they consider appropriate.

The following rules apply to ALL family orders: PUBLIC LAW; PRIVATE LAW AND FINANCE:

1. The standard rule is that all Orders should be submitted for approval within 48 hours of the hearing to which they relate UNLESS the Judge gives specific permission otherwise.
2. On Day 3 after the case the staff will make a chasing phone call to ascertain why the Order has not been submitted.

3. In public law proceedings, a Judge may require you to either send the Order directly to them for approval before the Order is uploaded, or upload immediately to the Portal. If sent to the Judge or immediately uploaded to the Portal, it must be done within 48 hours of the hearing. If sent directly to the Judge, the returned approved Order must then be uploaded to the Portal forthwith.
4. If the Order is not immediately forthcoming, all late DJ Orders will be referred to **DJ Keating (senior DJ)** and all late CJ Orders will be referred to **HHJ Murray (DFJ)** for enforcement purposes, which may involve an Order to appear before the relevant judge on the following Friday.
5. Full-time Judges who have not approved an Order which has been sent to them direct will also be chased on Day 4 if the Order has been sent to them and they have not approved it. A further chaser will be sent directly to the Judge no later than 5 days afterward if the Judge still has not dealt with the order.
6. If the relevant Judge is on holiday and the Order is urgent, the Order may be referred to **DJ Keating** or **HHJ Murray** as appropriate.

HHJ Murray

Designated Family Judge for Cleveland and South Durham

13.08.2025