Position statement for family court

England and Wales · updated 17 November 2026 · checked against the court rules in force

What it is

A position statement is a short document you give the court before a hearing. It tells the judge where things stand and what you are asking the court to do at that hearing. It is not evidence: evidence goes in a witness statement.

How to fill it in

- No more than 3 pages, unless the court accepts the case is complex (Practice Direction 27A, para 7.18).
- Use short numbered paragraphs and plain, calm language.
- Only the background the judge needs for this hearing.
- Refer to evidence by its bundle page rather than copying it out.
- Send it to the other side and file it with the court by the time the court directed. Where there is a bundle, the usual time is 11am on the working day before the hearing.
- The other side will read it. Never include an address or contact details you are keeping confidential (form C8).
- Do not attach new evidence unless the court has allowed it.

Print or copy only the blank pages. Your court's own orders and directions always come first.

Free guide: mycaseorganiser.com/guides/doctype/position_statement. General information, not legal advice. Check Practice Direction 27A paras 7.18 and the bundle timetable (justice.gov.uk) or get advice before relying on it.

Made-up example

Hartley v Hartley is an invented case. It shows the level of detail to aim for.

Introduction
1. This is the position statement of the Applicant mother, Clare Hartley, for the dispute resolution appointment on 9 September 2026.

The child
2. Ella, aged 7.

Since the last hearing
3. The section 7 report was filed on 18 August 2026 [bundle E1]. It recommends supported contact for three months, then a review.

What I am asking the court to order today
4. That the recommendations of the section 7 report are made into an order, because they let Ella keep seeing her father while handovers are made safe.

IN THE FAMILY COURT AT _____

Case number: _____

_____ **Applicant**

and

_____ **Respondent**

POSITION STATEMENT

of _____, the _____, for the hearing on _____

Introduction

Who you are and what this hearing is (e.g. "This is the position statement of the Applicant mother for the dispute resolution appointment on [date].")

1.

2.

The child / children

First name(s) and age(s) only.

3.

4.

Background

Only what the judge needs for this hearing, in a few short paragraphs.

5.

6.

Since the last hearing

What has happened, e.g. reports received, contact that has or hasn't taken place.

7.

8.

What is agreed

9.

10.

What is not agreed

11.

12.

What I am asking the court to order today

And why that is best for the child.

13.

14.

Safety

Any concerns, and what you ask the court to do about them. Delete if none.

15.

16.

Name: _____ Applicant / Respondent Date: _____

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