

LEEDS COMBINED COURT CENTRE – CIVIL AND FAMILY

NOTICE OF McKENZIE FRIEND		Case No.	
	I am (✓)	PARTY NAMES	
Claimant or Applicant			
Defendant or Respondent			

To be completed by the Applicant/Claimant or the Respondent/Defendant – Tick which party you are, above
Please fill in the form. take it to the court and hand it to the court usher **before the hearing starts.**

THIS FORM DOES NOT NEED TO BE COMPLETED IN RELATION TO PERSONS WHO ARE DOING NOTHING MORE THAN OBSERVING OR PROVIDING MORAL SUPPORT WITHOUT ASSISTING A LITIGANT

I wish to have a McKenzie Friend with me at the hearing. I understand that my McKenzie Friend:

- a. may provide moral support; take notes; help with case papers; quietly give advice;
- b. may not address the court (including by telling the litigant what to say), make oral submissions or examine witnesses unless the Judge gives permission;
- c. in family matters, should not have an interest in the outcome of the proceedings.

The McKenzie Friend is (please tick):

- a relative (please give relationship below)
- a friend, neighbour, colleague or other (please specify below)
- a free advice agency worker (please specify agency or organisation below)
- a person being paid to help in this case (specify the name of the organisation the person works for)

Specify here the further information required above (relationship, agency, etc.):

Full name of McKenzie Friend	
Address of McKenzie Friend (Business address if either of the last two boxes above are ticked)	

McKENZIE FRIEND TO ANSWER THE FOLLOWING QUESTIONS

1. Have you read the Practice Guidance issued on 12 July 2010 by the Head of Civil Justice and the Head of Family Justice? * Yes No
2. Do you agree to comply with it? Yes No
3. Do you have a legal qualification? Yes No
If yes, please specify:
4. If you have a legal qualification:
Have you ever held a practising certificate? Yes No
If yes, do you still hold a practising certificate? Yes No

The Judge may ask you questions about the above statements to satisfy themselves that your answers are accurate. If you held, but no longer hold, a practising certificate, you may be asked about the circumstances in which you ceased to hold one. Those questions may be renewed at any subsequent hearing.

Signature of litigant		Signature of McKenzie Friend	
Date		Date	

* The guidance is available online and displayed here:
<http://www.judiciary.gov.uk/Resources/JCO/Documents/Guidance!mckenzie-friends-practice-guidance-july-2010.pdf>.