

**Notice of McKenzie Friend**

To be completed by the Applicant/Claimant or the Respondent/Defendant

[Please fill in the form. take it to the court and hand it to the court usher **before the hearing starts.**]

Case Number:.....

Parties: Applicant/Claimant:.....

Respondent/Defendant:.....

I am the **Applicant/Claimant** ( ) / **Respondent/Defendant** ( ) (please tick)

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

- 1) may provide moral support; take notes; help with case papers; quietly give advice.
- 2) may not address the court, make oral submissions or examine witnesses unless the Judge gives permission;
- 3) in family matters, should not have an interest in the outcome of the proceedings.

**The McKenzie Friend** is (please tick)

- (a) a relative (please give relationship).....
- (b) a friend/ neighbour/colleague/ other (please specify).....
- (c) a free- advice agency worker.....
- (d) a person I am paying to help in this case.....

If you have ticked box (c) or (d) above, please say what agency or organisation or association the person belongs to (if any).....

**Name and Address of McKenzie Friend**.....

.....

.....

**(business address if (c) or (d) above has been ticked)**

**The McKenzie Friend must complete below:-**

1. Have you read the Practice Guidance issued on 12 July 2010 by the Head of Civil Justice and the Head of Family Justice? It is available online and displayed here:

**<http://www.judiciary.gov.uk/Resources/JCO/Documents/Guidance!mckenzie-friends-practice-guidance-july-2010.pdf>**

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

**The Judge may ask you questions about the above statements to satisfy him/herself that your answers are accurate. Those questions may be renewed at any subsequent hearing.**

**Signature of Litigant** .....

**Date** .....