

Freedom of Information Publication Scheme



KEYWORDS:	Court Order, Family Court Order, Court Order Fees, Court Order Charges, Court Order Cost,
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PUBLICATION STATEMENT:	Please note that this information is correct as at 1st May 2020 and may be subject to change. Essex Police aim to review and update this publication annually.

TITLE:	Information Rights Court Order Process
DATE RANGE:	1 st May 2020 to date
BACKGROUND INFORMATION:	<p>This guidance sets out the process for applicants to apply for information required for a court order application for records/information held by Essex Police. Court orders are documents authorised by the Judge within the Family Court. They compel Essex Police to provide information either to the Court itself, direct to the parties involved or their legal representative.</p> <p>Essex Police work closely with the Family courts and those going through family proceedings to help ensure proceedings run smoothly and to make sure that the court has everything it needs to make decisions in relation to children and families.</p> <p>Essex Police Information Rights section will respond to requests from local authorities, the courts or private law firms in connection with family court disclosure process for imminent family court proceedings.</p>

RELATED DOCUMENTS/LINKS:**FOI PUBLICATION**

If you are a listed party within civil family court proceedings and disclosure has been requested by the court from Essex Police there are two routes to request information;

1. **Court Order – If you or your legal representative have already obtained an order from the court please email a copy of the order to info.rights.court.order@essex.police.uk** On receipt of the completed form, Essex Police will acknowledge your request and provide you with our unique reference number. Essex Police will search for the information you have requested and respond to you by the date stipulated in the court order or within 20 working days.

Or

2. **Right of access – If you are a listed party within a civil family court process and neither you nor your legal representative have obtained the above court order then you may wish to apply for your personal data held by Essex Police under the Right of Access process. (This is not a full disclosure as it will not extend to third party information therefore a court order is advised)** Further information about the rights of access process is available on the website at www.essex.police.uk or by contacting the Information Rights Team at info.right.of.access@essex.police.uk

No charges are applicable with this application.

No charges apply in respect of postal charges

Please see the following schedule of fees for further details

<https://www.essex.police.uk/SysSiteAssets/foi-media/essex/other-information/published-items/foi-schedule-of-fees-information-rights.pdf>

