



Simon Walland Family Law

THE VIRTUAL FAMILY LAWYER

LITIGANT IN PERSON TRAINING

CHILDREN CASES

FINANCIAL CASES

POSITION STATEMENTS

STATEMENTS AND EVIDENCE

MOCK FINAL HEARING

McKENZIE FRIEND TRAINING

FOUNDATION COURSE

MASTERCLASS

www.simon-walland-family-law.co.uk
www.virtualfamilylawyer

COURSE PROSPECTUS 2024

Be prepared. Be ready. Be confident

Simon Walland Family Court Training Courses

Our Prospectus for 2024

Simon Walland Family Court Training Courses.....	1
Our Prospectus for 2024	1
Welcome to the new 2024 Prospectus	2
Simon Walland Family Law – Who We Are	2
Self-Representation in the Family Court	3
Our Represent Yourself in Family Court Courses	4
Litigant-in-Person Children Cases Masterclass.....	5
Litigant-in-Person Financial Cases Masterclass	6
Litigant-in-Person Position Statements Masterclass	7
Litigant-in-Person Statements & Evidence Masterclass	9
Litigant-in-Person Mock Final Hearing Masterclass	11
Why Train to Be a McKenzie Friend?	13
Setting Standards and Defining the Role.....	14
Common Questions and Answers	14
McKenzie Friend Foundation Course	16
McKenzie Friend Masterclass Course.....	18
Family Court Guide Series by Simon Walland Family Law	24
Children Cases.....	24
Financial Cases	25
Domestic Abuse Cases	25

Welcome to the new 2024 Prospectus

My name is Simon Walland and I am the Course Director at the Simon Walland Family Law Online Academy. I would like to share with you our brand-new prospectus for 2024 with even more courses for people representing themselves (litigants-in-person) and those wishing to train as McKenzie friends including the new McKenzie Friend Foundation Course.



For over twenty years, I have worked as a McKenzie friend in the Family Court whilst also studying for a degree in law and completing barrister training. I turned my back on a career as a barrister as I saw from very early on the essential role McKenzie friends play in making sure help for people going to court isn't the sole preserve of the privileged.

My transition to educator over the last decade has been a natural progression as I start to come to the end of my working life. I have also been driven by the desire to share the experience and knowledge I have gained over the years with new generations of litigants-in-person and McKenzie friends.

I firmly believe that with the right help, people can turn a difficult challenge into a unique opportunity to develop the skills and confidence that can serve them for a lifetime. I encourage applications from those who are as passionate as I am about helping people to find that a voice and ask for justice in the Family Court.

I hope this prospectus inspires you to turn your aspirations into reality and that your future learning journey is a successful one.

Simon Walland

Simon Walland Family Law – Who We Are

Simon Walland Family Law was founded by McKenzie friend and lawyer, Simon Walland, to help ordinary people manage their own Family Court case. The organisation, headed by Simon, has over 20 years' experience and has managed cases at all levels of court right up to the Court of Appeal. We offer a range of services to anybody that is tasked with using the law to resolve family issues whether that is preparation of documentation or attending the Family Court.

We believe that representing yourself is not a bad idea at all providing you are aware of the way the court works and how to approach a hearing. To aid in this, we offer a range of guides and courses to familiarise people with what is required by the Family Court. We also offer individual guidance and advice to people at all stages of their case. Simon Walland Family Law also offers the full range of McKenzie friend services from preparing documents for any family law case and accompanying people to hearings to offer support in the court room.

Self-Representation in the Family Court

The New Normal

Self-representation in the Family Court is now very commonplace due to the withdrawal of legal aid for all but those cases involving domestic abuse in 2013. Most people do so as they cannot afford a solicitor to represent them whilst others are confident that they can manage their own case.

Whatever the motivation, the truth is that you don't have to be an expert in the law to represent yourself in court and with the Family Court sees thousands of self-representing litigants every month, you are not in the minority. However, meticulous preparation before going to court is still strongly advised.

Get the Right Knowledge to Guide You

To prepare well, a thorough grounding in Family Court processes and a good understanding of how best to present a case is essential. Undertaking some good quality courses to gain this knowledge is highly recommended and is still going to be much cheaper than employing a solicitor to undertake case preparation and provide representation in the courtroom.

The courses offered by Simon Walland Family Law Academy are designed to familiarise the ordinary person in the street with all the essential information and step-by-step instructions needed to prepare for Family Court. Set out in plain English, our litigant-in-person courses are a learning journey that will inspire the confidence and self-belief that comes with insight and learning.



Our Represent Yourself in Family Court Courses

The Represent Yourself In Family Court suite of courses is specifically tailored for individuals preparing to represent themselves in the Family Court in England and Wales.

What We Offer:

Targeted Education

Access a series of lectures and courses covering diverse aspects of Family Court proceedings, ranging from divorce processes and financial disentanglement to child contact arrangements and more specialised topics like non-molestation orders and enforcement.

Flexibility and Accessibility

Select and pay for the specific content relevant to your case. Choose from a huge range of self-help guides or dive into comprehensive courses for an in-depth understanding of self-representation in court.

Expertise and Guidance

Benefit from insights derived from personal experience and legal expertise. My courses, lectures and guides offer the essential knowledge and detailed insights you need to ensure you're fully prepared to represent yourself effectively.

Choose Your Own Path

Every case is different and every person's needs are different. Read about and decide between my guides and short course offering basic insights and, if needed, move on to more in-depth courses either face-to-face or online tailored for people like you who are committed to self-representation.



Embark on your legal journey equipped with the knowledge and understanding necessary to navigate the Family Court effectively. Join me to ensure you're prepared to represent yourself confidently and competently.

Litigant-in-Person Children Cases Masterclass

Dealing with children proceedings, as with most things in life, is so much easier when you understand how it all works. By understanding the whole process and learning what is required, you can eliminate the stress of what may seem like a never-ending series of hearings all requiring different paperwork and approaches.

This course is designed for those who are contemplating making an application in children proceedings, are already in proceedings, or are enrolled on one of the Simon Walland McKenzie friend training courses. The course facilitates the development of a complete practical skillset and embeds a comprehensive knowledge of Family Court processes and legal frameworks in children cases.

Course Delivery and Content

The course is run face-to-face by legal expert, Simon Walland. Simon has over twenty years' experience of dealing with children cases and qualified as a Barrister in 2010.

The following topics will be covered on the Children Hearings Masterclass. In addition, the course will discuss what happens if allegations of domestic abuse are made.



- Overview of the court process
- Mediation
- Consent Orders
- Making an offer
- Types of application
- Parental Responsibility
- Form C100
- Evidence
- If your case is side-tracked
- Understanding return dates
- Preparing/Responding to a Scott Schedule
- Fact-Finding Hearing Outcomes
- Safeguarding Interview
- How your case could be side-tracked
- Writing/updating a position statement
- Options for representation
- Attending the FHDRA – First Hearing
- Various types of reporting
- Attending subsequent directions hearings
- Cross Examination
- DVIP and how to approach it
- Enforcing a children order
- Statements
- Appeals

By the course's conclusion, participants will have gained the essential knowledge and practical skills necessary to confidently prepare for a Children Hearing at the Family Court.

Course Dates

All courses are held on a Saturday and additional dates will be added if required.

Confirmed dates for 2024 are 20th April / 17th August / 14th December

Litigant-in-Person Financial Cases Masterclass

When you separate, dividing the assets accumulated before and during your marriage is an essential undertaking. Sadly, like most court cases, it can become a battle to get proper financial information with time spent uncovering loopholes the other side may use to disguise their assets. You need to keep on top of things, to get the money that is rightfully yours.

The court uses a tried and tested process that whilst not perfect, works most of the time. Regardless of how you feel about the process, you have no choice but to use it if you cannot reach an agreement with your ex-partner. Understanding how to manage the process and how to uncover the facts is key to a successful outcome.

This course is designed for those who are contemplating making an application in financial proceedings, are already in proceedings, or are enrolled on one of the Simon Walland McKenzie friend training courses. The course facilitates the development of a complete practical skillset and embeds a comprehensive knowledge of Family Court processes and legal frameworks in financial cases.

Course Delivery and Content

The course is run face-to-face by legal expert, Simon Walland. Simon has over twenty years' experience of dealing with financial cases and qualified as a Barrister in 2010.

The following topics will be covered on the Financial Hearings Masterclass.

- Overview of the court process
- Mediation
- Consent Orders
- Making an early offer - good or bad?
- Form A – the application
- Form E Financial Disclosure
- Questionnaire, Statement of Issues
- Chronology, Form G, Form H
- Options for representation
- Note for the FDA
- The Financial Dispute Resolution Hearing
- Reasons for settling at the FDR
- Evidence
- Attending a Final Hearing
- Enforcing a financial order
- Appeals
- First Directions Appointment Hearing
- Mortgage capacity
- Alternative housing
- Pensions reports
- Schedule of deficiencies
- Lack of disclosure
- ES1 form
- ES2 form
- Updating information
- Make an offer
- Options for representation
- Section 25 statement
- Cross examination
- Options for representation at Final Hearing
- Court bundles

By the course's conclusion, participants will have gained the essential knowledge and practical skills necessary to confidently prepare statements and evidence for a Family Court hearing.

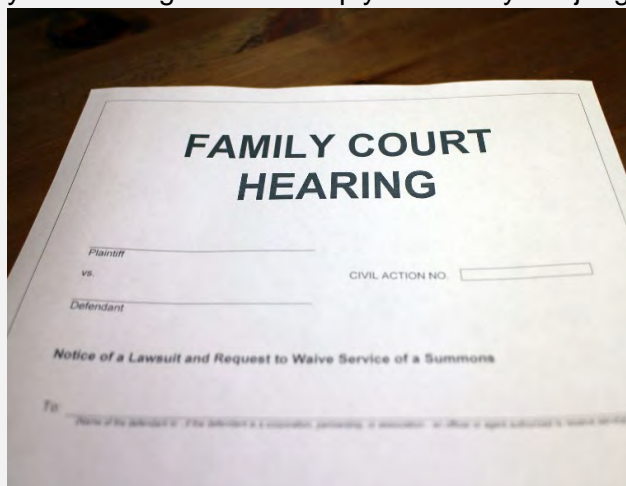
Course Dates

All courses are held on a Saturday and additional dates will be added if required.

Confirmed dates 18th May 2024 / 14th September 2024 / 12th January 2025

Litigant-in-Person Position Statements Masterclass

When you represent yourself, the judge needs a clear picture of what you want to happen. This is not easy to communicate in court under pressure and with the clock ticking. Judges usually just want a simple answer, but this can also be challenging when you might feel either nervous, emotionally overwhelmed, intimidated by the venue, worried about being in the room with your ex-partner or all these things and more. A good position statement allows you to get your message across simply in the way the judge wants.



This course is designed for those who are making a children or finances application to court, are already in proceedings, or are enrolled on a Simon Walland McKenzie friend training course. The course gives an overview of the Family Court process and why a position statement is essential if you represent yourself. You will then learn the fundamentals of how to write a good position statement including what it should and should not include and how it should be formatted before going on to learn some useful tips to producing a position statement that does all the talking for you in the courtroom.

Course Delivery and Content

The course is run face-to-face by legal expert, Simon Walland. Simon has over twenty years' experience of dealing with children cases and qualified as a Barrister in 2010.

Prepare for the course by engaging with resources outlining a number of scenarios to familiarise yourself with. Examine additional supporting documentation including Section 2 Safeguarding letters and a Section 7 report.

During the session, participants dissect the first scenario and discuss the nuances presented. Through questioning and analysis of the additional documents and information, learners attempt to extract key information to bolster the persuasiveness of the case. Analysis focuses on the positive and negative aspects of the case and how they can be effectively used to present a convincing position statement which supports the client's objectives.

For the second scenario, occurring at a later stage in legal proceedings and with its own distinct issues, a similar process of exploration is undertaken with the group engaging in a comprehensive examination utilising the strategies learnt in the earlier scenario to construct a position statement appropriate to the current stage in court proceedings.



You will:

- use taught knowledge to assess the information relating to your own circumstances and select significant information to present to the court
- consider the importance of any missing information, identify how to find it, and deliberate on its usefulness to your case
- evaluate and prioritise evidence to use at a specified stage in a case
- outline and reflect on the issues to be resolved in your case
- recognise, explain, and apply steps to planning and writing a robust position statement
- compare and differentiate position statements produced at different stages of a case

By the course's conclusion, participants will have gained the essential knowledge and practical skills necessary to confidently prepare position statements. Course attendees are given a copy of both finished position statements as model documents along with additional templates as references and guides.

Course Dates

All courses are held on a Saturday morning and additional dates will be added if required.

Confirmed dates for 2024 are 15th June / 18th October. Confirmed date for 2025 is 10th February.



Litigant-in-Person Statements & Evidence Masterclass

At the culmination of the process where an agreement hasn't been reached, there will be a final hearing where you'll be required to provide a more comprehensive statement supported by evidence. This experience can be daunting to those unfamiliar with this part of Family Court proceedings and it is essential to know how to produce a statement that presents all the important details of your case and what constitutes robust and admissible evidence.



This course is designed for those who are making a children or finances application to court, are already in proceedings, or are enrolled on a Simon Walland McKenzie friend training course. The course facilitates the development of a complete practical skillset and embeds a comprehensive knowledge of Family Court processes. Participants learn the fundamental skills required for the planning and writing statements and the selection of feasible evidence through a day of practical exercises, discussions, and case studies to reinforce their learning and application of the concepts.

Course Delivery and Content

The course is run face-to-face by legal expert, Simon Walland. Simon has over twenty years' experience of dealing with children cases and qualified as a Barrister in 2010.

Prepare for the course by engaging with resources outlining a scenario to familiarise yourself with the case study to be examined during the day course. Examine additional supporting documentation including a Section 7 report and a position statement provided by the other party earlier to become familiar with the case study.

During the session, participants examine the scenario and develop a suitable approach to the case. Through questioning and analysis of the additional documents and information, course attendees attempt to extract key information that can be used to bolster the persuasiveness of the case. Analysis focuses on the positive and negative aspects of the case and how they can be used effectively to set clear and achievable objectives to frame a credible statement.



Learners examine the case study evidence and predict what evidence the other side may produce to demonstrate how evidence influences what aspects of the case are included in a statement. Finally, the group assesses the relevance, integrity and the reliability of evidence of three witnesses.

You will:

- use taught knowledge to assess the information relating to your own circumstances and select significant information to present to the court.
- consider the importance of any missing information, identify how to find it, and deliberate on its usefulness to your case
- examine evidence to decide on its legitimacy and suitability at this stage
- assess witnesses and how they may assist, or hinder a case
- outline and reflect on the issues to be resolved in your case

- learn how to use the good and bad points in your case
- plan and write a case theory and understand its use in statement writing
- recognise, explain, and apply steps to planning and writing a robust statement
- critique the statement produced and identify its strengths and areas for improvement

By the course's conclusion, participants will have gained the essential knowledge and practical skills necessary to confidently prepare statements and evidence for a Family Court hearing. Course attendees are given a copy of both finished position statements as model documents along with additional templates as references and guides.

Course Dates

Courses are held on a Saturday afternoon and additional dates will be added if required.

Confirmed dates for 2024 are: 15th June / 18th October. Confirmed dates for 2025 are 10th February.



Litigant-in-Person Mock Final Hearing Masterclass

When a case goes to a final hearing, litigants-in-person must bring all the components of their case together to present a single, logical argument to the judge. This argument, commonly referred to as the 'case theory', should form the central principle which drives how the case is put together and presented in court. Using a combination of sound reasons and robust evidence the case theory is laid out as a detailed and comprehensive statement with supporting evidence, witness statements, and statements from experts such as CAF/CASS. Both sides will submit such a statement. The litigants-in-person must also prepare a strong set of questions to cross-examine the other party and anticipate what questions they may face to also prepare their own answers. Each party will also enter final submissions. As this hearing is one of more depth and can take much longer to prepare than previous hearings, the hearing itself often takes a day or two.

There are three types of final hearings in the Family Court - the children final hearing, the financial final hearing, and the fact-finding hearing. Whilst all three follow the same pattern and same method of preparation, the fact-finding hearing has a couple of additional steps in the process. This Masterclass mock final hearing will be a fact-finding hearing so that the course is applicable to all three. I will bring any differences to your attention throughout the day, but they essentially relate to the topic, rather than content of the Hearing.

This course is designed for those who are contemplating making an application to court whether children or finances, are already in proceedings, or are enrolled on a Simon Walland McKenzie friend training course. The course facilitates the development of a complete practical skillset and embeds a comprehensive knowledge of the Family Court process followed for a children or financial case final hearing.

Course Delivery and Content

The course is run face-to-face by legal expert, Simon Walland. Simon has over twenty years' experience of dealing with family court cases and qualified as a Barrister in 2010.

Prepare for the course by engaging with resources outlining a scenario to become familiar with the case study to be used on the course. Examine additional supporting documentation including, statements from previous hearings leading up to the final hearing and the Section 7 report to fully understand the case.



During the session, participants are taken step-by-step through the process a Family Court fact finding, or final hearing and follows learning what the other agencies involved are required to do, and what litigants are also required to do. Building on this knowledge, participants examine the scenario studied prior to the course and develop a suitable case theory to present at the final hearing for this case. Through questioning and analysis of the additional documents and information, learners extract key information that can be used to bolster the persuasiveness of the case theory by seeing how they are used to to create a strong statement, cross-examination questions, cross-examination answers, and a closing submission.

Having become familiar with the final hearing journey, all participants apply their learning to consideration of their own case. To support this, an opportunity to ask for specific advice about your own case is provided through a questions and answers session.

You will:

- understand the court objectives at a final hearing
- identify the final hearing process
- be aware of how to approach a final hearing
- know the function of case theory
- undertake the steps to preparing case theory
- recognise why evidence is critical
- recognise why statements are vital
- analyse an opposing statement identifying issues and contradictions
- plan and write a case theory
- plan and write a closing submission
- identify the common issues to deal with in a final hearing
- scrutinise evidence and assess its legitimacy
- prepare for cross-examination
- practise cross examination delivery techniques
- observe a final hearing role play
- critique all aspects of the hearing
- ask relevant questions to clarify learning
- discuss persuasion, language, and manners at a final hearing
- learn how the judgment is delivered
- understand the importance of the outcome of a final hearing
- be familiar with the DVIP (Domestic Violence Intervention Project)
- know when an appeal is appropriate

By the course's conclusion, participants will have gained the essential knowledge and practical skills necessary to confidently prepare for a Family Court final hearing of any type. Course attendees are given copies of all relevant sample documents along with additional templates as references and guides.

Course Dates

Courses are held on a Saturday and additional dates will be added if required.

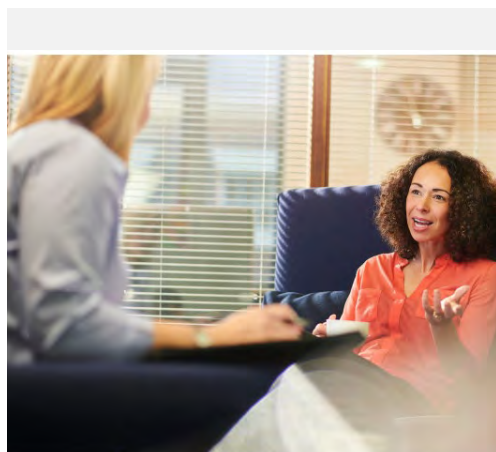
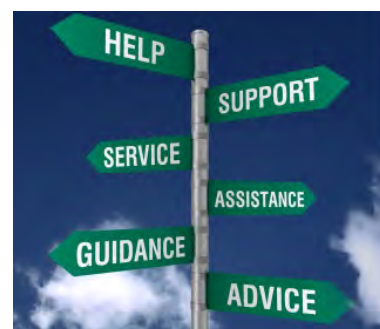
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Why Train to Be a McKenzie Friend?

Make a Difference

McKenzie friends make a positive contribution to the lives of thousands of people who now find themselves under the immense pressure of representing themselves in Family Court. They are recognised by judges as an integral and vital part of a legal eco-system where access to solicitors and barristers is beyond the reach of many including the most vulnerable in society.



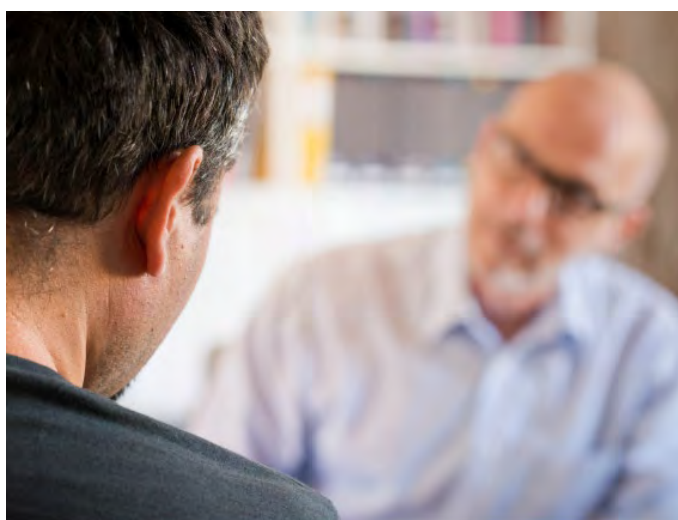
Join a Growing Profession

Since 2013 and the ending of legal aid for people going to Family Court (unless domestic abuse is alleged or proven), most people without the finances to pay solicitors have been forced to represent themselves. The void left by the removal of legal aid in 2013 created a sudden and urgent need for legal support which overtime has transformed the role of McKenzie friends in the modern Family Court. Many McKenzie

friends have responded well to the challenge of offering more substantial and wide-ranging help and we are witnessing the evolution of a new occupational role which is growing year on year.

Unlock a World of Opportunities

Training as a McKenzie friend really does unlock a unique opportunity to build a long and successful career for those who want a new challenge. It also offers the chance to experience family law and how it works in real life should you want to pursue further studies in law. Additionally, for those considering a future application to secure a place on one of the many highly competitive postgraduate training courses in the fields of social work or the police force, this kind experience is an excellent way to demonstrate your ability to work in a responsible public service environment.



Setting Standards and Defining the Role

At the Simon Walland Family Law Online Academy, we take our responsibilities seriously, and want those who train with us to benefit the people they support in their role as a McKenzie friend. Our courses aim to prepare you to make a difference to people's lives, while gaining a sense of real achievement and pride in the work you do.

We know that the role of the McKenzie friend is evolving at pace as the needs of people going to Family Court grow due to the challenging economic landscape and the loss of legal aid for Family Court litigants. With the growth in the range of tasks McKenzie friends now offer, comes the responsibility of knowing the limitations of this role and having the skills needed to fulfil more tasks.

As the only provider seeking to address these new challenges, our courses set high expectations from learners as part of our responsible approach to the training of McKenzie friends. We hope this will further raise standards and with it nurture the growing recognition of McKenzie friends as indispensable support for litigants-in-person. In return for your commitment, expect all the support, guidance, and encouragement you need to fulfil your potential in what is a challenging and exceptionally rewarding role.

Common Questions and Answers

Q: Where can I find clients?

A: Since the cuts to legal aid, statistics show that approximately 80% of people, for a variety of reasons, go it alone. Every one of those people is a potential client to a credible McKenzie friend. The courses will teach you how to attract clients. You may even be given clients to work with depending upon demand.

Q: How will my learning be assessed?

A: For any of the online courses you study, you will complete a series of ungraded exercises designed to help you focus on the key information. At the end of the course, you complete an assignment and apply what you have learnt to complete it. You can go back to the course materials as much as you need to and there is no time limit set for the assignment. You may also contact Simon for support. Your assignment is then assessed and if you need to change anything, you will be given guidance.

Q: Do I need a legal background?

A: No, you do not need any legal qualifications or experience. If you are someone who can remain calm and offer support to others who are in a stressful situation; if you are able to listen and extract important information to create clear statements; if you

have a reasonable level of literacy and can learn to read a range of documentation related to Family Court matters, then being a McKenzie friend is a role which you will find rewarding as well as challenging.

Is any additional support available?

A: I am committed to ensuring that everyone signing up to my courses has the support and resources to achieve their full potential and get the most out of their learning experience. I will hold online advice sessions and will always be available to assist you to overcome any obstacles.

Can I contact other students?

A: Forums and discussion groups are a great way to expand your learning through an exchange of ideas, opinions, and experiences. You are warmly invited to access the online forum and comment or ask questions about the courses or about family law. You can share your opinions with me and other learners in a positive and friendly environment. It's fun and all part of the learning experience.

How will the mock hearings work?

A: I will be holding a series of Mock Hearings on a regular basis. They will be held online and you will be given papers to prepare and fully participate in the hearing. The purpose is to show you how hearings work as a live event. You can join in or watch others. The mock hearing is all part of the learning experience and will show how the work you prepare is considered by the court



McKenzie Friend Foundation Course

This new course covers the fundamentals needed to support unrepresented litigants preparing for the Family Court. It is suitable for people who want to establish a strong foundation of knowledge and develop the necessary skills for a potential career as a McKenzie Friend. Study the core components and choose a specialism learning pathway to gain a deeper understanding.

You can also take advantage of the option to add further modules to expand your specialist knowledge and skills and really customise your learning journey. All the specialised pathway modules are available to facilitate individual growth and potential.

Establish a Sound Knowledge Base

All learners on the Foundation McKenzie Friend Course cover core components:

- understanding of the role and limitations of a McKenzie friend
- ethical and professional standards
- knowledge of the different levels of courts and judges
- guidance on courtroom etiquette
- advising clients on how to work with CAFCASS
- preparation of key documents
- an understanding of everything needed by a litigant in person to navigate their application
- what the court is looking for from you and your client

Choose a Specialisation

Once the core skills and knowledge modules are completed, choose one of two pathways, *Children Cases* or *Financial Cases*. Focus on the chosen specialism to acquire further in-depth knowledge of the specific procedures and regulations governing this area of Family Court legal practice. Both courses can be taken (an additional unit cost will apply).

Take Advantage of Digital and Classroom Learning

Engaging online modules are complemented by a dedicated full-day workshop in central London led by Simon Walland. Choose from,

Children Cases

Financial Cases

Position Statements / Statements and Evidence

The Mock Hearing

This mixed online/face-to-face course structure blends the flexibility to study according to the learner's time and resources with the unique support and guidance only available in a classroom environment.

Extend Expertise

Choose to take further courses from a choice of,

Children Cases

Financial Cases

Position Statements / Statements and Evidence
The Mock Hearing

(These courses are optional and an additional fee applies)

Stretch, Challenge, Advance

Learners who complete the Foundation McKenzie Friend Course can not only do further top up modules, it is expected that many will choose to advance to the full Masterclass Course. By studying beyond foundation level, you will further extend your ability to handle a wider range of family law cases with confidence.

Benefit from Early Career Ongoing Support and Guidance

The McKenzie Friend Foundation Course offers continued support and guidance to help those starting out as a McKenzie friends including access to online forums and discussion groups.

McKenzie Friend Masterclass Course

This course is designed for those who want to offer the full range of McKenzie friend services and learn everything possible to progress. The course facilitates the development of a complete practical skillset and embeds a comprehensive knowledge of Family Court processes and legal frameworks.

The course requires a longer commitment to learning and participants are expected to produce assignments that demonstrate the ability to follow instructions, conventions, and protocol relevant to tasks such as writing statements and other documents to support litigants in preparing for court.

It is highly likely that in the future, comprehensive training such as the McKenzie Friend Masterclass will become a mandatory requirement. As the first extensive McKenzie friend training course in the UK, this vocational education suite remains the gold standard.

Teaching and Assessment

The McKenzie Friend Masterclass is divided into fifteen modules and is delivered as a predominantly online offering to maximise flexibility and accessibility to the widest possible range of applicants. Learners are also invited to attend four classroom-based full day courses in central London. This is optional as all the essential content is contained within the online offering. We do encourage attendance if possible to give learners the best possible learning experience.

Learn how to deal with each element of a court case through individual modules consisting of lectures, presentations, resources, and self-assessment exercises. Complete the series of walk-through exercises accompanying each module. Exercises are designed to encourage the retention of key information. Measure learning using the answer key (self-assessment tool) provided with each module.

Complete a marked and graded assignment at the end of each module. Pass the assignment before progressing to the next module. All completed end-of-course assignments are submitted and marked with feedback. An assignment that does not meet the criteria for a pass can be resubmitted and extra support is always provided to make sure you can reach the required standard with confidence. Study all fifteen modules to achieve the full Masterclass course certificate.

Course Dates

Flexible learning means that you can start and finish the course to fit around your availability. Day courses in London are repeated throughout the year to ensure accessibility whatever your schedule.

COURSE CONTENT

MODULE ONE (Presentation and Lecture)

Working as a McKenzie Friend

Analyse what a McKenzie friend can do and not do. Learn about clients' needs. Become familiar with different specialist areas. Investigate different ways to find and attract clients. Examine a typical McKenzie friend experience through a case study.

Study time: 4 hours

Assessment: YES

MODULE TWO (Presentation and Lecture)

Position Statements

Position statements are critical. Written in a clear and succinct style using a uniform layout and conventions, they cover everything that the Family Court needs to know. Work through various exercises and become familiar with wording and essential information to create a robust document.

Study time: 6 hours

Assessment: Plan, draft and write a position statement

MODULE THREE (Presentation and Lecture)

Court Applications

The application is the first step towards solving a client's problems and provides the Family Court (and the other side) with information. Learn how to correctly complete an application and how to combine applications and to resolve more than one problem at a time.

Study time: 6 hours

Assessment: YES

MODULE FOUR (Presentation and Lecture)

Children Applications

Study every application stage from the initial client consultation to the end of the first hearing. Discover how to influence the direction of a case even at this early stage in proceedings. Examine how each element of the Family Court process fits together and how mistakes can impact a case. Apply learning from Module 2 on position statements to the preparation of children cases.

Study time: 8 hours

Assessment: YES

MODULE FIVE (Presentation and Lecture)

Financial Applications

Examine and become familiar with the different information required for financial applications for married and unmarried litigants and identify the different rules and regulations applied to the division of assets. Apply appropriate criteria to each type of hearing to the progress each case to the first hearing/Financial Dispute Appointment. Evaluate the influence a position statement can make to a case.

Study time: 12 hours

Assessment: YES

MODULE SIX (Presentation and Lecture)

Domestic Abuse

Allegations of domestic abuse changes the way in which a children case is processed. Regardless of whether those allegations are proven, the Family Court must follow safeguarding protocols. Learn how to make an application, how to oppose an application, and how the Family Court deals with domestic abuse allegations.

Study time: 8 hours

Assessment: Write a statement in response to allegations of domestic abuse

MODULE SEVEN (Presentation and Lecture)

CAFCASS, Social Services and Section 7 Reports

The Family Court orders a Section 7 report to obtain further information. This report is a very important document which impacts on how a case proceeds. Understand how to accept or challenge the report, and how to adapt your client's position to accommodate the recommendations. The report itself creates work that you will need to do to present your client's case.

Study time: 4 hours

Assessment: YES

MODULE EIGHT (Presentation and Lecture)

Final Hearings (Children)

Eventually, unless a case reaches an agreement, the Family Court will need to conduct a final hearing. This hearing has a process which needs to be followed and entails work in presenting your client's case effectively.

Study time: 8 hours

Assessment: YES

MODULE NINE (Presentation and Lecture)

Second Hearings (Finances)

Following the first hearing (FDA), the Court will hold the Financial Dispute Resolution hearing (FDR). This is your opportunity to put forward your client's offer to the other side and justify that offer in court. Learn about the different paperwork requirements and what needs to be prepared for this hearing.

Study time: 6 hours

Assessment: YES

MODULE TEN (Presentation and Lecture)

Fact-Finding Hearing

If the allegations made by/against your client have not been resolved, they will be dealt with in a fact-finding hearing, where use is made of cross examination and a closing submission. See how the information you learn in 'Cross Examination and Evidence' will be used to good effect to prove or disprove allegations in this hearing and how to write a strong closing submission.

Study time: 8 hours

Assessment: YES

MODULE ELEVEN (Presentation and Lecture)

Cross-Examination and Evidence

Cross-examination and the role of evidence is a very misunderstood part of court proceedings. It is critical to understand what makes good evidence and bad evidence. Your client's success depends on proving that an event or behaviour did or did not take place. As most allegations involve things that happened behind closed doors, it can be challenging to prove these allegations in a court case. We look at how best to approach these challenges.

Study time: 8 hours

Assessment: YES

MODULE TWELVE

(Presentation and Lecture)

Scott Schedules and Statements

When allegations of abuse are made, the Family Court requires a schedule of allegations to be provided by the person alleging the abuse with a statement that describes each incident. The accused will then respond. These two documents are incredibly important and must follow conventions and be well written to avoid any misjudgement in the Family Court. The repercussions of being found guilty could be serious and result in a loss of child contact. You will learn how to make sure these documents are of the highest possible standard.

Study time: 8 hours

Assessment: YES

MODULE THIRTEEN

(Presentation and Lecture)

Enforcing Applications

The court makes orders and expects them to be complied with. When they are not, it is your client's responsibility to take the matter back to the Family Court and have enforcement proceedings to deal with it. This applies to all types of hearings.

Study time: 6 hours

Assessment: YES

MODULE FOURTEEN

(Presentation and Lecture)

Divorce

Of all the areas of family law, divorce is perhaps the easiest to deal with. Hearings are not usually required, and the process is done by paperwork. Many of your clients will require a divorce, and understanding the process completes your ability to help your client in all situations.

Study time: 5 hours

Assessment: YES

MODULE FIFTEEN

Appeals

Although in most hearings one party will feel they have won, the other will feel they have lost, and sometimes a party will feel that there has been injustice and bias against them. In these situations, if the Judge has made a mistake, and only if the Judge has made an error in law, an appeal can be made to overturn the decision.

Appeals require a higher level of knowledge as you need to be able to see where the Judge was wrong and explain why he was wrong to a more senior Judge. An appeal is very likely to require the knowledge, skills, and experience of a good solicitor or barrister. However, it is important that a McKenzie friend knows what happens at an appeal and how to prepare a client.

Study time: 8 hours

Assessment: YES

Children Cases

1	Should I Go to Court or Keep Trying to Get an Agreement? The Pros and Cons
2	Consent Orders
3	Mediation
4	Making a C100 Application
5	CAFCASS Safeguarding Interview
6	Attending the First Hearing
7	Writing a Position Statement
8	Drugs and Alcohol - What Effect Do They Have On the Courts?
9	Parental Alienation
10	Preparing for a Section 7 Report
11	Challenging a Section 7 Report
12	Writing a Statement
13	Preparing for a Final Hearing
14	Cross-Examination
15	Making a Bundle for a Children Case
16	I Have Been Served with a Non-Molestation Order - What Do I Do?
17	Challenging a Non-Molestation Order
18	Preparing for a Return Date Hearing
19	Scott Schedules
20	Preparing for a Fact-Finding Hearing
21	Appealing a Children Order
22	Enforcing a Children Order

Financial Cases

F1	What Does the Court Take into Account When Separating Your Finances?
F2	Making an Application If You Are Divorcing
F3	Completing a Form E for Financial Disclosure
F4	Completing the Other Documents for Your FDA First Hearing
F5	Writing a Note for FDA Document
F6	Providing Property Details and Mortgage Capacities etc for the FDA Hearing
F7	The First Directions Appointment Hearing (FDA)
F8	Completing the ES1 and ES2 Forms
F9	Writing a Note for FDR Document
F10	Making an Offer
F11	The Financial Dispute Resolution Hearing (FDR)
F12	Writing a Section 25 Statement
F13	Preparing for a Financial Final Hearing
F14	Cross-Examination for Financial Hearings
F15	Financial Consent Order
F16	Enforcing a Financial Order
F17	Bundle for a Financial Hearing
F18	Separating Your Finances If You Were Not Married
F19	Making a TOLATA Application
F20	Appealing a Financial Order

Domestic Abuse Cases

A1	Non-Molestation Orders
A2	Occupation Orders
A3	I Have Had a Non-Molestation Order Served on Me
A4	Preparing for a Return Date Hearing When Served a Non-Molestation Order
A5	False Allegations Made in Children Cases
A6	Preparing a Scott Schedule
A7	Writing a Statement in a Domestic Abuse Case
A8	Evidence and How It Is Used
A9	Cross-Examination in a Domestic Abuse Case
A10	Preparing for and Attending a Fact-Finding Hearing
A11	What to Do If You Lose a Fact-Finding Hearing.
A12	Appealing a Fact-Finding Hearing