



Edgeborough House  
Upper Edgeborough Road  
Guildford, Surrey  
GU1 2BJ  
0207 186 8270  
[www.ncdv.org.uk](http://www.ncdv.org.uk)

### **What is the options form for?**

The Options Form allows us to assess your matter and process the documents as quickly as possible.

In particular, your application for an order must be supported by a witness statement. The witness statement details who you both are and gives details as to the first, worst and last incident of violence and abuse. It should also include a paragraph detailing the reason why you are applying for order.

In the Options Form you will be asked whether you would like us to either:

1. **Draft documents for you.** To do this, we will need to telephone you between 9am and 3:30pm to take a witness statement from you. The duration of the call is likely to take one hour. If you opt for a telephone call please confirm if am/pm is better for you. We cannot guarantee that we will be able to call you at a particular time given the volume of calls that we receive, however we try our best. Once we have taken your witness statement, we will draft the Court application and send them to you.

Or

2. **Send you a template** witness statement with the court documents (by email or post). We will send you a template Witness Statement and court application that contains the standard wording. The template documents will be sent with detailed guidance of the next steps as well as tips for completion. They will be sent in a format that you can easily amend. If you prepare your statement and you are unsure whether the content is correct, we will be able to check it for you.

### **Will someone be with me when I go to Court?**

If you would like someone to go to Court with you, we will do our best to arrange a McKenzie Friend to accompany you (subject to availability). A McKenzie Friend is a person that does not have the right to speak for you in the Court but can accompany you and offer you some support and guidance on procedure. If we cannot allocate a McKenzie Friend and/or you would prefer your own friend to accompany you, we can send you a draft letter to take to Court. This letter will ask the Judge if your friend can go into Court with you.

### **What if I change my mind?**

We understand that you might change your mind. If we do not receive your completed options form we shall assume that you no longer wish to proceed at this time. Please be assured that this does not prevent you from using our services in the future. We will archive your case and if you need us in the future you should call us on 0844 8044 999.

### **I've changed my mind - could you send a warning letter instead?**

Yes. NCDV can send a warning letter free of charge. If you select warning letter on the enclosed options form, we will contact you to discuss the contents of a warning letter upon receipt and send it to the perpetrator. We will also send you a copy.

**PLEASE CONSIDER:** Before advising us to go ahead, we would inform you that warning letters come with a warning - you should consider the reaction of the perpetrator if they were to receive a warning letter. A warning letter may not be the best option for you if you believe that the perpetrator's reaction will result in further abuse towards you. If you are concerned, please call us.

### **What if there is a further incident after the warning letter has been sent?**

If there is a further incident you should contact the police. You may also wish to contact NCDV and we will send you another Options Form so that you can inform us as to how you wish to proceed.

**What if I want to accept the legal aid contribution?**

If you qualified for legal aid subject to a contribution and now seek full legal representation, please let us know on your options form and we shall contact you to make the necessary arrangements.

**Next steps**

In order to help you as swiftly as possible please complete the enclosed Options Form and return it to us. You can post Options Forms to NCDV, Edgeborough House, Upper Edgeborough Road, Guildford Surrey GU1 2BJ or by scanning and emailing to [hello@ncdv.org.uk](mailto:hello@ncdv.org.uk) or fax to 02071609383.

We will not be able to begin the process until we receive your completed Options Form.

Kind regards,

**NCDV Team**

**OPTIONS FORM FOR LITIGANT IN PERSON**

**Please complete in block capitals**

Your name (Applicant): \_\_\_\_\_

Your address for correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Your email: \_\_\_\_\_ @ \_\_\_\_\_

Your mobile: \_\_\_\_\_ Any other number: \_\_\_\_\_

The full name of the respondent: \_\_\_\_\_

My nearest court is: \_\_\_\_\_

**HOW WOULD YOU LIKE NCDV TO HELP YOU: (YOU MUST TICK THE RELEVANT BOXES)**

1.  I would like NCDV to telephone me to take my statement and then provide me with the necessary documentation to make an application for a non molestation order

**OR ALTERNATIVELY**

I would like NCDV to provide me with a template pack to allow me to draft the application documents

**IN ADDITION:**

I would like NCDV to arrange for me to meet with a McKenzie Friend (subject to area and availability)

**OR ALTERNATIVELY**

I would like NCDV to send me a McKenzie Friend letter so that my friend may be able to come into court with me

2.  I would like NCDV to send a warning letter as I do not wish to apply for a non molestation order at this stage

The county court will not charge you to make an application for a non molestation order and an occupation order.

I understand that once I have obtained the order it is very important that it is served correctly on the respondent. (NCDV can help if you wish and their process servers charge £100).

I wish to make an application as soon as possible/next few days. NCDV have a number of McKenzie Friends who work all over the UK on a voluntary basis - you do not have to pay for a McKenzie Friend to attend Court with you. Neither NCDV or a McKenzie friend can offer you legal advice as their role is for support only. If a McKenzie Friend offers you legal advice which you subsequently act upon you do so at your own risk. NCDV does not accept any responsibility whatsoever for a McKenzie Friends actions. We would encourage you to inform us if any legal advice has been provided by the McKenzie Friend so that we may investigate this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Either return this form only to our address, scan and email to [hello@ncdv.org.uk](mailto:hello@ncdv.org.uk) or fax to 02071609383**