**Form 4**

**RESPONSE TO PROCEDURAL APPLICATION**

Use this form to respond to a procedural application on Form 3.

**Please provide the following information:**

**1. FAP Case Number (for ongoing matters)**

**2. Please provide your details**

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Party membership no.** |  |

**3. Please provide details of the other parties in this case**

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

**4. Are you serving each of the other parties at the same time as filing this application, and if not, why not?**

**5. What procedural application are you responding to, who made it and what is the date on the application form (Form 3)?**

**6. Do you agree to the procedural application?**

**☐ Yes | ☐ No**

**If not, why not?**

**7. What alternative procedural ruling should the FAP make, and why?**

*If you are also contending for a departure from previous directions, then you should justify why it is appropriate.*

**8. Have you provided any separate evidence responding to the application?**

**☐ Yes | ☐ No**

**Give details.**

*You should, if relevant, provide evidence on which you rely to oppose the application on or with this Form.*

**Checklist (please tick)**

**☐** I confirm that I have read the Guidance and this response to an application conforms with the Guidance.

**☐** I attach a copy of any relevant Directions that I am objecting to or applying to vary myself.

**☐** I have provided supporting evidence on or with this form to justify this response to the procedural application.

**Declarations – please tick and sign at the bottom:**

**☐** I believe that the facts stated by me in this form and any accompanying evidence are true and complete.

**☐** I understand that I must provide supporting evidence on or with this form to justify a cross-application for special procedural arrangements.

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

Please return this form and any attachments to the Standards Officer at [standardsofficer@libdems.org.uk](mailto:standardsofficer@libdems.org.uk).