**About the familycourtinfo licensing project**

The original www.familycourtinfo.org.uk website was developed by a group of lawyers in the Bristol area, who have agreed that the site may be licensed for use to other court areas. To try to make things easier for similar groups in other areas, the Bristol group has put together a package to be delivered by through the Transparency Project ([www.transparencyproject.org.uk](http://www.transparencyproject.org.uk)).

We’ve designed the package in the understanding that you are likely to have limited funding, but would like an easy way of creating a website like ours without significant time commitment and expense and that you may not all have much technical know-how when it comes to websites. The one off cost is £750.

We appreciate that £750 is a lot of money, but we are confident it is significantly cheaper than the cost of building a similar site from scratch at commercial rates – and that it will save local groups a significant amount of time (which if you are like the Bristol project will be unpaid time!). HMCTS / MoJ will not fund these sites. However, based on our experience, we think that most areas will be able to raise sufficient funds by way of local sponsorship from local firms, chambers, local branches of professional associations and other organisations, or by way of small grants. Or you may be able to hold a fundraising event.

We envisage that the site will be licensed to committees covering a Designated Family Judge area, and will provide information and resources to all potential court users in that DFJ area. So, for example, the original version of the site says “FOR FAMILIES IN THE BRISTOL, BATH, WESTON & GLOUCESTER FAMILY COURT AREA” in the strapline on the home page and yours would say the equivalent. You will also need to agree a short single word label for your area to make up the unique web address. So, for example, the original site will probably identify as [www.bristol.familycourtinfo.org.uk](http://www.bristol.familycourtinfo.org.uk) as this is where the largest court and DFJ are based.

In Bristol, we have learnt that it is important to publicise your website if it is to be of benefit to the community - and that this requires time and planning. We hope that if your committee is freed up from the burden of developing the website it can focus its energies on identifying local resources to include on the site and, as importantly, local organisations who can publicise it. It might be that you want to identify local organisations to display posters or leaflets that will might reach potential users in a certain demographic, even though they do not provide the sorts of services that you would include on the site itself. For example, a refugee support group or a mosque might not be on your list of resources, but they might put up posters that would be seen by people who will find the site useful.

**About the Transparency Project**

The Transparency Project is a charity whose aims are

1. *To advance the education of the public in the subject of family law and its administration, including the family justice system in England and Wales and the work of the family courts, in particular but not exclusively through the provision of balanced, accurate and accessible information about the work of family courts and the facilitating of public discussions and debates which encompass a range of viewpoints.*
2. *To promote the sound administration and development of the law in England and Wales, in particular, family law, by encouraging and contributing to the transparency of processes in the family justice system, contributing to public legal education concerning family law and matters of family justice, enhancing access to justice in matters of family law and by such other means as the trustees may determine.*

The projects sees the www.familycourtinfo.org.uk websites as a good way of furthering those aims, and is happy to facilitate the rollout of the site to other areas in this way.

**What do we get for the £750 fee and what do we need to do?**

* A website of the same design and layout as the original Familycourtinfo.org.uk website, hosted on a geographically titled subdomain of familycourtinfo.org.uk (for example Liverpool.familycourtinfo.org.uk)
* The site is built on a wordpress platform, which is easy to learn, widely used and transferable.
* The package includes hosting and use of the subdomain for 3 years. Thereafter there will be an annual fee for this service, payable one month in advance.
* All existing page content except that which is location-specific will be pre-loaded on your site, and may be edited or added to if you wish.
* If at the end of the year or later you wish to transfer your site to a different domain and host you may do so. There will be a fee of £100 for us to provide the necessary information to your new website editor. After this you can carry on using our content, but please give credit and link back.
* You will need to write some suitable text for the “my local family court” page and we will pre-load that text for you (With pictures if appropriate).
* You will need to provide some text to add to the “About this site” page including links to any local sponsors, and logos for them.
* You will need to collate a list of local organisations or websites to which you wish to link, with a summary for each of not more than 200 characters. We will pre-load this list onto your site under “local resources” alongside those nationwide resources already included on the familycourtinfo.org.uk.
* The text on all pages will be editable, and you will be able to add new pages and adjust the layout of individual pages (with some restrictions), however you will not be able to alter the overall structure or core design of the website yourself under this package. This is to prevent inexperienced users inadvertently “breaking” the site resulting in downtime or significant support demands – this is to keep the package price to a manageable level. If you wish us to make custom alterations to your site this can be done through the projects technical lead at a rate of £40 p/h.
* We will provide a maximum of six “editor” or “contributor” user logins to the site so that you can use a small group of individuals to maintain and update the site. You may on specific request be given an “admin” login, but be aware that once your 3 hours support allocation has run out you will need to pay for additional support if one of your users does something they can’t fix!
* We will provide an online knowledge base for network members including a series of “how to” videos dealing with tasks common to using a wordpress site, and 3 x half hour online training sessions aimed at introducing the basics of wordpress and the specifics of using the project sites.
* We will provide up to 3 hours online support p/a for each site. Sessions will be measured in 15 minute intervals and network members can purchase additional support (or in person support if required) directly with our technical lead Michael Waugaman at a rate of £40 p/h (plus any travel costs / time for face to face training).
* We will carry out any necessary wordpress and plugin updates on your behalf.
* If at any stage we change the colour scheme or theme on the site we will ask you if you would like to be upgraded too (for no additional cost). In some circumstances we may need to make changes to themes on all subdomains (for example if there are compatibility issues because wordpress has been updated or the theme we are using ceases to be supported).
* We will provide you with a single email address in the format : [geographicalregion@familycourtinfo.org.uk](mailto:geographicalregion@familycourtinfo.org.uk)

As with any website hosting package, it may be necessary to charge an additional fee if your bandwith usage is excessive, but we think this is highly unlikely to arise for sites of this sort and would only charge a fee in order to recoup any additional cost incurred by us. Although we will attempt to ensure that your website is accessible at all times, there may be occasions beyond our control when it is briefly unavailable (for example due to server failure, DNS attacks or emergency maintenance).

A breakdown of what our fee covers :

* The use of our content and site design (whilst we believe most of the information on the site is of general applicability to England & Wales and is current, you are responsible for checking the currency of the text and applicability to your area, and for updating it as necessary – for example there may be variations to the law in Wales which necessitate adjustment to our text)
* the production / population of your site
* the development of a wordpress guide
* training and support
* the hosting and maintenance of your site
* technical contingency
* by way of fundraising to go towards the maintenance of the originating Bristol site and print costs, or other local justice events / projects in that area
* by way of fundraising for the Transparency Project

We will require £375 prior to commencing any work on the project and the balance of £375 prior to the site going live. The first £375 will be non-refundable once work has commenced.

We will prepare your site as soon as we are able to do so, but all those involved in the project have other commitments, and are working for free or at reduced rates. It will help us to have all your customized text and information at the point of order.

Please let us know if you would like further information or if you would like us to explain anything in this document. We’ve tried not to get to technical!

All technical support and training will be provided via our project technical lead Michael Waugaman at Cider Café.

The point of contact for general non-technical queries will be Lucy Reed via [info@transparencyproject.org.uk](mailto:info@transparencyproject.org.uk). Please contact Lucy if you would like further information on the licensing project or have any unanswered questions having read this document.

If you would like to express an interest but are not yet in a position to place an order please let us know by emailing Lucy.

Lucy Reed

Member of the Bristol Committee

Chair of The Transparency Project

July 2015

**ORDER FORM**

I have read the licensing package documentation and agree to the terms set out in the documentation.

I am enclosing payment of £375 / have made payment by BACS to the Transparency Project Account on [ ]. ☐

Or

Please invoice me prior to payment being made (we will start work one funds have cleared). ☐

I agree to pay the balance of £375 on request prior to the site going live. ☐

I am authorized to place this order by [ ] committee. ☐

**Basic information**

Designated Family Judge area :

**Main contact**

Name : email :

Phone :

Chambers / firm etc :

Position : (eg working group or local committee chair)

**Users** (max 6)

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We would like [ ] who has prior wordpress experience to be a site Administrator (we will contact you to discuss this). ☐

**Chosen Subdomain :**

www.[ ].familycourtinfo.org.uk

**Chosen Homepage Strapline :**

FOR FAMILIES IN THE [ ] FAMILY COURT AREA

**“About this site” additional text :**

(see <http://www.familycourtinfo.org.uk/about/>)

Logos and images attached :

(Please list filenames and identify each image)

**“My Local Family Court” text :**

(See http://www.familycourtinfo.org.uk/my-local-family-court/)

Logos and images attached :

(Please list filenames and identify each image)

**Training**

We would like our training to be delivered online ☐

We would like our training to be delivered face to face (additional cost) ☐

**Local Resources**

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| NAME | WEB ADDRESS | Description (max 200 characters) | Other categories (see notes) |
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Add another page if you need to.

If you cannot immediately provide all the text and local resources information please indicate this above, and provide an estimate of when you will be able to provide this information. If you have paid your first payment we can start work, but your site will not be published until this information has been provided and the first installment will not be refundable.

Signature :

Name :

Position :

Date :

**Order form notes**

Users

You can choose up to six users. Editors can edit the text on existing pages and posts and can publish new material. Contributors can create new posts and submit them for approval and publication by an editor. We suggest that you make most of your users contributors with one or two editors who can check things before edits are published.

Linking to other sites

If you would like to make certain words in your text a clickable link please put the word you want to be clickable in square brackets and provide the full web address to link to immediately after.

Local Resources

Your local links will be categorised as “local resources”. If you would like these links to appear under other headings please identify the relevant tag you would like to use. The current categories are listed here : <http://www.familycourtinfo.org.uk/resources/>

Payment

You may pay by cheque (payable to The Transparency Project) or BACS (to The Transparency Project account at HSBC 40-17-50 / 11508415).