

## **PENSION ADJUSTMENT ORDERS**

1. In the event that a Pension Adjustment Order needs to be made that is time sensitive, an application should be made to have it listed urgently, but only when all paperwork is in order and filed.
2. Please note that Dublin Family Circuit Court will rule 'time sensitive' Pension Adjustment Orders without the need for the parties to attend. Documents can be posted into Dublin Circuit Family Law Office and will be dealt with by the Judge in chambers on the next sitting.
3. The following documents are required:
  - a. Ex-Parte docket
  - b. A grounding Affidavit setting out the urgency and confirming the Order is being made on consent.
  - c. Notice to trustees
  - d. Affidavit of service
  - e. Original letter from trustees confirming Order is workable.
  - f. x 4 copies of the Draft Pension Order
4. If you have any queries email 'dublincircuitfamilylaw@courts.ie' or telephone 01 – 8886807