



**HM Courts &  
Tribunals Service**

Courts and Tribunals Service Centre  
c/o HMCTS Digital Divorce  
PO Box 12706  
Harlow  
CM20 9QT  
Email: [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)  
Phone: 0300 303 0642  
(Monday to Friday, 8.30am to 5pm)

Jane Jamed  
Flat 12  
Ivy Tower  
34 Grange Road  
Birmingham  
B71 9PW

**Notice of proceedings**  
Case number: LV17D80100

09 August 2019

Dear Jane Jamed,

Your husband John Smith has applied for a divorce.

You need to respond within 7 working days. If you don't respond, your husband can ask the court to move the divorce forwards without you. You may have to pay extra fees if this happens.

**How to respond**

1. Read the application for divorce.
2. Complete the 'Respond to a divorce application' form included with this letter.
3. Return the form to the Courts and Tribunals Service Centre within 7 working days.

Please contact us if you can't respond for any reason, or if the 7 working days have passed.

If you are a respondent living outside of England and Wales, then you may have more days to reply to this divorce. Please refer to the link below:

[https://www.justice.gov.uk/courts/procedure-rules/civil/rules/part06/pd\\_part06b#7.1](https://www.justice.gov.uk/courts/procedure-rules/civil/rules/part06/pd_part06b#7.1)

## **Getting help**

For further guidance on divorce, how to split money and property, and make child arrangements visit:

- [www.gov.uk/divorce](http://www.gov.uk/divorce)
- Citizens Advice ([www.citizensadvice.org.uk/family/ending-a-relationship/](http://www.citizensadvice.org.uk/family/ending-a-relationship/))
- Advicenow ([www.advicenow.org.uk/divorce](http://www.advicenow.org.uk/divorce))
- Personal Support Unit for support in court hearings ([www.thepsu.org](http://www.thepsu.org))

If you disagree with your husband about these arrangements it is usually cheaper and quicker to resolve this through mediation, rather than through the courts. You can find more information about mediation at [www.familymediationcouncil.org.uk](http://www.familymediationcouncil.org.uk).

You must tell us if you've been married to more than one person during this marriage (polygamy).

You must only respond if you are Jane Jamed or someone they have asked to represent them. You could be fined or imprisoned for contempt of court if you respond falsely.

## **Solicitors**

If you want to use a solicitor, you must give them this letter as soon as possible.

If you're a solicitor, we're still working on the solicitor's online service. For now, you'll need to respond using the paper forms.

Please contact us to have these sent to you.

HM Courts and Tribunals Service

## **Sharing your data**

While processing your claim or application, another government department, agency or organisation might be involved and we may share your data with them.

Any data you provide which needs to be printed will be shared with Xerox (UK) Ltd. For example, the divorce application will be printed so that it can be sent to the applicant by post.

If you contact us and ask for help with the service you're using, your personal data may be shared with the Good Things Foundation. This is a company who we have partnered with to offer face to face support.

In some circumstances we may share your data for example, to prevent or detect crime, or to produce anonymised statistics.

We use Google Analytics to collect data about how a website is used. This anonymous data is shared with Google. Find out about this in our terms and conditions.  
<https://www.apply-divorce.service.gov.uk/terms-and-conditions>