



HM Courts &
Tribunals Service

The Family Court sitting at the Courts and Tribunals Service Centre

HMCTS Digital Divorce
C/O Exela Technologies UK Ltd

PO Box 12706

Harlow, CM20 9QT

Email: 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

Dear Jane Jamed,

Your husband/wife John Smith has applied for a divorce.

You need to respond within 7 days. If you don't respond, your husband/wife 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 days.

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

Getting help

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

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

If you disagree with your husband/wife 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.

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.

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