



**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)

Benjamin Stark  
Flat 12  
Ivy Tower  
34 Grange Road  
Birmingham  
B71 9PW

**Notice of proceedings**  
Case number: LV17D80100

02 August 2019

Dear Benjamin Stark,

You have been named in John Smith's application for divorce from Jane Harrington.

This means that John Smith (the applicant) has used adultery as the reason for their divorce, and alleged that Jane Harrington (the respondent) committed that adultery with you (the co-respondent).

**You need to respond within 7 working days.** As you have been named as a co-respondent in the divorce, the applicant is allowed to claim the costs of the divorce from you. This could include the £550 application fee, and their legal fees and expenses. If you don't respond, you won't have a say in whether or not you pay these costs.

**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 live outside of England and Wales, then you may have more days to reply to this divorce. Please refer to the below link:

[https://www.justice.gov.uk/courts/procedure-rules/family/practice\\_directions/pd\\_part\\_06b](https://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_06b)

## **Getting help**

You must only respond if you are Benjamin Stark 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>