![HM Courts & Tribunals Service logo]

HM Courts &
Tribunals Service

HMCTS Digital Divorce
PO Box 12706
Harlow
CM20 9QT
Email: contactdivorce@justice.gov.uk
Phone: 0300 303 0642 (from 8.30am to 5pm)

Moneybags
Solicitor4U
77 Landor's Road
London
SW9 9PE

Notice of proceedings
Case number: LV17D80100

05 February 2018

Dear Moneybags,

Jane'Y Jamed'O has named you as representing them in their divorce proceedings. This notice contains the information you need to register as the respondent's solicitor in this case and complete the Acknowledgement of Service on their behalf.

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

How to register for an account:

1. Contact the divorce project team to register for an online account at the following address: contactdivorce@justice.gov.uk
2. Once the account has been created, you will be sent a link to access the system.

How to link to your client's existing case:

1. Click on the link sent to you and log in using the credentials provided to you by the project team
2. Select 'Create case' on your dashboard.
   a. Select 'Family divorce' under 'Jurisdiction'
   b. Select 'Notice of acting' under 'Case type'
   c. Select 'Link to an existing case' under 'Event'
   d. Press 'Start'
3. Enter the respondent's name
4. Enter this unique pin code: 4321
5. Enter the case ID: 1517-8337-5887-0511

Once these details have been confirmed, you will see the case details appear on your account dashboard. You can then begin completing the acknowledgement of service.

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

Getting help

You can find further guidance at: www.gov.uk/divorce or by e-mailing the project team at contactdivorce@justice.gov.uk

You must only sign in to this service if you are the legal representative of Jane'Y Jamed'O. You could be fined or imprisoned for contempt of court if you access this service illegally.

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