



HM Courts &  
Tribunals Service

Courts and Tribunals Service Centre  
c/o East Midlands Regional Divorce Centre  
PO Box 10447  
Nottingham  
NG2 9QN

Email: [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)  
Phone: 0300 303 0642 (from 8.30am to 5pm)

Moneybags  
77 Landor's Road  
London  
SW9 9PE

**Notice of proceedings**  
Case number: LV17D80100

05 February 2018

Dear Moneybags,

You've been named as the legal representative of Jane'Y Jamed'O in T'John Smith'O's application for divorce.

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

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

#### **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 divorce centre within 7 days.

You must tell us if your client has been married to more than one person during this marriage (polygamy).

**You must only respond if you are Moneybags or someone they have appointed to respond for them. You could be fined or imprisoned for contempt of court if you respond falsely.**

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