



**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 8am to 8pm, Saturday 8am to 2pm)

TestSolName  
77 Landor's Road  
London  
SW9 9PE

**Notice of proceedings**  
Case number: LV17D80100

05 February 2018

Dear TestSolName,

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 from receipt of this letter.** 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: [hmctsfinancialremedy@justice.gov.uk](mailto:hmctsfinancialremedy@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 'Notice Of Acting' 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](http://www.gov.uk/divorce) or by e-mailing the project team at [divorcecase@justice.gov.uk](mailto:divorcecase@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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