



## HM Courts & Tribunals Service

Jane'Y Jamed'O  
Moneybags  
Solicitor4U  
77 Landor's Road  
London  
SW9 9PE

West Midlands Regional Divorce Centre  
PO Box 3650  
Stoke-on-Trent  
ST4 9NH

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

**Notice of proceedings**  
Case number: LV17D80100

05 February 2018

Dear Jane'Y Jamed'O,

Your husband T'John Smith'O has applied for a divorce. You can find a copy of the application included with this letter.

**You need to respond within 7 days.** If you don't respond, your husband 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. Go to [www.gov.uk/divorce-respond](http://www.gov.uk/divorce-respond)
2. Create an account using your email address
3. Enter this reference number: **1517-8337-5887-0511**
4. Enter your access code: **4321**

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

### Getting help

The online service is written in plain English and designed to be used by citizens. If you want to use a legal representative, you must give them this letter as soon as possible.

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

[www.gov.uk/divorce](http://www.gov.uk/divorce)  
Citizens Advice ([www.citizensadvice.org.uk/family/ending-a-relationship/](http://www.citizensadvice.org.uk/family/ending-a-relationship/))  
Personal Support Unit ([www.thepsu.org](http://www.thepsu.org))

You must only sign in to this service if you are Jane'Y Jamed'O or someone they have asked to represent them. **You could be fined or imprisoned for contempt of court if you access this service illegally.**

### If you're a solicitor

We're still working on the online divorce service for solicitors. For now, you'll need to respond to this divorce application using the paper forms. You can contact us to have these sent to you.

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