



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 (from 8.30am to 5pm)

Jane Jamed  
82 Landor Road  
London  
SW9 9PE

**Notice of proceedings**  
Case number: LV17D80100

05 February 2018

Dear Jane Jamed,

Your wife **Łukasz John Smith** has applied for a divorce.

**You need to respond within 7 days.** If you don't respond, your wife 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. Read the application for divorce
2. Go to [www.gov.uk/divorce-respond](http://www.gov.uk/divorce-respond)
3. Create an account or sign in using your email address
4. Enter this reference number: 1517-8337-5887-0511
5. 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. You can find further guidance at:

- [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/))
- Advicenow ([www.advicenow.org.uk/divorce](http://www.advicenow.org.uk/divorce))
- Personal Support Unit ([www.thepsu.org](http://www.thepsu.org))

If you disagree with your wife about these arrangements it is usually cheaper and quicker to resolve this through mediation, rather than through the courts. You can find more information about mediation at [www.familymediationcouncil.org.uk](http://www.familymediationcouncil.org.uk).

You must tell us if you've been married to more than one person during this marriage (polygamy).

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

### **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 & Tribunals Service**