



## HM Courts & Tribunals Service

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

Email: [contactdivorce@justice.gov.uk](mailto:contactdivorce@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.

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.

### Getting help

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/))
- 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 respond 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 respond falsely.**

### 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.

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