



## HM Courts & Tribunals Service

North West Regional Divorce Centre  
Liverpool Civil & Family Court  
35 Vernon Street  
Liverpool  
L2 2BX

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

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

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 of receiving this letter. 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.

If the 7 days have passed, contact your regional divorce centre to find out what you can do next.

You can find further guidance when you set up an online account using the following instructions, or by visiting [www.gov.uk/divorce](http://www.gov.uk/divorce).

### How to respond

1. Go to [www.gov.uk/divorce-respond](http://www.gov.uk/divorce-respond)
2. Enter this reference number: 1517-8337-5887-0511
3. Enter your security access code: 4321
4. Create an account using your email address

If you can't use the online service, please contact your regional divorce centre.

### Getting help

The online service is written in plain English and is designed to be used by citizens without any legal background. However, if you want to use a legal representative, you must give them this letter as soon as possible so that they can respond on your behalf.

You can get guidance and advice on making a financial agreement with your husband, and arrangements for the care of children from the following organisations:

Citizens Advice ([www.citizensadvice.org.uk](http://www.citizensadvice.org.uk))  
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. Please contact the divorce centre to have these sent to you.

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