

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \
MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_FR_CLIDET_FW_CLI_SALUT }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

I am please to confirm that your application for financial remedy has been issued by the Court, a copy of which is enclosed herewith.

You will note that the Court have listed the First Appointment on { MERGEFIELD FW_FR_FORME_FW_FA_DATE \@ "d MMMM yyyy"} at TIME and you should ensure you are available to attend this appointment. The hearing will be held at COURT.

Before the hearing, you and { MERGEFIELD FW_FR_OS_FW_OS1_FORENAME } must simultaneously exchange your financial statements in Form E. A copy will be sent to { MERGEFIELD FW_FR_OS_FW_OS1_FORENAME } and also to the Court.

The Form E asks questions regarding your current and expected future finances. Evidence, such as bank statements, will be attached to the Form E. It is imperative that you complete the Form E accurately and honestly. I have included a blank form for you to complete. Of course, should you have any questions, please do not hesitate to contact me.

You will both have the opportunity to raise questions (known as the "Questionnaire") once you have received the other's Form E. Depending on the information provided, it may, for example, be necessary to ask for further bank statements to be provided, or additional evidence.

The aim of the First Appointment is to determine the issues which need to be resolved between you and { MERGEFIELD FW_FR_OS_FW_OS1_FORENAME }, such as whether any expert valuations or reports are necessary, and whether any further questions need to be asked of the other party (if these have not already been raised via the Questionnaires).

The Court are mindful of costs, and so keeping the costs to a minimum will be at the forefront of the Judge's mind throughout the proceedings.

The Judge will give directions to you both as to any further evidence required or expert reports which will be necessary for the Court to deal with the case. Timescales for providing additional information will be set during this hearing.

After the First Appointment, the next hearing is the Financial Dispute Resolution Appointment (FDR). It is, however, possible to use the First Appointment as an FDR if both parties are in agreement. This is usually the case if both parties are open to negotiating and all questions raised have been answered and full disclosure has been provided, and settlement offers have been exchanged. It can certainly save costs for both parties.

Do remember, that at any point in the proceedings a settlement offer can be made and accepted and a Consent Order forwarded to the Court. If agreement is reached at the First Appointment or FDR, an Order can be drawn up whilst the parties are at Court and approved by the Judge.

If it is not possible to use the First Appointment as a FDR, then a FDR hearing will be listed by the Court. At the FDR, the Court will expect both parties to have considered their positions and to be open to negotiation with a view to settling. If it is absolutely impossible to reach an agreement at the FDR, a Final Hearing will be listed. This will increase the cost of the matter for both parties and should be avoided where possible, however I will provide you with further advice regarding this throughout the matter.

I should be grateful if you would please complete and return the Form E to me, so I may compile it and prepare the evidence for exchange with { MERGEFIELD FW_FR_OS_FW_OS1_FORENAME }.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }