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

Your Ref:

{ QUOTE { DATE \@ "d" *Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT } = "" "{ MERGEFIELD
"LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }" "{ MERGEFIELD
FW_ADDINFO_FW_CLI_SALUT }" }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

Further in the above matter I have now prepared the draft { MERGEFIELD
FW_DIV_PETDET_FW_APPTYPE * Lower} application for your approval. If the application
is approved, I should be grateful if you would please advise me as soon as possible.

{ MERGEFIELD FW_DIV_PETDET_FW_APPTYPE } Application

Please read this through carefully to ensure that all the details are factually correct. In
particular do check that { IF { MERGEFIELD FW_DIV_PETDET_FW_JOINT_APP } = "Yes"
"Applicant 2's" "the Respondents" } name is full and spelt correctly, and let me know if it is
not.

I will now send { IF { MERGEFIELD FW_DIV_PETDET_FW_JOINT_APP } = "Yes"
"Applicant 2" "the Respondent" } a copy of the application for their consideration prior to
sending it to the Court for issuing. If I do not receive a reply from the { IF { MERGEFIELD
FW_DIV_PETDET_FW_JOINT_APP } = "Yes" "Applicant 2" "the Respondent" } within the
next two weeks I will send the application to the Court without further consultation with { IF {
MERGEFIELD FW_DIV_PETDET_FW_JOINT_APP } = "Yes" "Applicant 2" "the
Respondent" }. If { IF { MERGEFIELD FW_DIV_PETDET_FW_JOINT_APP } = "Yes"
"Applicant 2" "the Respondent" } wishes for amendments to be made to the application then
I will forward those to you. Please note that you do not have to agree the amendments and
the application can be lodged with the Court. It is best practice to send the application to { IF
{ MERGEFIELD FW_DIV_PETDET_FW_JOINT_APP } = "Yes" "Applicant 2" "the
Respondent" } in order to limit any future rancor.

Court Fee

{ IF { = AND({ COMPARE { MERGEFIELD FW_DIV_PETDET_FW_HELP_FEES } = "No"},
{ COMPARE { MERGEFIELD MATTER_PRIVATE_OR_LA } = "P"}) } = 1 "The Court fee is
£550.00 and this will be taken from our Court fee account when the Court process the
application.

" "" } { IF { = AND({ COMPARE { MERGEFIELD FW_DIV_PETDET_FW_HELP_FEES } =
"Yes"}, { COMPARE { MERGEFIELD MATTER_PRIVATE_OR_LA } = "P"}) } = 1 "The Court
fee is £550.00, however you have indicated to me that you may meet the criteria to be

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eligible for either a full fee remission or a reduction in the fee payable. I therefore enclose the Help with Fees Form for your completion. You will note that the Form has been partially completed on your behalf and I should therefore be grateful if you would please complete the remainder of the Form and return it to me as soon as possible.

" "" } { IF { = AND({ COMPARE { MERGEFIELD FW_DIV_PETDET_FW_HELP_FEES } = "Yes"}, { COMPARE { MERGEFIELD MATTER_PRIVATE_OR_LA } = "L"}) } = 1 " As you are in receipt of Legal Help, you will be entitled to a full fee remission in respect of the Court fee of £550.00. I therefore enclose the Help with Fees Form for your completion. You will note that the Form has been partially completed on your behalf and I should therefore be grateful if you would please complete the remainder of the Form and return it to me as soon as possible." "" }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }