

# Osprey Approach: Divorce Joint Application Applicant 1

This help guide was last updated on  
Aug 5th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=48489>



## CLIENT DETAILS

Client salutation

Client 1 Middle Name

Client 1 date of birth

Client 1 NI number

Keep client address confidential?

Is client applicant or respondent?

Please Select
Yes
No

Is client applicant or respondent?

Please select
Applicant
Respondent
Applicant 2

Joint Application?

Please Select
Yes
No

Does the client require Help with Fees?

Please Select
Yes
No

Clients name changed since marriage?

Please Select
Yes
No

Clients name on marriage certificate

Married or Civil Partnership?

Please select
married
civil partnership

Date of Marriage/Civil Partnership

Divorce or Dissoluton

Please Select
Divorce
Dissolution

## OTHER SIDE

Other side 1 title

Other side 1 initials

Other side 1 forename

Other side 1 middle name

Other side 1 surname

Other side 1 address

Other side 1 address line 1

Other side 1 address line 2

Other side 1 address line 3

Other side 1 address line 4

Other side 1 address postcode

Other side 1 date of birth

Other side 1 gender

Please select

Male

Female

Other side 1 mobile number

Other side 1 phone number

Other side 1 Name changed since marriage?

Please Select
Yes
No

Other Side 1 Name on Certificate

Other side is Litigant in Person?

Please Select
Yes
No

## OTHER SIDE SOLICITOR

Other side solicitor 1 contact

None selected	▼			
---------------	---	--	---	---

Other side solicitor 1 organisation

(None selected)	▼			
-----------------	---	--	---	---

Other side solicitor 1 reference

**Keep client address confidential?**

No

**Clients name changed since marriage?**

Yes

**Clients name on marriage certificate**

Joan Agatha Hope

**Divorce or Dissoluton**

Divorce

**Date of Marriage/Civil Partnership**

01/05/2020 00:00:00

**Same sex couple when married?**

No

**Who is the applicant Divorcing/Dissolving from?**

Husband

**Other side solicitor 1 contact**

14

**Other side solicitor 1 organisation**

SOLICITORS

**Other side solicitor 1 reference**

ABC123

**Other side 1 forename**

Donald

**Other side is Litigant in Person?**

No

**Other Side 1 Name on Certificate**

**Other side 1 middle name**

Barry

**Other side 1 Name changed since marriage?**

No

**Other side 1 surname**

Smith

**Other side 1 title**




Mr

**COURT**

Case Number

Court

(None selected) 



Court Contact

None selected 



## PROCEEDINGS ISSUED


### Court

(None selected) 



### Court Contact

None selected 



### Case Number

### Date of issue of Application

Select a date 

## CERTIFICATE OF ENTITLEMENT

### Date Conditional Order to be pronounced

Select a date 

 Submit

Cancel

## CONDITIONAL ORDER

### Date Conditional Order was pronounced

Select a date 

### Date Final Order can be applied for

Select a date 

## FINANCIAL REMEDY STATUS

### What is the status of Financial Remedy?

Please Select 

 Submit

Cancel

## FINAL ORDER

### Date of Final Order

Select a date 

 Submit

Cancel

# **Client Care Letter Private**

**Applicant**



{INCLUDETEXT

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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 }**

Following your recent instructions, we are writing to confirm our general terms of engagement and charging which constitute the basis upon which we will carry out work on your behalf.

Most of the work in connection with this matter will be carried out by { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION } and you can also contact their assistant who will be familiar with the file and will be able to help you or take a message.

{ IF { MERGEFIELD CALCULATION\_EXECUTIVE\_NAME } = "" "The Senior Partner of this firm has ultimate responsibility for this matter." "The Partner of this firm with ultimate responsibility for this matter is { MERGEFIELD CALCULATION\_EXECUTIVE\_NAME }." }

We aim to offer all of our clients an efficient and effective service and are confident that we will do so in this case. However, should there be any aspect of our service with which you are unhappy, you should notify the person concerned in writing immediately and we will endeavour to resolve matters.

I aim to reply to letters and other communications from you and others promptly, but it will not always be practical to do so on the same day.

Our account will be rendered at conclusion of your matter (or at the point that the matter fails to proceed). Please note that there may be further disbursements of which we are unaware at this time.

As confirmation that you would like us to proceed on this basis, we should be grateful if you would sign the extra copy of this letter enclosed and return it to us along at your earliest convenience.

**Responsibility for your case**

{INCLUDETEXT

"C:\\Users\\JaneE\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2a7894c5-8268-47d3-a162-ab8eecee3d6e\\footer.doc"}

The person responsible for the work on your case is { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }. You should contact { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION } by telephone or email for advice, updates and all other matters in relation to your case.

### **Our advice to you**

#### **Further Action**

We require you to provide us with your original marriage certificate. Until we have this, we are unable to progress your matter any further. The reason for this is that the original marriage certificate must be sent to the Court together with your divorce petition otherwise the Court will reject the application. If you are unable to locate your original marriage certificate please let us know immediately as we will be able to obtain an official copy on your behalf for a fee of approximately £15.00.

#### **Service Levels**

We will update you by telephone or by email with progress on your matter following attendances, court appearances, receipt of important information about your case, when any important event occurs in your case and at least every three months.

We will communicate with you in plain language.

All of our written communication will be by email. We do not normally send letters in the post, If you prefer another method of communication such as post or fax you should tell us.

We will explain to you by telephone or by email the legal work required as your matter progresses.

We will update you on the cost of your matter whenever an additional fixed fee is due, whenever there is a significant increase or decrease in the costs of your case, or when fees for a barrister or an expert need to be paid. { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }'s hourly charge out rate is XX plus VAT.

We will update you on whether the likely outcomes still justify the likely costs and risks associated with your matter whenever there is a material change in circumstances.

We will update you on the likely timescales for each stage of this matter and any important changes in those estimates. At present, we estimate your matter will take between six to 12 months to conclude.

#### **Our responsibilities include the following:**

- We will review your matter regularly.
- We will advise you of any changes in the law.
- We will inform you if your attendance is required at any location such as a court or police station.

- We will advise you of any circumstances and risks of which we are aware or consider to be reasonably foreseeable that could affect the outcome of your matter.

**Your responsibilities include the following:**

- You will provide us with clear, timely and accurate instructions.
- You will inform us of any changes in instructions.
- You will provide all documentation required to complete the transaction in a timely manner.
- You will safeguard any documents that are likely to be required for discovery.

**Complaints**

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME } is committed to high quality legal advice and client care. If you are unhappy about any aspect of the service you have received or about the bill, please contact { MERGEFIELD CALCULATION\_EXECUTIVE\_NAME } on { MERGEFIELD PRACTICEINFO\_PHONE\_NO } or by post to our office. We have a procedure in place which details how we handle complaints which is available on our website at [thedrivingsolicitor.co.uk](http://thedrivingsolicitor.co.uk).

We have eight weeks to consider your complaint. If we have not resolved it within this time you may complain to the Legal Ombudsman. If you are not satisfied with our handling of your complaint you can ask the Legal Ombudsman at PO Box 6806, Wolverhampton WV1 9WJ to consider the complaint.

Normally, you will need to bring a complaint to the Legal Ombudsman within six months of receiving a final written response from us about your complaint or within six years of the act or omission about which you are complaining occurring (or if outside of this period, within three years of when you should reasonably have been aware of it).

**Complaints about our bills**

If you are not satisfied about our bill you are entitled to challenge or make a complaint about that bill.

You may also apply to the court for an assessment of our bill under Part III of the Solicitors Act 1974.

**Interest on unpaid bills**

If all or part of the bill remains unpaid, the firm may be entitled to charge interest.

**Professional Indemnity Insurance**

We have Professional Indemnity Insurance to cover work undertaken by us in England and Wales. Our insurers are Travellers Insurance Company, 61-63 London Road, Redhill, Surrey RH1 1NA.

**Data Protection**

We use the information you provide primarily for the provision of legal services to you and for related purposes including:

- updating and enhancing client records
- analysis to help us manage our practice

- statutory returns
- legal and regulatory compliance

Our use of that information is subject to your instructions, the Data Protection Act 1998 and our duty of confidentiality. Please note that our work for you may require us to give information to third parties such as expert witnesses and other professional advisers. You have a right of access under data protection legislation to the personal data that we hold about you.

We may from time to time send you information that we think might be of interest to you. If you do not wish to receive that information please notify our office in writing.

### **Storage of documents**

After completing the work, we will be entitled to keep all your papers and documents while there is still money owed to us for fees and expenses.

We will keep our file of your papers for up to 6 years. We will normally return all original documents such as driving licences to you. We keep files on the understanding that we can destroy them 6 years after the date of the final bill.

We do not offer the service of storing documents in safe custody.

We reserve the right to destroy all paper documents and to store an electronic copy only. If you want us to return any paper documents to you at the end of a case you must inform us in writing.

If we take papers or documents out of storage in relation to continuing or new instructions to act for you, we will not normally charge for such retrieval. However we may charge you both for:

- time spent producing stored papers that are requested
- reading, correspondence or other work necessary to comply with your instructions in relation to the retrieved papers

### **Outsourcing**

Sometimes we ask other companies or people to do [typing/photocopying/other work] on our files to ensure this is done promptly. We will always seek a confidentiality agreement with these outsourced providers. If you do not want your file to be outsourced, please tell us as soon as possible.

### **Terminating this Retainer**

You may end your instructions to us in writing at any time, but we can keep all your papers and documents while there is still money owed to us for fees and expenses.

We may decide to stop acting for you only with good reason. We must give you reasonable notice that we will stop acting for you.

If you or we decide that we should stop acting for you, you will pay our charges up until that point. These are calculated on an hourly basis plus expenses or by proportion of the agreed

fee as set out in these terms and conditions depending on the whether you have paid a fixed fee or are paying for our services at an hourly rate.

### **Disclosure**

We are professionally and legally obliged to keep your affairs confidential. However, solicitors may be required by statute to make a disclosure to the Serious Organised Crime Agency where they know or suspect that a transaction may involve money laundering or terrorist financing. If we make a disclosure in relation to your matter, we may not be able to tell you that a disclosure has been made. We may have to stop working on your matter for a period of time and may not be able to tell you why.

### **Distance Selling Regulations**

If we have not met with you in person then Consumer Protection (Distance Selling) Regulations 2000 apply to this work. This means you have the right to cancel your instructions to us within seven working days of receiving this letter. You can cancel your instructions by contacting us by post or email to this office.

Once we have started work on your file, you will be charged for the work that we have done if you then cancel your instructions.

### **Cash and Payments to Third Parties**

Our practice's policy is not to accept cash from clients. We will exceptionally accept cash up to £250. If you try to avoid this policy by depositing cash directly with our bank, we may decide to charge you for any additional checks we decide are necessary to prove the source of the funds. Where we have to pay money to you, it will be paid by cheque or bank transfer. It will not be paid in cash or to a third party.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

# **Client Care Letter LA Applicant**

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Your Ref:

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

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Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

**Client Enc Draft Application for**

# Approval

{INCLUDETEXT

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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.

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ab966fb8-b0c7-481d-9edd-f8b8b846d8d7\\footer.doc"}

" "" }{ 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 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 }**

# **EX160 Help with Fees Form**



# Apply for help with fees

Reference (office use only)

If you have little or no savings and are on certain benefits or have a low income, you may not have to pay a court or tribunal fee, or you may get some money off.

 [gov.uk/help-with-court-fees](https://gov.uk/help-with-court-fees)

## 1. Your personal details

Title

First and middle names

Last name

Date of birth

National Insurance number

Home Office reference no. (if applicable)

Complete this form using  
**CAPITAL LETTERS.**

The information you provide needs to be accurate as it will act as evidence for your application. We'll contact you if we need to see proof of this information.

**Home Office** - You may have a Home Office reference number and not a National Insurance number.

## 2. What is your status?

☐ Single

☐ Married or living with someone and sharing an income

**Your status** - If your case is against your partner, such as a divorce, dissolution or domestic violence, tick **single**.

Do not include your partner's details in the following questions.

## 3. About your application

Form no.

If no number, briefly describe eg. Small claim hearing fee.

## 4. Do you have a case, claim or 'notice to pay' number?

☐ No

☐ Yes, the case, claim or 'notice to pay' number is

**Case, claim or 'notice to pay' number** - Find this number on letters from the court or tribunal.

### 5. Are you paying a fee for a probate case?

☐ No

☐ Yes, the name of the deceased is

Date of death

--	--	--

**Probate** - These cases are usually about the property and belongings of someone who has died.

### 6. Have you already paid the fee?

☐ No

☐ Yes, the fee was paid on

--	--	--

**Refunds** - You can apply for a refund for a fee paid in the last 3 months.

If you're applying for a refund, answer questions 7 to 11 about your circumstances at the time you paid the fee and include proof of payment.

### 7. How much do you have in savings and investments? (including your partner if you have one)

☐ Less than £3,000 → go to question 9

☐ More than £3,000 → go to question 8

**Savings** - Include all savings and investments, eg ISAs or capital value from additional property you own.

If you have more than £16,000 then you won't be able to get help with your fees. See page 6 of the guide.

### 8. Are you (or your partner) 61 or over?

☐ No. How much do you have in savings and investments?  
(including your partner if you have one)

£

☐ Yes. How much do you have in savings and investments?  
(including your partner if you have one)

☐ Less than £16,000

☐ £16,000 or more

### 9. Do you receive any of the benefits listed below?

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support
- Universal Credit (and you're earning less than £6,000 a year)
- Pension Credit (guarantee credit)
- Scottish Civil Legal Aid  
(not Advice and Assistance or Advice by Way of Representation)

☐ No → go to question 10

☐ Yes → go to question 12

### 10. Do you receive any of the benefits listed below?

☐ No

☐ Yes, children

### 11. Do you or your partner have any other children that you support financially through maintenance payments?

☐ No

☐ Yes, children

---

**Benefits** - If you're receiving any of these benefits, you're likely to get help with your fees.

We'll contact the Department for Work and Pensions to confirm that you are (or were) getting one of these benefits.

---

**Children** - A child is a person under 16 years old and up to 19 if in full-time education.

If you answered Yes to Questions 10 or 11, please ensure any Child Benefit, Child Tax Credit or income maintenance payments for them are included in Question 12.

---

**12. What is your total monthly income, before tax and National Insurance?**  
(including your partner if you have one)

Some benefits shouldn't be included - e.g. Carer's Allowance, Housing Benefit or childcare element of Working Tax Credit. See full list on page 10 of the guide.

	Your monthly income	Your partner's monthly income
Wages (before tax and National Insurance deductions)	£	£
Child Benefit	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Maintenance payments	£	£
Contribution-based Jobseekers Allowance (JSA)	£	£
Contribution-based Employment and Support Allowance (ESA)	£	£
Universal Credit (and you are earning more than £6,000 a year)	£	£
Pensions (state, work and private)	£	£
Rent from anyone living with you	£	£
Rent from other properties you own	£	£
Other income (please state):	£	£
<b>Total monthly income:</b>	£	£

If you say you have no income in the table above, please tell us how you support yourself.

## 12. Your contact details

Address

Postcode

Email

Phone

## 13. Declaration and statement of truth

I believe that my financial circumstances mean that I may be entitled to help with fees. I declare that the information I have given on this form is correct and complete. I understand that if I have given false information, criminal or civil proceedings may be brought against me.

I understand that if I have given false information or I do not provide evidence of the information given in this form if requested, my application may be rejected and the full fee will be payable.

Full name

Signature

Date signed

Please make sure you have accurately completed all the relevant questions and signed the declaration.

**Return your completed form to the court or tribunal handling your case or claim.**

Find contact details for all courts and tribunals at:  
[gov.uk/find-court-tribunal](http://gov.uk/find-court-tribunal)

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address  
<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.

# **Client Confirm Joint Application**

**Created**

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_exp2x1s6rv4\\LocalState\\OspreyDocuments\\860dfc4-d594-4271-a819-3d3e2b1cfb31\\header.doc"}

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 }**

I write to confirm that I have now your created your joint application for { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* LOWER } on the courts online portal. Your spouse will now be notified and will have the opportunity to review and approve the application.

Once the Application has been approved, I will be able to submit the application to the court.

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

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME \\* UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_exp2x1s6rv4\\LocalState\\OspreyDocuments\\860dfc4-d594-4271-a819-3d3e2b1cfb31\\footer.doc"}



**Other Party Confirm Joint**

**Application Created**

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSuperv  
sorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\eb9bde7-8fed-4f65-8ab1-  
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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 "FW\_OS1\_FW\_OS1\_TITLE" } { MERGEFIELD  
"FW\_OS1\_FW\_OS1\_FORENAME" } { MERGEFIELD "FW\_OS1\_FW\_OS1\_SURNAME" }  
{ MERGEFIELD "FW\_OS1\_FW\_OS1\_ADDRESS" }

Dear { MERGEFIELD "FW\_OS1\_FW\_OS1\_TITLE" } { MERGEFIELD  
"FW\_OS1\_FW\_OS1\_SURNAME" }

**Re: Our Client { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD  
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }**

I have been instructed by { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 } in respect of the unfortunate breakdown of your { IF {  
MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "marriage" "civil  
partnership" }.

We have today created a draft joint { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\*  
LOWER } application for your consideration. Please review the application and if you are  
happy with it, approve the application via the courts online portal for which you should have  
received details directly.

May I take this opportunity to advise you to obtain independent legal advice in respect of the  
contents of this letter.

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }**

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervis  
orApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\eb9bde7-8fed-4f65-8ab1-  
f61437289bff\\footer.doc"}

**Other Party Solicitor Confirm Joint**

**App Created**

{INCLUDETEXT

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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_REF }

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

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_name" }

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_address" }

Dear Sirs

**Your Client: { MERGEFIELD "FW OS1 FW OS1 FORENAME" } { MERGEFIELD "FW OS1 FW OS1 SURNAME" }**

**Our Client: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }**

We act for the above named applicant and enclose herewith a copy of our client's joint { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower} application for your approval. We have created the application on the courts portal which you should have received details for separately.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\f1f2774f-c3f1-4029-a5ea-b354db9a1677\\footer.doc"

**Other Party Confirm Joint**

**Application Submitted**



{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2e90d27e-f2a6-4213-b294-7ce22f317fad\\header.doc"

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_REF }

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

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_name" }  
{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_address" }

Dear Sirs

**Your Client: { MERGEFIELD FW OS1 FW OS1 FORENAME } { MERGEFIELD FW OS1 FW OS1 SURNAME }**

**Our Client: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }**

I have now submitted the Joint application for { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower} to the court. When the Court have issued the application, they will send to you an Acknowledgement of Service. This Form must be completed by you and returned to the Court in order for the divorce to progress. I should be grateful if you would please also provide me with a copy of your completed Acknowledgement of Service in order that I may start dealing with the next steps of the { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower} and avoid any delay with the Court.

May I take this opportunity to advise you to obtain independent legal advice in respect of the contents of this letter.

Yours faithfully

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }**

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2e90d27e-f2a6-4213-b294-7ce22f317fad\\footer.doc"

**Other Party Solicitor Confirm Joint**

**App Submitted**

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4a9e6571-59d7-4b8b-8d7a-a93cd72095e6\\header.doc"

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_REF }

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

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_name" }

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_address" }

Dear Sirs

**Your Client: { MERGEFIELD FW OS1 FW OS1 FORENAME } { MERGEFIELD FW OS1 FW OS1 SURNAME }**

**Our Client: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }**

We write further to our previous correspondence in this matter and can confirm that we have now submitted the joint application for { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* lower} to the court.

We would be grateful if you would provide us with a copy of your client's completed acknowledgment of service when received and confirm when this has been lodged at court.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4a9e6571-59d7-4b8b-8d7a-a93cd72095e6\\footer.doc"

**Client Confirm Joint App**

**Submitted App 1**

{INCLUDETEXT

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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 }**

I write to confirm that I have now submitted your joint application for { MERGEFIELD  
FW\_DIV\_PETDET\_FW\_APPTYPE \\* lower} to the Court. I expect the application will be  
issued within the next four weeks or so.

Once the Application has been issued by the Court, your spouse will receive a copy.

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

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervis  
orApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\e50db8b2-732c-453f-81b3-  
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**Client Confirm Application Issued**



**- Joint**

{INCLUDETEXT

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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 }**

I am pleased to confirm that the Court have now issued your joint application for { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* lower}, a copy of which is enclosed for your records.

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "Your spouse will also have received a copy of the issued applications. They must then confirm receipt of the notice of application."

Once the Court has served the application, a 20 week waiting period begins before I am to apply for the Conditional Order. The Conditional Order is the next stage in your { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE } = "divorce" "divorce" "dissolution" }. Please note that your { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE } = "divorce" "divorce" "dissolution" } is not finalised once you have received Conditional Order. I shall provide further information regarding Conditional Order in due course." "Your spouse will also have received a copy of the issued applications. They must then confirm receipt of the notice of application."

Once the Court has served the application, a 20 week waiting period begins before they are able to apply for the Conditional Order. If they do not apply for the conditionla order we are able to apply instead. The Conditional Order is the next stage in your { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE } = "divorce" "divorce" "dissolution" }. Please note that your { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE } = "divorce" "divorce" "dissolution" } is not finalised once you have received Conditional Order. I shall provide further information regarding Conditional Order in due course." }

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

Yours sincerely

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\84991cc1-1ad2-4bcd-945f-0454b134fd01\\footer.doc"}

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

**Send Application for Conditional**

# **Order to Client**

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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 }**

I write to confirm that I have now submitted your application for a conditional order with the Court. I will of course notify you once I have received the Certificate of Entitlement from the Court.

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

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\795b34c0-5678-4590-883e-c5bb78e70eb6\\footer.doc"}

**Client Confirming Application for**

**Conditional Order Submitted**



{INCLUDETEXT

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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 }**

I write to confirm that I have now submitted your application for the Conditional Order with the Court. I will of course notify you once I have received the Certificate of Entitlement from the Court.

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

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\220bcf34-ac69-4199-81b4-db483c105e24\\footer.doc"}

**Other Party Confirming**

# **Application for Conditional Order**

**Submitted**

{INCLUDETEXT

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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_REF }

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

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_name" }

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_address" }

Dear Sirs

**Your Client: { MERGEFIELD FW\_OS1 FW\_OS1 FORENAME } { MERGEFIELD FW\_OS1 FW\_OS1 SURNAME }**

**Our Client: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }**

We write further to our previous correspondence in this matter and can confirm that we have now submitted the joint application for { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* lower} to the court.

We would be grateful if you would provide us with a copy of your client's completed acknowledgment of service when received and confirm when this has been lodged at court.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\cc51ef77-66fb-43c3-95d2-9c3d33dea5e3\\footer.doc"}

**Other Party Solicitor Confirming**

# **Application for Conditional Order**

**Submitted**



{INCLUDETEXT

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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_REF }

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

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_name" }

{ MERGEFIELD "FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_address" }

Dear Sirs

**Your Client: { MERGEFIELD FW\_OS1 FW\_OS1 FORENAME } { MERGEFIELD FW\_OS1 FW\_OS1 SURNAME }**

**Our Client: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }**

We write further to our previous correspondence in this matter and can confirm that we have now submitted the joint application for { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* lower} to the court.

We would be grateful if you would provide us with a copy of your client's completed acknowledgment of service when received and confirm when this has been lodged at court.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\cc51ef77-66fb-43c3-95d2-9c3d33dea5e3\\footer.doc"}

**Client Enclosing Conditional Order**

{INCLUDETEXT

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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 }**

I am pleased to confirm that I have now received your Conditional Order, which was pronounced on { MERGEFIELD FW\_DIV\_PETDET\_FW\_DATE\_DN\_PRO \@ "d" \*Ordinal } { MERGEFIELD FW\_DIV\_PETDET\_FW\_DATE\_DN\_PRO \@ "MMMM yyyy" }.

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "This means that you can apply for your Final Order, which is the final stage in your { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower}, on { MERGEFIELD FW\_DIV\_PETDET\_FW\_DATE\_DA\_APP \@ "d" \*Ordinal } { MERGEFIELD FW\_DIV\_PETDET\_FW\_DATE\_DA\_APP \@ "MMMM yyyy" }.

I will contact you again closer to this date in order to obtain your instructions regarding making the application for Final Order." "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } will now be able to make the application for Final Order on { MERGEFIELD FW\_DIV\_PETDET\_FW\_DATE\_DA\_APP \@ "d" \*Ordinal } { MERGEFIELD FW\_DIV\_PETDET\_FW\_DATE\_DA\_APP \@ "MMMM yyyy" }. Once the Final Order has been pronounced, your { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower} will be finalised. If, for any reason, { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } delays in making the application for Final Order, you are able to make an application for Final Order a further three months after that date." }

If you have any queries in the meantime please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME \\* UPPER }

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# **Client Instructions Final Order**

**Respondent**

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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 }**

Since your spouse did not apply for the Final Order, you are now able to apply for the Final Order which is the final stage of your { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* LOWER}. Once the Court has pronounced your Final Order you will no longer be { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married to" "in a civil partnership with" } your spouse and can go on to remarry if you so wish.

{ IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_FIN\_REM } = "Concluded" "Since you and your spouse have reached an agreement in respect of finances, you can apply for the Final Order now. I should be grateful if you would please confirm, by return, that you are content for me to apply for the Final Order on your behalf." "{ IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_FIN\_REM } = "Not concluded" "Since you have not yet reached an agreement with your spouse regarding financial matters, you can apply for the Final Order however I would strongly advise you not to do so until you have reached an agreement regarding finances. The reason for this is that you are in a stronger position if you remain { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married to" "in a civil partnership with" } your spouse and they should pass away. For example, if your spouse passes away before the Final Order has been obtained you will likely be entitled to a large proportion of their estate under the inheritance rules. If you are not { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married" "in a civil partnership" } and your spouse passed away you would not be entitled to anything within your spouse's estate.

If, against my advice, you wish for me to apply for the Final Order on your behalf then I should be grateful if you would please sign and return the enclosed disclaimer confirming you understand the disadvantages of obtaining the Final Order without having resolved financial issues." "{ IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_FIN\_REM } = "Client does not wish to obtain financial order" "Since you have instructed me you do not wish to deal with financial matters with your spouse at all, you can apply for the Final Order however I would strongly advise you not to do so. There are two reasons for this.

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The first reason is that you are in a stronger position if you remain { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married to" "in a civil partnership with" } your spouse and they should pass away. For example, if your spouse passes away before the Final Order has been obtained you will likely be entitled to a large proportion of their estate under the inheritance rules. If you are not { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married" "in a civil partnership" } and your spouse passed away you would not be entitled to anything within your spouse's estate.

The second reason is that unless either party remarries or dies, the other is able to make an application to the Court in the future to deal with financial issues. Successful applications have been made in the past and therefore it is in both parties' interests to deal with finances at the time of the { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE }.

If you would like further information regarding resolving financial issues then please do not hesitate to contact me and I will be happy to assist.

If, against my advice, you wish for me to apply for the Final Order on your behalf then I should be grateful if you would please sign and return the enclosed disclaimer confirming you understand the disadvantages of obtaining the Final Order without having resolved financial issues." "" }" }

I look forward to hearing from you in due course.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

# Disclaimer



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### **Disclaimer**

I, { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }, of { MERGEFIELD CLIENT\_HOUSE }f", "{ MERGEFIELD CLIENT\_AREA }f", "{ MERGEFIELD CLIENT\_POSTAL\_TOWN }f", "{ MERGEFIELD CLIENT\_COUNTY }f" do acknowledge the advice provided by my solicitors, Messrs { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME }, however I wish to proceed to apply for the Final Order against their advice.

{ IF { MERGEFIELD "FW\_DIV\_PETDET\_FW\_FIN\_REM" } = "Not concluded" "I acknowledge and understand that it would be in my best interests to remain { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married to" "in a civil partnership with" } my spouse until I have concluded financial matters, rather than applying for the Final Order and ending the { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "marriage" "civil partnership" }." "{ IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_FIN\_REM } = "Client does not wish to obtain financial order" "I acknowledge and understand that it would be in my best interests to obtain a financial order from the Court prior to obtaining the Final Order and that it would be in my best interests to remain { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_RELATIONSHIP } = "married" "married to" "in a civil partnership with" } my spouse should I not wish to obtain a financial order from the Court." "" }" }

Signed.....

{ MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }

Dated.....

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**D36 Apply to Make a conditonal**

**order final**

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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

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

{ MERGEFIELD FW\_COURT\_FW\_COURT\_name }  
{ MERGEFIELD FW\_COURT\_FW\_COURT\_address }

Dear Sirs

**{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "{ MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" } v { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME }" "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME } v { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" }" }**  
**Application for { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE } = "divorce" "Divorce" "Dissolution of Civil Partnership" }**  
**In the Court at { MERGEFIELD FW\_COURT\_FW\_COURT\_name }**  
**Case No. { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }**

We act for the above named { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE \\* Lower} and enclose our application for Final Order.

We look forward to receiving the Final Order in due course.

Yours faithfully

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**  
**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME \\* UPPER }**

{INCLUDETEXT

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**Court enc. D36 apply to make a**

**conditional order final**

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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

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

{ MERGEFIELD FW\_COURT\_FW\_COURT\_name }  
{ MERGEFIELD FW\_COURT\_FW\_COURT\_address }

Dear Sirs

**{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "{ MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" } v { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME }" "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME } v { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" }" }**  
**Application for { IF { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE } = "divorce" "Divorce" "Dissolution of Civil Partnership" }**  
**In the Court at { MERGEFIELD FW\_COURT\_FW\_COURT\_name }**  
**Case No. { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }**

We act for the above named { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE \\* Lower} and enclose our application for Final Order.

We look forward to receiving the Final Order in due course.

Yours faithfully

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**  
**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**

{INCLUDETEXT

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**Confirm app for Final Order**



**Submitted**

{INCLUDETEXT

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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 }**

I write to confirm that I have today sent your application for Final Order to the Court. The Court should deal with this application swiftly and I therefore expect to receive the Final Order within the next two weeks or so.

I shall forward a copy of the Final Order to you once received.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

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# **Client Confirm Final Order**

**Pronounced**

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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 }**

I am pleased to confirm that I have now received your Final Order from the Court. I enclose the original Final Order and three certified copies for your use, as you may be required to produce them as evidence of your { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower} (for example to your bank). Please keep the original Final Order safe should you need to refer to it in the future.

You should be aware that any Will you have made is now void having received Final Order. Should you wish to make a new Will then please let me know and I can refer you to a colleague in our Wills department who will be able to provide you with further advice and a costs estimate.

Finally, you should also be aware that Final Order affects your pension.

This now concludes your { MERGEFIELD FW\_DIV\_PETDET\_FW\_APPTYPE \\* Lower}, and I will therefore take the necessary steps to prepare my final invoice and close your file.

May I take this opportunity to thank you for your kind instructions in this matter and wish you all the best for the future. If I or my colleagues can be of any assistance to you in the future please do not hesitate to get in touch.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

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**Client send Certificate of**

# Entitlement

Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

Your Ref:

5th September 2022

«LINKNAME\_TITLE\_1» «LINKNAME\_FORENAME\_1» «LINKNAME\_SURNAME\_1»  
«CALCULATION\_ADDRESS»

Dear

**Re: «MATTER MATTER DESCRIPTION»**

I am pleased to confirm that I have now received the Certificate of Entitlement to Conditional Order from the Court. You will see from the Certificate that the Conditional Order is due to be pronounced on «FW\_DIV\_PETDET\_FW\_DATE\_DN\_2PRO» «FW\_DIV\_PETDET\_FW\_DATE\_DN\_2PRO».

I will forward a copy of the Conditional Order to you as soon as I have received the same.

Please remember that Conditional Order is not the final stage of the «fw\_div\_petdet\_fw\_apptype». You will remain in a civil partnership with «FW\_OS1\_FW\_OS1\_FORENAME» until The Final Order has been pronounced by the Court.

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

Yours sincerely

**«CALCULATION\_FEE\_EARNER\_DESCRIPTION»**  
**«PRACTICEINFO\_PRACTICE\_NAME»**