# Osprey Approach: Financial Remedy – Applicant Contested

This help guide was last updated on Jan 3rd, 2023

The latest version is always online at https://support.ospreyapproach.com/?p=52702



CLIENT DETAILS	
Client salutation	
Client 1 Middle Name	
Client 1 date of birth	
Select a date	
Client 1 NI number	
Client Gender	
Keep client address confidential?	
Please Select	V
Please Select	
Yes	
No	
Is client applicant or respondent?	
Please select	$\vee$

OTHER SIDE DETAILS	
Other side 1 title	
Other side 1 forename	
Other side 1 initials	
Other side 1 middle name	
Other side 1 surname	
Other side 1 date of birth	
Select a date	自
Other side 1 gender	
Please select	~
Please select	
Male	
Female	
Other side 1 address	

#### OTHER PARTY SOLICITOR

#### Other side solicitor 1 organisation

(None selected)

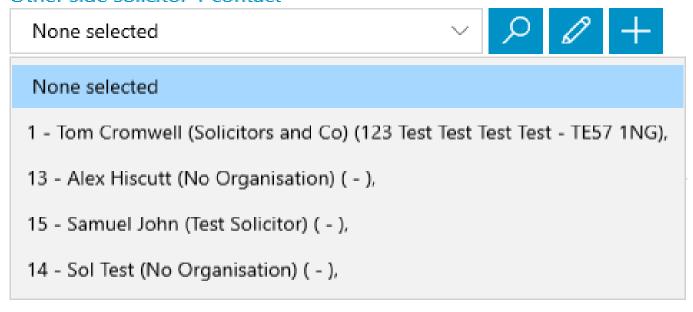
(None selected)

NJBSOL - NJB Solicitor ( - ),

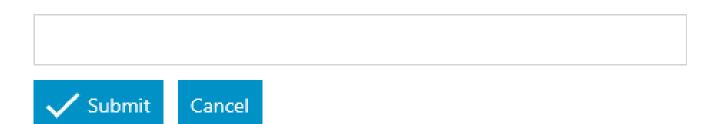
SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TI

Test\_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

#### Other side solicitor 1 contact



#### Other side solicitor 1 reference



✓ Submit

Cancel

# Divorce OR Dissolution DETAILS Date of Marriage/Civil Partnership Select a date Divorce/Dissolution Case Number Date of issue of Application Select a date Date Conditional Order was pronounced Select a date Date of Final Order Select a date Date Order

PROPERTY DET	AILS		
Property Addre	SS		
Title Number			
✓ Submit	Cancel		

OTHER SIDE DETAILS	
Other side 1 title	
Other side 1 forename	
Other side i forendine	
Other side 1 initials	
Other side 1 middle name	
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Other side 1 date of birth	
Select a date	
Other side 1 gender	
Please select	~
Please select	
Male	
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i ciliare	
Other side 1 address	

#### OTHER PARTY SOLICITOR

#### Other side solicitor 1 organisation

(None selected)

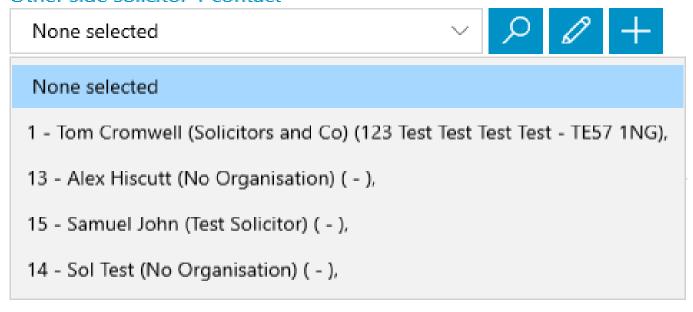
(None selected)

NJBSOL - NJB Solicitor ( - ),

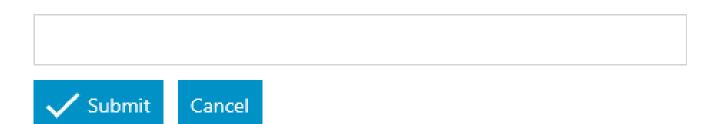
SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TI

Test\_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

#### Other side solicitor 1 contact



#### Other side solicitor 1 reference



#### CREATE CASE CONTESTED

Consented or Contested	
Please Select	~
Please Select	
Consented	
Contested	
Date of Marriage/Civil Partnership	
Select a date	
Divorce/Dissolution Case Number	
Date of issue of Application	
Select a date	
Date Conditional Order was pronounced	
Select a date	1
Date of Final Order	
Select a date	
Other side 1 title	
Other side 1 forename	

Select a date

Cancel

Submit

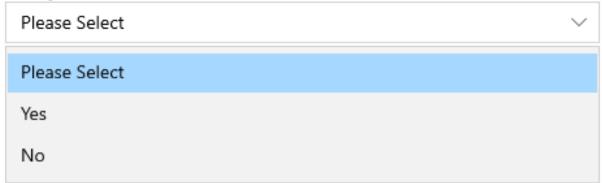
# COURT Case Number Court (None selected) (None selected) WolverhamptonCombinedCourt - Wolverhampton Combined Court Centre Submit Cancel ALLOCATE A CUSTOM QUESTIONNAIRE FIRST APPOINTMENT DATE First Appointment date

#### NOTIFICATIONS

Notify Mortgage Lender



#### **Notify Pension Provider**



#### **Notify Trustees**





#### MORTGAGE LENDER

#### Mortgage Lender 1

(None selected)







#### (None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

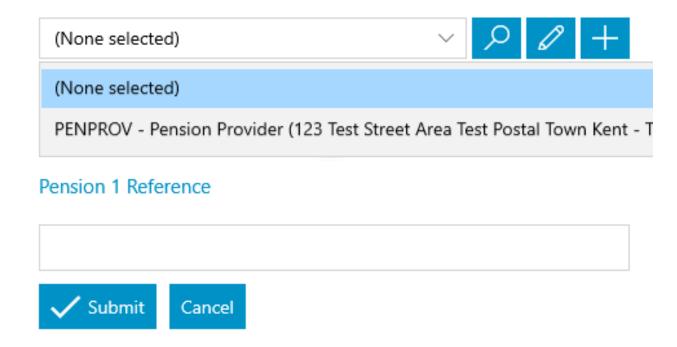
#### Mortgage 1 A/C no



Cancel

#### PENSION PROVIDER

#### Pension Provider 1



TRUSTEES
Trustee Title
Trustee Initial
Total of First Nieses
Trustee First Name
Trustee Surname
Trustee Address
✓ Submit Cancel

#### **EXPERTS**

#### Expert Organisation 1

0 - None selected ( - ),







#### 0 - None selected ( - ),

BARCLAYS - Barclays (Bereavement Service Centre Barclays Bank UK PLC Le BestEstateAgents - Best Estate Agents (Estate Agent House Area Town Cour BGAS - British Gas (PO Box 227 Rotherham - S98 1PD), 0800 294 3125 b\_soc - Building Society (test address 1 test address 2 test address 3 test ac CLASS - Canterbury Social Services (Brook House Canterbury Kent - CT2 85 CHARBEN - Charity Beneficiary (123 Test Street Test Area Test Postal Town T COP - Court of Protection (PO Box 70185 First Avenue House 42-49 High H DWP - DWP (123 Test Street Test Area Test Postal Town Test Kent - TE57 1N EKHUFT - East Kent Hospitals University NHS Foundation Trust (Kent and Ca ELECPRO - Electricity Provider (123 Area Town County - TE571NG), TRIBUNAL - Employment Tribunal ( - ), Expert 1 - Expert 1 (1 Expert House Alderley Edge - Alderley E), FUNDIR - Funeral Director (123 Test Street Test Area Test Postal Town Test K

#### Expert Contact 1

None selected









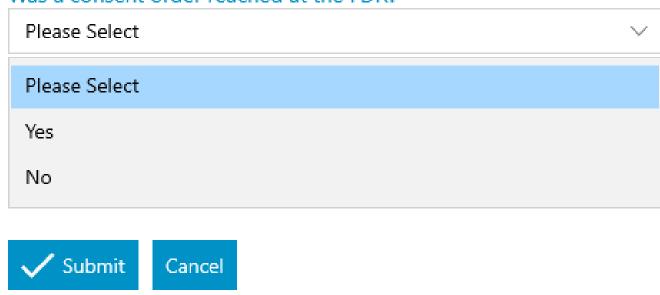
#### None selected

Pertato Agont (Bost Estato Agonts) (

GASPRO - Gas Provider (123 Area Town County - TE571NG),

#### FDR OUTCOME

#### Was a consent order reached at the FDR?



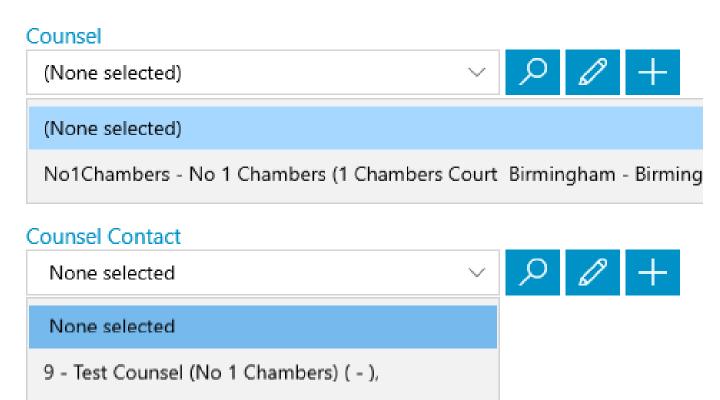
ALLOCATE A CUSTOM QUESTIONNAIRE

#### RECEIVED FIRST APPOINTMENT ORDER

#### FDR date



#### COUNSEL

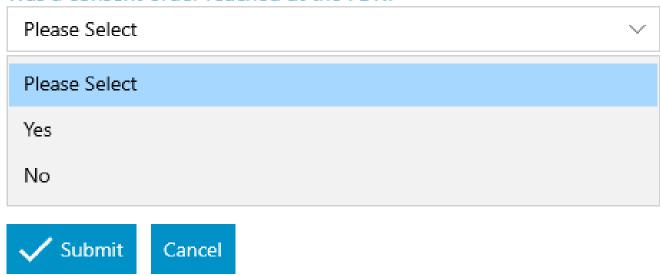


#### Counsel Ref



#### FDR OUTCOME

#### Was a consent order reached at the FDR?



#### FDR SEALED ORDER

#### Final Hearing date

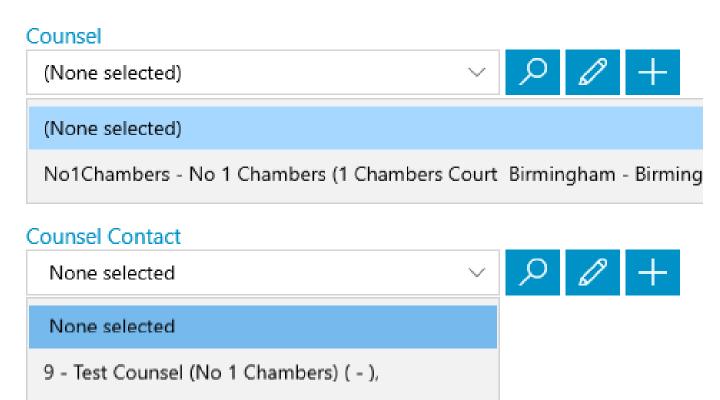
Select a date

#### Was a consent order reached at the FDR?





#### COUNSEL



#### Counsel Ref



## **Brief to Counsel**

<u>Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }</u> { MERGEFIELD FW\_COURT\_FW\_COURT\_name }

BETWEEN:

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME\_FORENAME\_1 \\* Upper } { MERGEFIELD LINKNAME\_SURNAME\_1 \\* Upper }" "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME }" }

**Applicant** 

-and-

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Respondent" "{ MERGEFIELD LINKNAME\_FORENAME\_1 \\* Upper } { MERGEFIELD LINKNAME\_SURNAME\_1 \\* Upper }" "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME }" }

Respondent

#### **BRIEF TO COUNSEL**

Counsel will find enclosed:

- 1. Bundle
- 2. Legal Aid Certificate

#### **Background:**

Instructing Solicitors represent { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }, the { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } in this matter.

Should Counsel have any questions or wish to discuss anything would he/she please contact { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION } of Instructing Solicitors.

Dated: { DATE \@ "dd MMMM yyyy" }

```
Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }
{ MERGEFIELD FW_COURT_FW_COURT_name }
BETWEEN:
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{
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LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW OS1 FW OS1 FORENAME \ { MERGEFIELD
FW_OS1_FW_OS1_SURNAME \" \}
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FW_OS1_FW_OS1_FORENAME } { MERGEFIELD
FW_OS1_FW_OS1_SURNAME \ \ \ \ \ \
                                                       Respondent
                        BRIEF TO COUNSEL
Counsel: { MERGEFIELD FW_COURT_FW_COUNSEL_name }
       { MERGEFIELD FW_COURT_FW_COUNSEL_address }
Solicitor: { MERGEFIELD PRACTICEINFO PRACTICE NAME }
{ MERGEFIELD BRANCHINFO HOUSE }
{ MERGEFIELD BRANCHINFO AREA }
{ MERGEFIELD BRANCHINFO_POSTAL_TOWN }
{ MERGEFIELD BRANCHINFO_COUNTY }
{ MERGEFIELD BRANCHINFO_POSTCODE }
{ IF { MERGEFIELD BRANCHINFO_DX_NO }<> "" "DX: «BRANCHINFO_DX_NO»"
"" }
Tel: { MERGEFIELD BRANCHINFO PHONE NO }
Fax: { MERGEFIELD BRANCHINFO_FAX_NO }
```

Ref: { MERGEFIELD "MATTER\_FEE\_EARNER\_ID" \\* Upper }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

# **Case Summary**

```
Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }
{ MERGEFIELD FW_COURT_FW_COURT_name }
BETWEEN:
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{
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FW_OS1_FW_OS1_FORENAME } { MERGEFIELD
FW_OS1_FW_OS1_SURNAME }" }
                                                         Applicant
                              -and-
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{
MERGEFIELD LINKNAME_FORENAME_1 \* Upper \} { MERGEFIELD
LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW OS1_FW_OS1_FORENAME } { MERGEFIELD
FW_OS1_FW_OS1_SURNAME \" \}
                                                      Respondent
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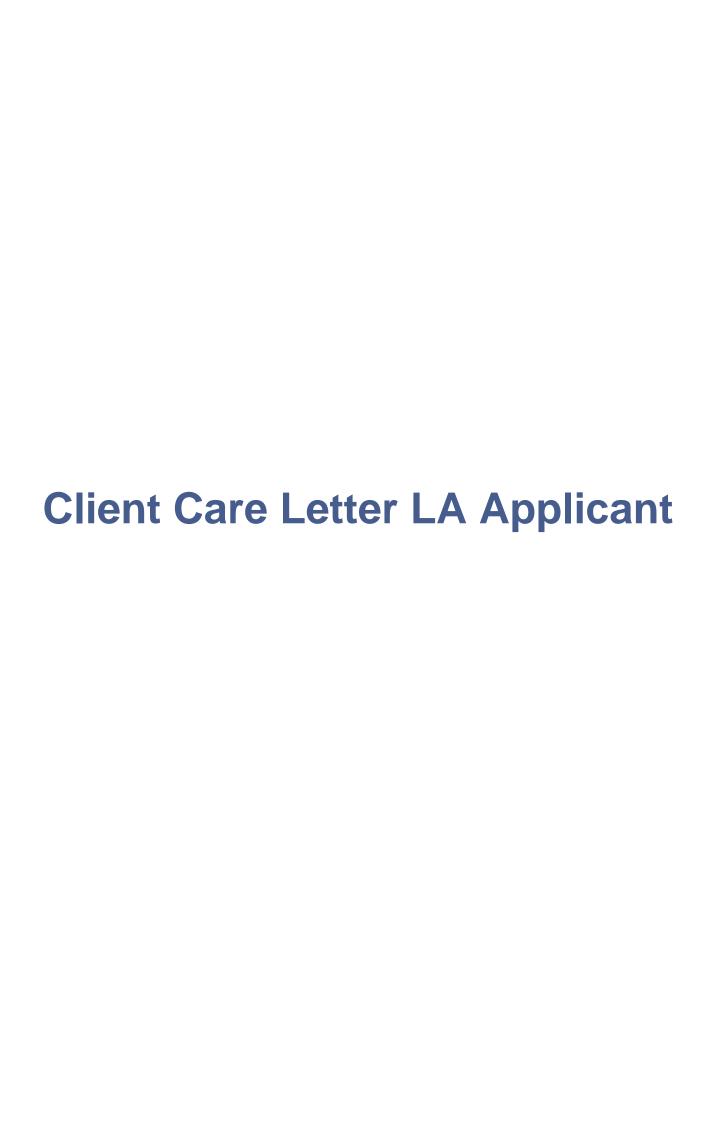
CASE SUMMARY OF THE { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE \\* Upper }

# Chronology

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Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }
{ MERGEFIELD FW_COURT_FW_COURT_name }
BETWEEN:
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{
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FW_OS1_FW_OS1_SURNAME }" }
                                                        Applicant
                              -and-
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{
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LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW OS1_FW_OS1_FORENAME } { MERGEFIELD
FW_OS1_FW_OS1_SURNAME \" \}
                                                      Respondent
CHRONOLOGY OF THE { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE \* Upper
```

### **Client Blank Letter**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"} 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\_ADDINFO\_FW\_CLI\_SALUT } Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION } Yours sincerely { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION } { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }



```
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 CALCULATION_ADDRESS }
```

Dear { IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }= "" "{ MERGEFIELD "LINKNAME\_TITLE\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" }" "{ MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }" }

#### <u>Re:</u> { <u>MERGEFIELD MATTER\_MATTER\_DESCRIPTION</u> }

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

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 the driving solicitor.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

## **Client Care Letter Private**

# **Applicant**

```
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 CALCULATION_ADDRESS }
```

Dear { IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }= "" "{ MERGEFIELD
"LINKNAME\_TITLE\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" }" "{ MERGEFIELD
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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



{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 } {

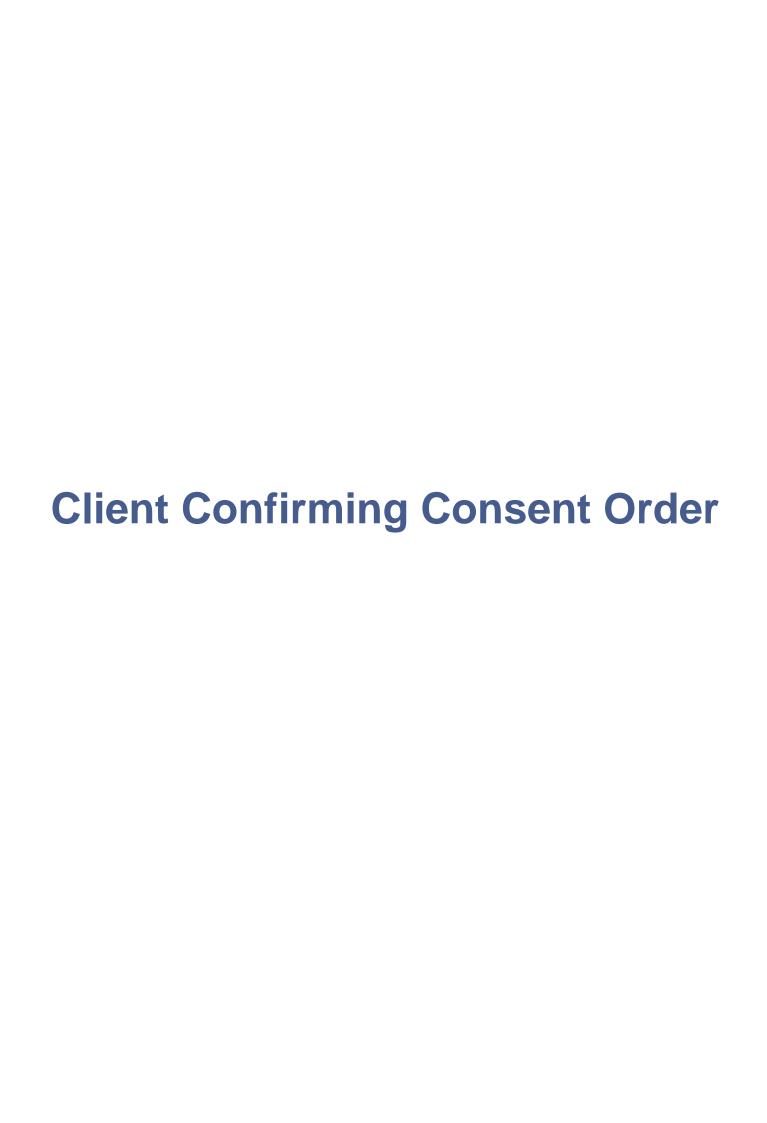
Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

MERGEFIELD LINKNAME\_SURNAME\_1 }
{ MERGEFIELD CALCULATION\_ADDRESS }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I write to confirm that I have filed your Form E with the Court and exchanged it with { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME }. Once I have received { MERGEFIELD FW\_OS1\_FORENAME }'s Form E, I shall send a copy to you.

Yours sincerely



## **Filed**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

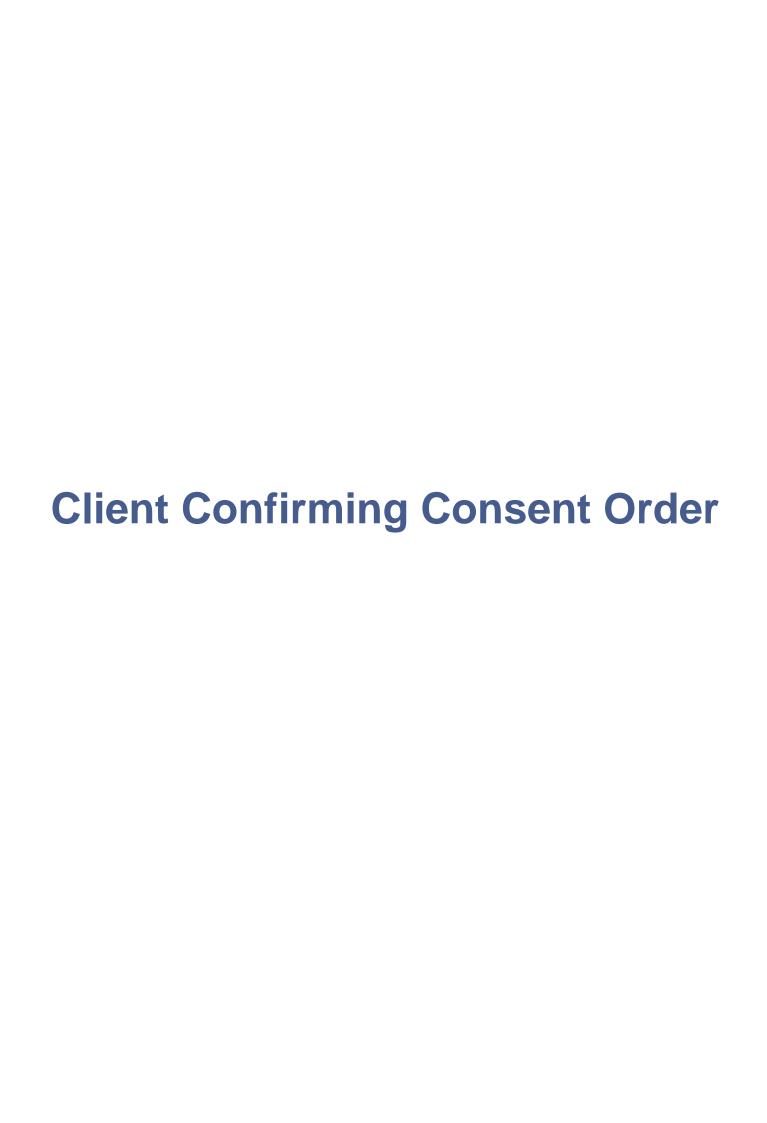
{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } { MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I write to confirm that we have today filed the consent order in your matter.

Yours sincerely





Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I write to confirm that the courts have now issued the consent order in this matter a copy of which I enclose for your records.

Yours sincerely



{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

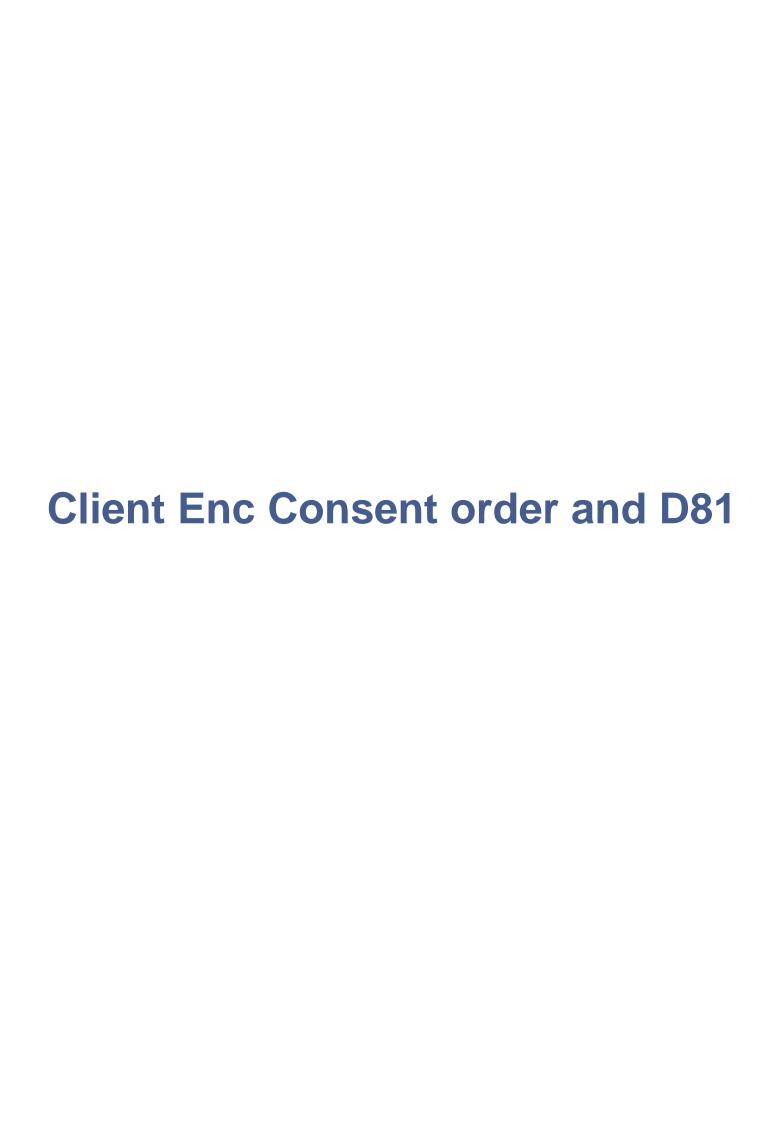
Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I am pleased to confirm that I have submitted your application for Financial Remedy order to the Court. I would usually expect to hear back from the Court within X weeks and will let you know as soon as the application has been issued.

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

Yours sincerely



{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

{ MERGEFORMAT }

{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }

{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

I enclose draft Consent Order and form D81 for your approval.

Please let me know if you have any questions.

Yours sincerely

## **Client enc draft Form E**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

{ MERGEFIELD CALCULATION\_ADDRESS }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I am pleased to confirm that I have prepared your Form E and should be grateful if you would please read through it careful and confirm you are content with it, before signing where indicated.

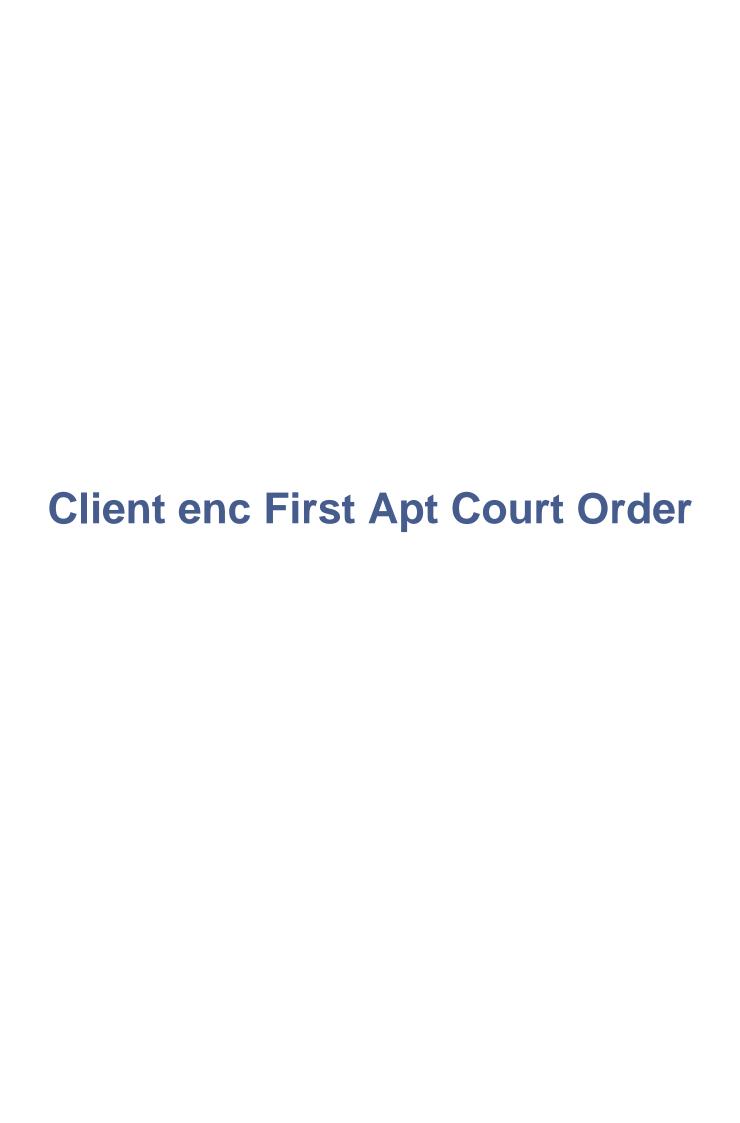
Once you are happy with the Form E and have signed it, please return it to me so I may file a copy with the Court and { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME }.

Of course if you wish to make any amendments please let me know so I may make this as soon as possible to avoid delay.

Once again, may I remind you of the importance of accurately and honestly completing this form.

I look forward to hearing from you.

Yours sincerely



{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

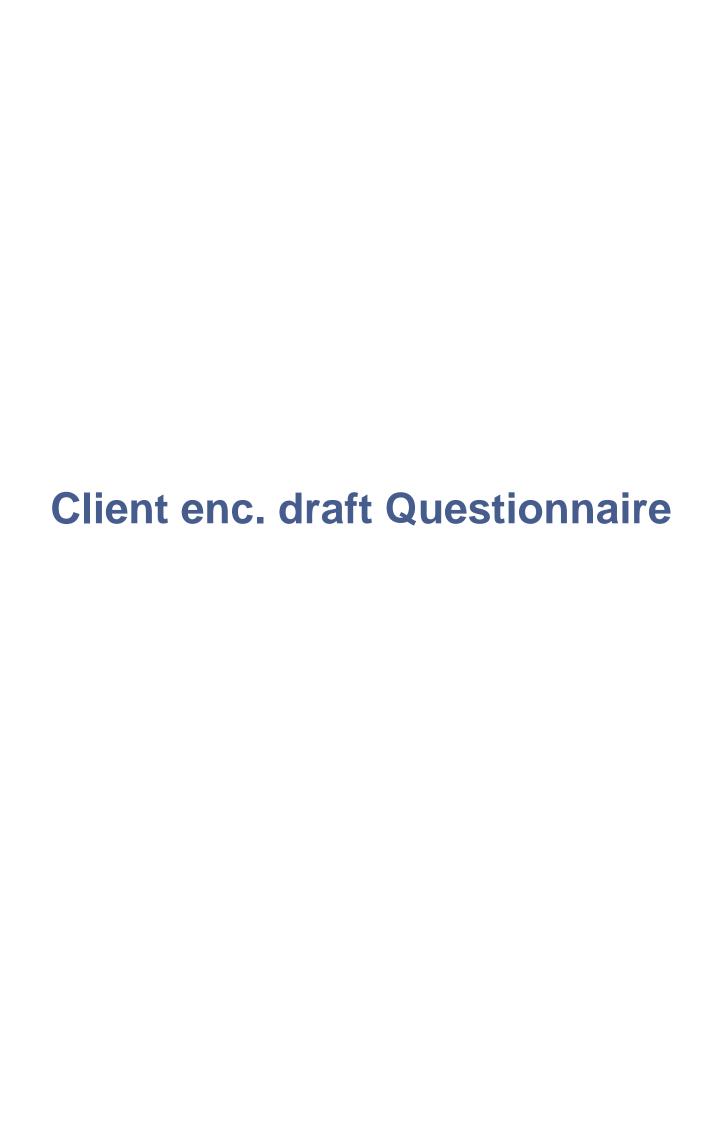
Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

{ MERGEFIELD CALCULATION\_ADDRESS }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

Further to the First Appointment Hearing I have now received a copy of the sealed Order from the Court, which I enclose herewith for your records.

Yours sincerely





{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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\_ADDINFO\_FW\_CLI\_SALUT }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

Please find enclosed a draft copy of the replies to { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME }'s Questionnaire.

I should be grateful if you would please read through them carefully and confirm you are happy for me to send them to { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME }. Of course if you wish to make any amendments please let me know as soon as possible in order to avoid any unnecessary delays.

I look forward to hearing from you.

Yours sincerely



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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 }

Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

{ MERGEFIELD CALCULATION\_ADDRESS }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

Further to the Financial Dispute Resolution Appointment I have now received a copy of the sealed Order from the Court, which I enclose herewith for your records.

Yours sincerely

## Client enc. issued Form A

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: ALEXH/HIS001/57

Your Ref:

23 November 2022

Miss A. Hiscutt 72 Stepton Close Twickenham Middx TW12 2RE

Dear Mr

## Re: Test W\_FR Matter

I am pleased to confirm that I have submitted your application for Financial Remedy order to the Court. I would usually expect to hear back from the Court within X weeks and will let you know as soon as the application has been issued.

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

Yours sincerely

Alex Hiscutt FOCUSED WORKFLOW

## Client enc. OS Form E

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 } {

Dear { MERGEFIELD FW ADDINFO FW CLI SALUT }

MERGEFIELD LINKNAME\_SURNAME\_1 }
{ MERGEFIELD CALCULATION\_ADDRESS }

## Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I have now received { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME }'s Form E, a copy of which is enclosed. I should be grateful if you would please read through it carefully, together with the accompanying evidence. I will also be considering the documents received with a view to preparing the Questionnaire.

I should also be grateful if you would please compile a list of any questions you wish to ask { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } regarding the disclosure that you would like me to include.

I look forward to hearing from you.

Yours sincerely



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{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}
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_ADDINFO_FW_CLI_SALUT }
Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }
I have now received { MERGEFIELD FW_OS1_FW_OS1_FORENAME }'s Questionnaire, a
copy of which is enclosed. I should be grateful if you would please read through it carefully.
I draw your attention to the following for your response:
   1.
I look forward to hearing from you.
Yours sincerely
{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }
```

# **Client FDR Outcome**

Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I write to confirm the outcome of FDR as follows.

Yours sincerely

# **Client Final Hearing Outcome**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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\_ADDINFO\_FW\_CLI\_SALUT }

Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I write to confirm the outcome of the final hearing as follows.

Yours sincerely

## **Client First Apt Outcome**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

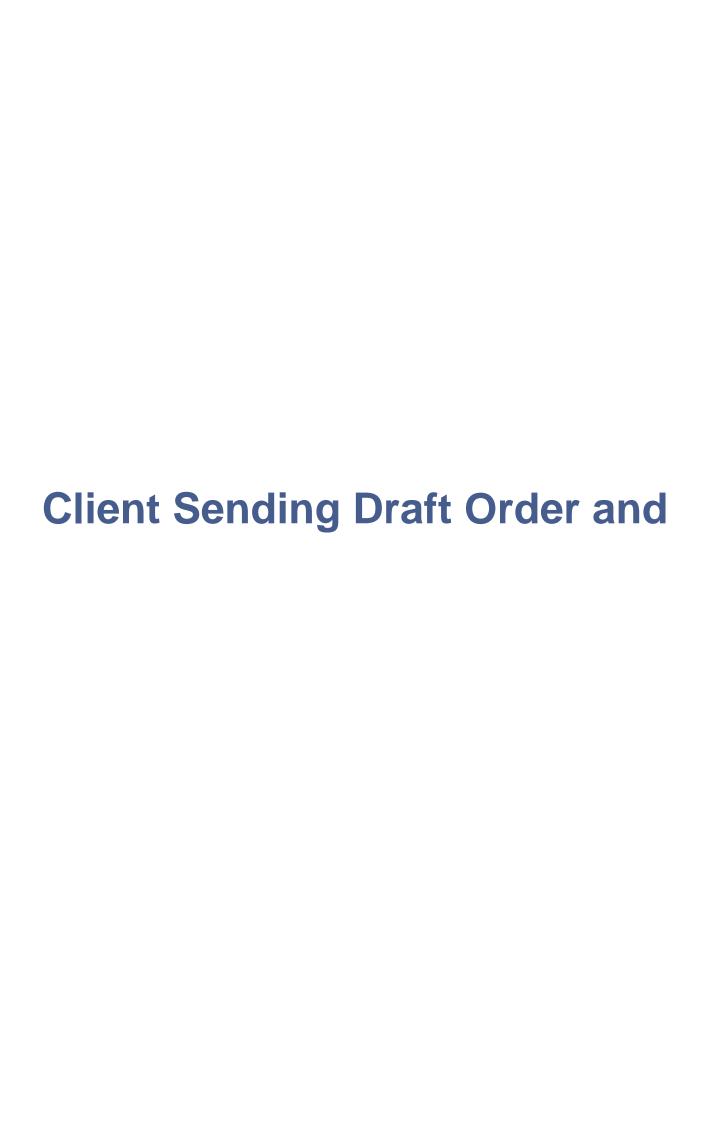
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_SALUT }

Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

I write to confirm the outcome of the First Appointment as follows.

Yours sincerely



#### **D81**

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\_ADDINFO\_FW\_CLI\_SALUT }

#### Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

Following on from the financial agreement reached between you and your spouse, I enclose:

- · a draft consent order, and
- a statement of information for a consent order in relation to a financial remedy (Form D81)

for you to consider and approve.

Please read through each document carefully and let me know whether you consider any amendments to be necessary, or whether you have any questions.

Yours sincerely

#### **Consent Order**

Your firms precedent Consent Order to go here

#### **Counsel Blank Letter**

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

client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_COURT\_FW\_COUNSEL\_REF }

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

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

**Dear Sirs** 

Re: { 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 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Yours faithfully

#### Counsel enc. Brief

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

client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_COURT\_FW\_COUNSEL\_REF }

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

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

**Dear Sirs** 

Re: { 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 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Please find enclosed Brief and Bundle for the attention of Counsel, XX.

Yours faithfully

#### **Court Blank Letter**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"} 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 FW\_COURT\_FW\_COURT\_name } { MERGEFIELD FW\_COURT\_FW\_COURT\_address } **Dear Sirs** { IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "{ Re: 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 }" } Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO } Yours faithfully { MERGEFIELD CALCULATION FEE EARNER DESCRIPTION } { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

#### Court enc. Form E

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

**Dear Sirs** 

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "{ Re:

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 }" }

Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }

We act for the above-named { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE }. We enclose our client's completed Form E, and confirm we have exchanged this with the other party.

Yours faithfully

## Court enc. prelims for FDR

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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

**Dear Sirs** 

Re: { 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 \ \ \ \ \ MERGEFIELD

LINKNAME FORENAME 1 \ \ \ MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }

Please find enclosed the following in advance of the FDR:

- 1. Chronology
- 2. Case Summary
- Statement of Issues

Yours faithfully

# Court enc. prelims for Final

# Hearing

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 FW_COURT_FW_COURT_name } 
{ MERGEFIELD FW_COURT_FW_COURT_address }
```

**Dear Sirs** 

Re: { 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 \ \ \ \ \ MERGEFIELD

LINKNAME FORENAME 1 \ \ \ MERGEFIELD

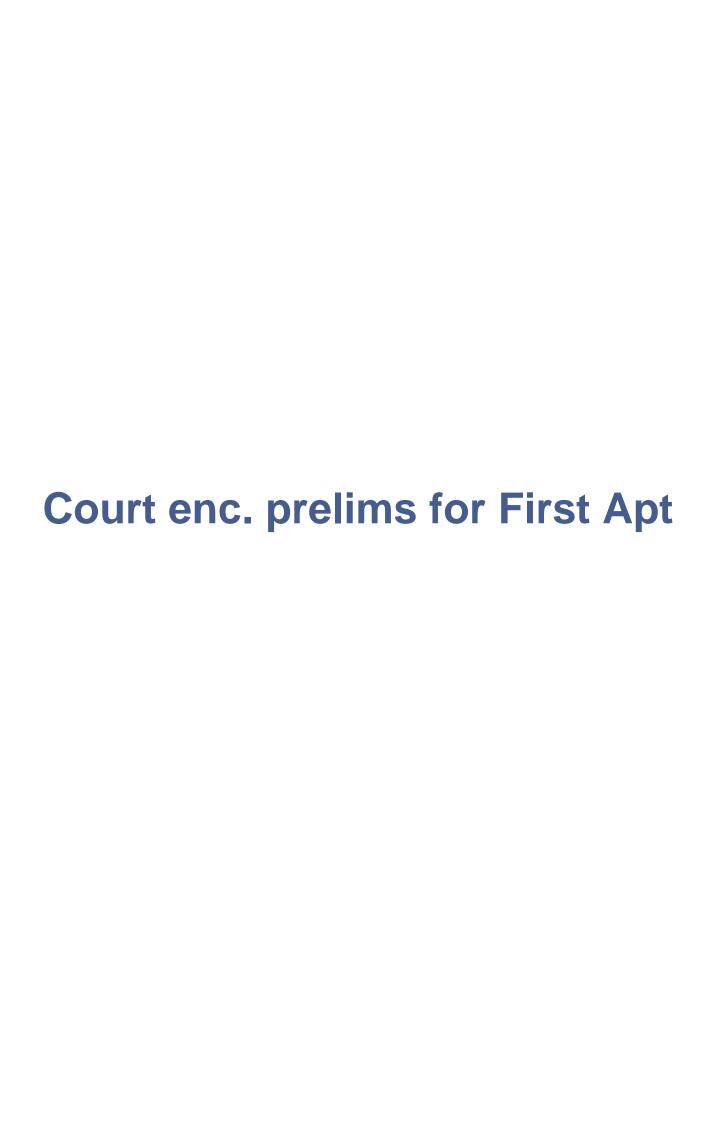
LINKNAME\_SURNAME\_1 }" }

Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }

Please find enclosed the following in advance of the Final Hearing:

- 1. Chronology
- 2. Case Summary
- 3. Statement of Issues
- 4. Form H

Yours faithfully



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 FW_COURT_FW_COURT_name } 
{ MERGEFIELD FW_COURT_FW_COURT_address }
```

**Dear Sirs** 

Re: { 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

INKNAME CUDNAME 4.1")

LINKNAME\_SURNAME\_1 }" }

Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }

Please find enclosed the following in advance of the First Appointment:

- 1. Chronology
- 2. Case Summary
- 3. Statement of Issues
- 4. Form G
- 5. Schedule of Assets

Yours faithfully

#### **D81**

#### **EX160**

# **Expert 1 Blank Letter**

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 FW\_EXPERTS\_FW\_EXP\_ORG1\_name } { MERGEFIELD FW\_EXPERTS\_FW\_EXP\_ORG1\_address }

**Dear Sirs** 

Re: { 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 FW\_OS1 FW\_OS1

LINKNAME FORENAME 1 } { MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Yours faithfully

# **Expert 2 Blank Letter**

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 FW\_EXPERTS\_FW\_EXP\_ORG2\_name } { MERGEFIELD FW\_EXPERTS\_FW\_EXP\_ORG2\_address }

**Dear Sirs** 

Re: { 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 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Yours faithfully

# **Expert 3 Blank Letter**

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 FW\_EXPERTS\_FW\_EXP\_ORG3\_name } { MERGEFIELD FW\_EXPERTS\_FW\_EXP\_ORG3\_address }

**Dear Sirs** 

Re: { 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 DESCRIPTION OF SURNAME } v { MERGEFIELD DESCRIPTION OF

LINKNAME FORENAME 1 } { MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Yours faithfully

# **Expert 4 Blank Letter**

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 FW\_EXPERTS\_FW\_EXP\_ORG4\_name } { MERGEFIELD FW\_EXPERTS\_FW\_EXP\_ORG4\_address }

**Dear Sirs** 

Re: { 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 DESCRIPTION OF THE PROPERTY OF T

LINKNAME FORENAME 1 } { MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Yours faithfully

# **Expert 5 Blank Letter**

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 FW\_EXPERTS\_FW\_EXP\_ORG5\_name } { MERGEFIELD FW\_EXPERTS\_FW\_EXP\_ORG5\_address }

**Dear Sirs** 

Re: { 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 FW\_OS1 FW\_OS1 FW\_OS1 SURNAME } v { MERGEFIELD FW\_OS1 FW\_OS1

LINKNAME FORENAME 1 } { MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

Yours faithfully

# Form A - notice of First

# **Appointment**





# HR1 Home Rights Application

## **HM Land Registry**

# Application for registration of a notice of home rights



Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at { HYPERLINK

"https://www.gov.uk/government/organisations/land-registry" }.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our { HYPERLINK

"https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" }.

HM LAND REGISTRY	'USE	ONL	Y.
Record of fees paid			

Particulars of under/over payments

Reference number Fees debited £

### NOTE: Notice of this application will always be sent to the registered owner

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Currently no fee is payable for the entry of a home rights notice.

name(s) of the client, not the

conveyancer.

1 Local authority serving the property:

2 Title number(s) of the property:
 { MERGEFIELD FW\_ASSET\_DET\_FW\_PROP\_TITLE }

3 Property:
 { MERGEFIELD FW\_ASSET\_DET\_FW\_PROP\_ADD }

4 Application and fee

Application	Fee paid (£)
Notice of home rights	

Fee payment method

Provide the full name(s) of the person applying to enter a home rights notice. Where a conveyancer lodges the application, this must be the

5 The applicant: { MERGEFIEL LINKNAME\_S}

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

This panel must always be completed.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible. Where an application is lodged by e-DRS all documents and correspondence will be dealt with electronically.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

You may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

If your application is successful, the registration of the existing charge will be cancelled under section 32 of, and paragraph 2 of Schedule 4 to, the Family Law Act 1996.

Place 'X' in the appropriate box.

If 'Yes', insert the address of the other dwelling house and place 'X' in the appropriate box and complete the statement.

You can have a home rights charge registered against only **one** home at any one time (whether under the Land Registration Act 2002 or the Land Charges Act 1972).

6 This application is sent to Land Registry by

Key number (if applicable):

Name: { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME }
Address or UK DX box number:
{ MERGEFIELD PRACTICEINFO\_DX\_NO }
{ MERGEFIELD PRACTICEINFO\_HOUSE \f", "}{ MERGEFIELD
PRACTICEINFO\_AREA \f", "}{ MERGEFIELD
PRACTICEINFO\_POSTAL\_TOWN \f", "}{ MERGEFIELD
PRACTICEINFO\_COUNTY \f" "}{ MERGEFIELD
PRACTICEINFO\_POSTCODE }

Email address: { MERGEFIELD CALCULATION\_FEE\_EARNER\_EMAIL }
Reference: { MERGEFIELD MATTER\_FEE\_EAR

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

Phone no: { MERGEFIELD PRACTICEINFO\_PHONE\_NO }

Fax no: { MERGEFIELD PRACTICEINFO\_FAX\_NO }

7 Address(es) for service of the applicant. The address(es) will be entered in the register and used for correspondence and the service of notice:

{ MERGEFIELD CALCULATION\_ADDRESS }

- 8 Enter the full name of the applicant's husband, wife or civil partner: { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD FW\_OS1\_FW\_OS1\_SURNAME }
- 9 Is a home rights charge (in respect of the applicant's marriage to or civil partnership with the person named in panel 8 above) registered in respect of any other dwelling-house?

{ FORMCHECKBOX }

No { FORMCHECKBOX }

Yes

If Yes

- (a) Insert the address of the other dwelling-house:
- (b) Complete one of the following, as appropriate
- { FORMCHECKBOX } The home rights charge on the other dwelling-house is registered under the Land Charges Act 1972. The registration number and date of registration at Land Charges Department is:

OR

{ FORMCHECKBOX } The other dwelling-house is registered under the Land Registration Act 2002. The title number against which the home rights charge is registered is:

Place 'X' in the appropriate box.

If 'Yes' place 'X' in the appropriate box and complete the statement.

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose an office copy of the order with this application. HM Land Registry may destroy documents after scanning.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant must sign.

Has an order been made under section 33(5) of the Family Law Act 1996?

{ FORMCHECKBOX } No { FORMCHECKBOX }

Yes

If Yes

{ FORMCHECKBOX }

I enclose an office copy of the order

dated:

OR

{ FORMCHECKBOX }

I am the

applicant's conveyancer and certify that I am holding an office copy of the order dated

made under section 33(5) of the Family Law Act 1996 by

Court.

The applicant is entitled by virtue of section 31(2) or 31(5) of the Family Law Act 1996 to a charge on the legal estate registered under the title number(s) mentioned in panel 2.

The applicant applies under section 31(10)(a) or section 32 of, and paragraph 4(3)(b) of Schedule 4 to, the Family Law Act 1996 for registration, under section 32 of the Land Registration Act 2002, of an agreed notice of the applicant's home rights charge in the individual register of the title(s) mentioned in panel 2.

12

Signature of applicant or their conveyancer:

Date:

### WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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# **HR4 Home Rights Removal**

# HM Land Registry Cancellation of a home rights notice



### Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at { HYPERLINK "https://www.gov.uk/government/organisations/land-registry" }.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our { HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" }.

Where there is more than one local 1 Local authority serving the property: authority serving an area, enter the one to which council tax or business rates are normally paid. 2 Title number(s) of the property: { MERGEFIELD FW\_ASSET\_DET\_FW\_PROP\_TITLE } Insert address including postcode (if 3 Property: any) or other description of the { MERGEFIELD FW ASSET DET FW PROP ADD } property, for example 'land adjoining 2 Acacia Avenue'. List the documents lodged with this 4 Documents lodged with this form: form. We only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies. Provide the full name(s) of the 5 The applicant: person(s) applying to cancel the { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD notice. Where a conveyancer lodges LINKNAME\_SURNAME\_1 } the application, this must be the name(s) of the client(s), not the conveyancer. 6 This application is sent to Land Registry by This panel must always be completed. Key number (if applicable):

A key number is only available to professional customers, such as solicitors.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

Place 'X' in the appropriate box(es).

Do not forget to enclose the evidence needed to support your application for cancellation.

If your evidence for cancellation is a court order, an original or certified copy sealed by the court should be sent in with your application.

Where there is an entry in the register referring to an order under section 33(5) of the Family Law Act 1996 you must supply appropriate evidence that the order has ceased to have effect unless a release in writing by the spouse or civil partner with the benefit of the rights is lodged.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

Name: { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME }
Address or UK DX box number:
{ MERGEFIELD PRACTICEINFO\_DX\_NO }
{ MERGEFIELD PRACTICEINFO\_HOUSE \f", "}{ MERGEFIELD
PRACTICEINFO\_AREA \f", "}{ MERGEFIELD
PRACTICEINFO\_POSTAL\_TOWN \f", "}{ MERGEFIELD
PRACTICEINFO\_COUNTY \f" "}{ MERGEFIELD
PRACTICEINFO\_POSTCODE }

Email address: { MERGEFIELD CALCULATION FEE EARNER EMAIL }

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

Phone no: Fax no:

### 7 Evidence in support of application

- A. **{** FORMCHECKBOX **}** The spouse or civil partner having the benefit of the rights has signed the release below
- B. { FORMCHECKBOX } One of the following is enclosed
  - { FORMCHECKBOX }Original or certified copy death certificate or other evidence of the death of either spouse or either civil partner.
  - { FORMCHECKBOX }Official or certified copy of the decree absolute or nullity of marriage.
  - { FORMCHECKBOX }Official or certified copy of the order of dissolution or nullity of civil partnership.
  - { FORMCHECKBOX }Official or certified copy of an order of the court ending the home rights.
  - { FORMCHECKBOX }A release of the home rights in writing by the spouse or civil partner having the benefit of those rights.
- C. **(FORMCHECKBOX)** Any order under section 33(5) of the Family Law Act 1996 has ceased to have effect.

### 8 Application

The applicant applies to cancel the home rights notice entered in the register of the above title.

Where there is a notice in the register of an order of the court made under section 33(5) of the Family Law Act 1996 the applicant also applies to cancel that notice.

9		
	Signature of applicant	
	or their conveyancer:	

Date:

Only complete this part of the form if you are releasing your home rights. If you wish, a separate written release can be lodged with the application.

I {
LINKNAME_SURNAME_1 } of
{ MERGEFIELD CALCULATION_ADDRESS }

This part of the form, (if completed), must be signed personally by the person with the benefit of the home rights, it cannot be signed by their conveyancer on their behalf.

release my home rights in the property referred to in panel 3.		
0: 1	<b>.</b>	
Signed:	Date:	

Dalagas of hame visible

### **WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

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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 FW\_FR\_ORGS\_FW\_MTGLEND1\_name } { MERGEFIELD FW\_FR\_ORGS\_FW\_MTGLEND1\_address }

**Dear Sirs** 

Re: { 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 FW OS1 FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW

LINKNAME FORENAME 1 } { MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }

We act for the above-named Applicant and write to inform you our client has made an application to the Court for financial remedy, following the breakdown of their relationship with the Respondent.

Please find enclosed a copy of the issued application. We would remind you that you are entitled to obtain independent legal advice in this matter.

Yours faithfully



# & D81 for Signature

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed Consent Order and D81 for signature by your client in this matter.

Yours faithfully



# Consent Order & amp; D81

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed Consent Order and D81 signed by my client.

Yours faithfully

# **OS Solicitor agree Experts**

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 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 }

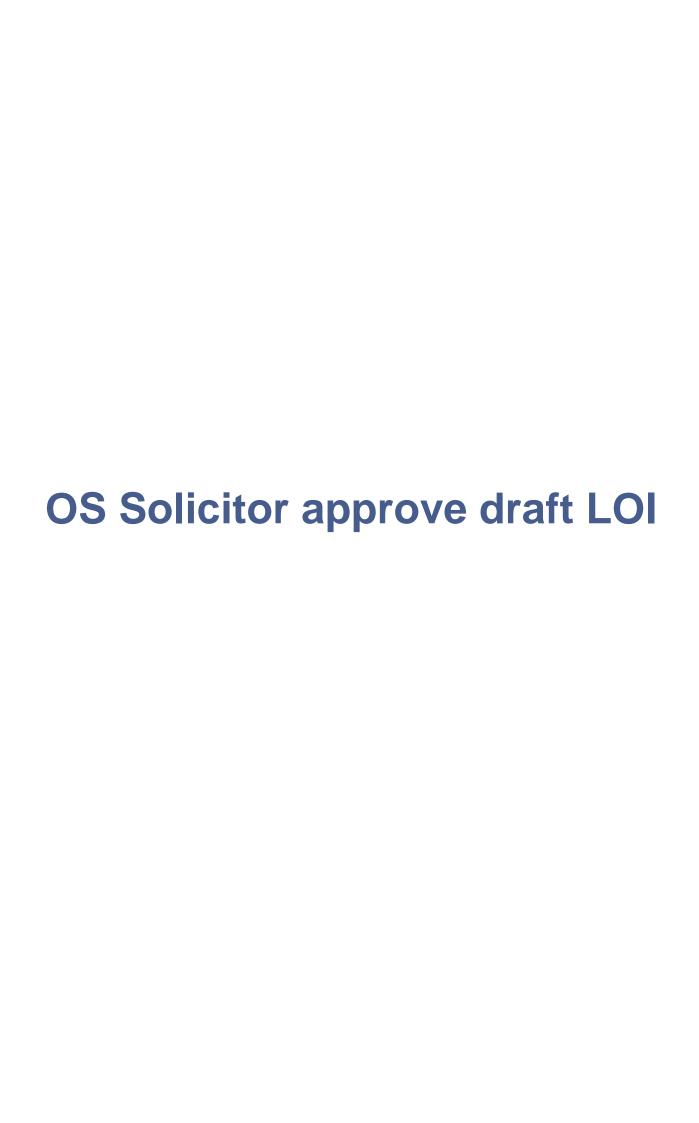
<u>Our Client:</u> { <u>MERGEFIELD LINKNAME\_FORENAME\_1</u> } { <u>MERGEFIELD</u>

**LINKNAME SURNAME 1**}

Thank you for providing a list of experts. We confirm we have instructions to agree to using XX.

We look forward to receiving a draft letter of instruction from you in due course.

Yours faithfully



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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

<u>Our Client:</u> { <u>MERGEFIELD LINKNAME\_FORENAME\_1</u> } { <u>MERGEFIELD</u>

**LINKNAME SURNAME 1**}

Thank you for providing us with a draft copy of the Letter of Instruction, which we can confirm is approved/amended.

Yours faithfully

# **OS Solicitor Blank Letter**

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

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

**Dear Sirs** 

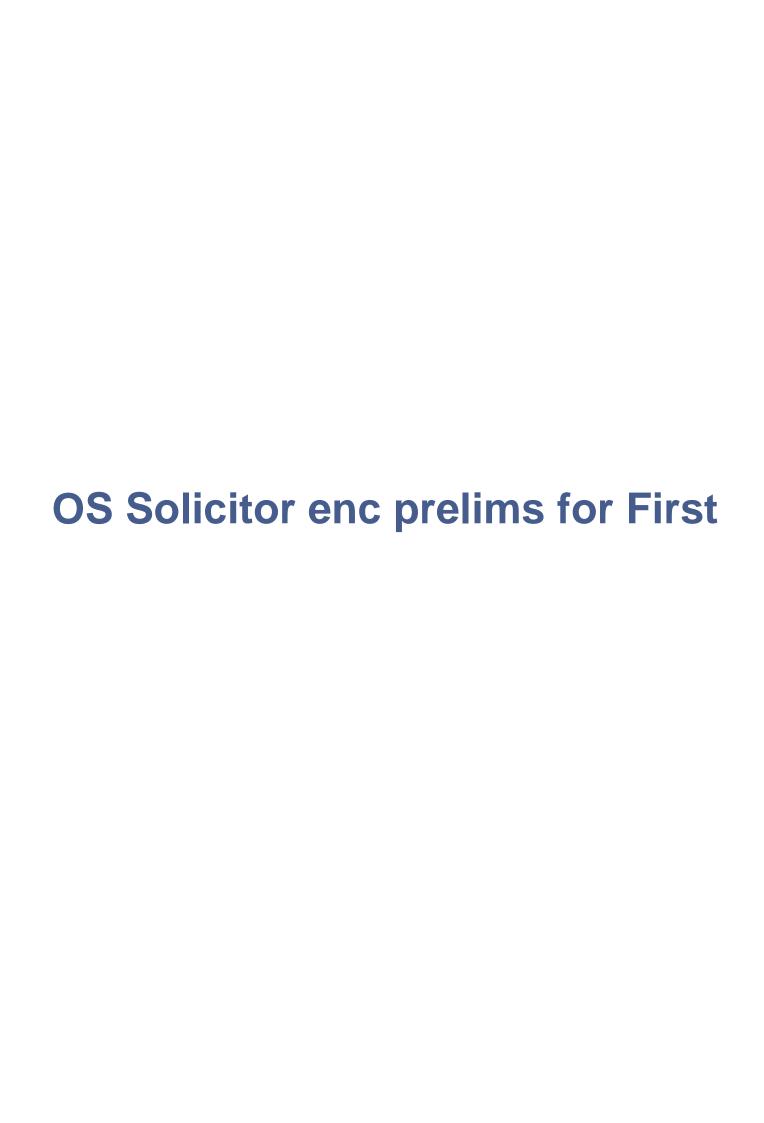
Your Client: { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME } { MERGEFIELD

FW\_OS1\_FW\_OS1\_SURNAME }

Our Client: { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD

LINKNAME\_SURNAME\_1 }

Yours faithfully



# **Apt**

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed the following in advance of the First Appointment:

1. Chronology

- 2. Case Summary
- 3. Statement of Issues
- 4. Form G
- 5. Schedule of Assets

Yours faithfully



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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed our client's Questionnaire. We should be grateful if you would kindly confirm safe receipt. We look forward to receiving your client's replies in due course.

We look forward to receiving your client's Questionnaire.

Yours faithfully

#### OS Solicitor enc replies to

## Questionnaire

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed our client's replies to your Questionnaire. We should be grateful if you would kindly confirm safe receipt.

Yours faithfully

# OS Solicitor enc. Draft LOIs

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

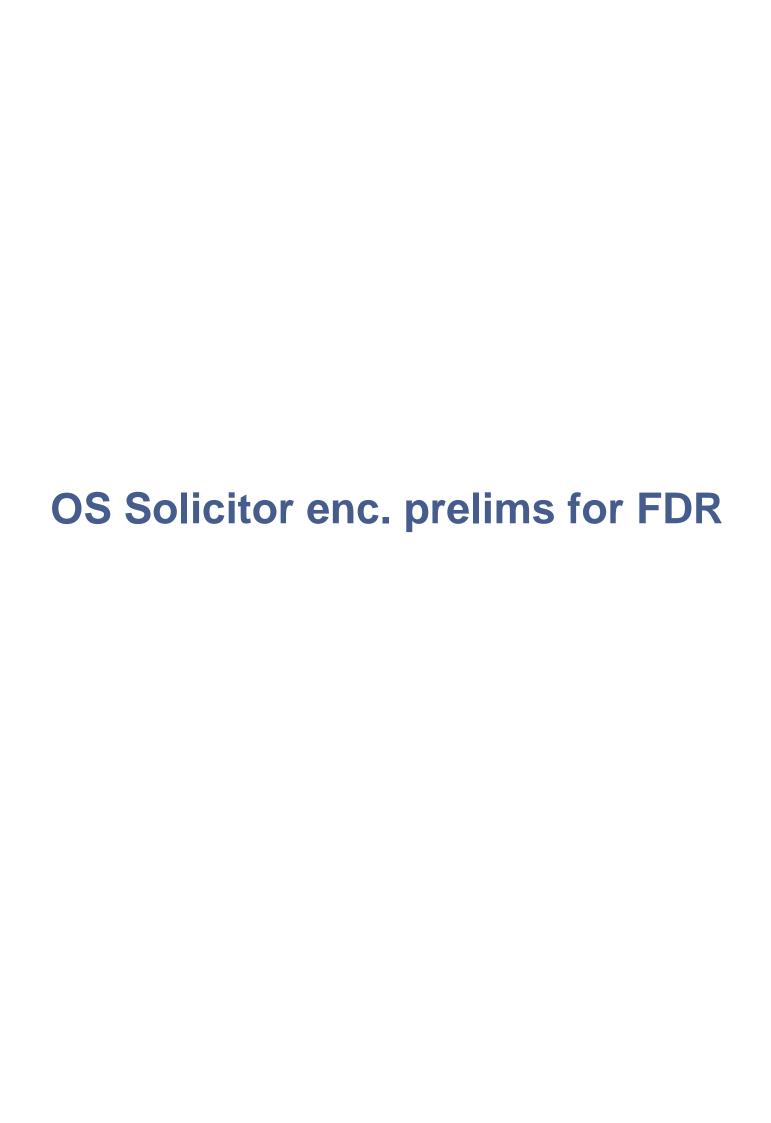
Our Client: { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD

LINKNAME SURNAME 1 }

Please find enclosed our draft Letter(s) of Instruction to XX expert.

We look forward to receiving your comments as soon as possible to avoid delay.

Yours faithfully



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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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

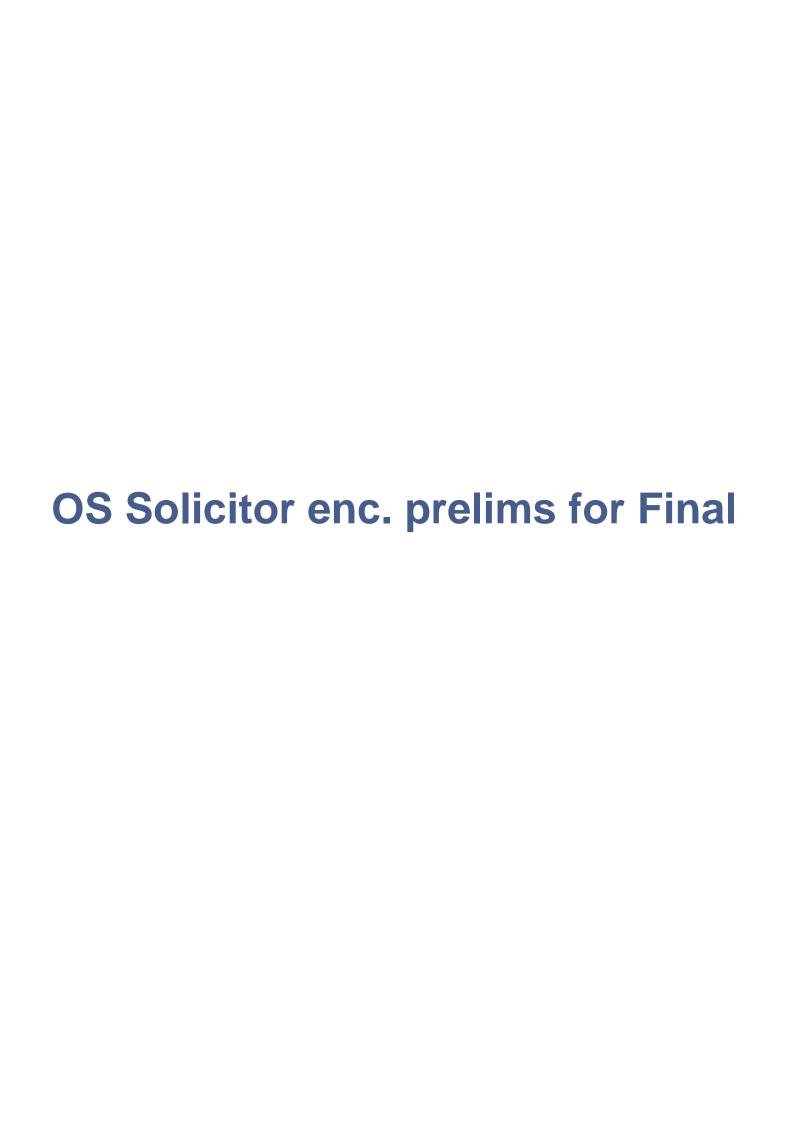
LINKNAME\_SURNAME\_1 }

Please find enclosed the following in advance of the First Appointment:

1. Chronology

- 2. Case Summary
- 3. Statement of Issues

Yours faithfully



### Hearing

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed the following in advance of the Final Hearing:

1. Chronology

- 1. Case Summary
- 2. Statement of Issues
- 3. Form G
- 4. Schedule of Assets

Yours faithfully

# OS Solicitor exchange Form E

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

client\_no }/{ MERGEFIELD matter\_no }

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

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

{ 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 }

Please find enclosed our client's Form E. We should be grateful if you would kindly confirm safe receipt.

We look forward to receiving your client's Form E in due course.

Yours faithfully



## & D81 for Signature

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 FW\_OS1\_FW\_OS1\_TITLE } { MERGEFIELD FW\_OS1\_FW\_OS1\_INTS } { 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: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }

Following on from the financial agreement reached between you and my client, I enclose:

- a draft consent order, and
- a statement of information for a consent order in relation to a financial remedy (Form D81)

for you to consider and approve.

Please read through each document carefully and sign where indicated. I recommend that you obtain independent legal advice about the contents of this letter.

Yours sincerely

#### **Other Side Blank Letter**

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"} 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 FW\_OS1\_FW\_OS1\_TITLE } { MERGEFIELD FW\_OS1\_FW\_OS1\_INTS } { 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: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION } Yours sincerely { MERGEFIELD CALCULATION FEE EARNER DESCRIPTION } { MERGEFIELD PRACTICEINFO PRACTICE NAME\\*UPPER }

P1

#### **Pension Serve Form A**

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 FW\_FR\_ORGS\_FWPENS\_PRVDR\_1\_name } { MERGEFIELD FW\_FR\_ORGS\_FWPENS\_PRVDR\_1\_address }

**Dear Sirs** 

Re: { 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 FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW OS1 SURNAME } v { MERGEFIELD FW OS1 FW OS1 SURNAME SURNAME } v { MERGEFIELD FW OS1 FW OS1

LINKNAME FORENAME 1 \ { MERGEFIELD

LINKNAME\_SURNAME\_1 }" }

<u>Case No:</u> { <u>MERGEFIELD FW\_COURT\_FW\_CASE\_NO</u> }

We act for the above-named Applicant and write to inform you our client has made an application to the Court for financial remedy, following the breakdown of their relationship with the Respondent.

Please find enclosed a copy of the issued application. We would remind you that you are entitled to obtain independent legal advice in this matter.

Yours faithfully

## Questionnaire

```
Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }
{ MERGEFIELD FW_COURT_FW_COURT_name }
BETWEEN:
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{
MERGEFIELD LINKNAME FORENAME 1 \* Upper \ { MERGEFIELD
LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW OS1 FW OS1 FORENAME \* Upper \ { MERGEFIELD
FW_OS1_FW_OS1_FORENAME \* Upper \" \}
                                                          Applicant
                              -and-
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{
MERGEFIELD LINKNAME_FORENAME_1 \* Upper \} { MERGEFIELD
LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW_OS1_FW_OS1_FORENAME \* Upper \} { MERGEFIELD
FW_OS1_FW_OS1_FORENAME \* Upper \}" \}
                                                       Respondent
```

QUESTIONNAIRE OF THE { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE \\* Upper }

#### **Schedule of Assets**

{ MERGEFIELD FW\_COURT\_FW\_COURT\_name } BETWEEN:

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Applicant" "{ MERGEFIELD LINKNAM MERGEFIELD LINKNAME\_SURNAME\_1 \\* Upper }" "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME \\* Upper }" }

-and-

{ IF { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE } = "Respondent" "{ MERGEFIELD LINKN { MERGEFIELD LINKNAME\_SURNAME\_1 \\* Upper }" "{ MERGEFIELD FW\_OS1\_FW\_OS1\_FC MERGEFIELD FW\_OS1\_FORENAME \\* Upper }" }

#### **SCHEDULE OF ASSETS**

ASSET	<u>APPLICANT</u>	RESPONDENT

#### **Statement of Issues**

```
Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }
{ MERGEFIELD FW_COURT_FW_COURT_name }
BETWEEN:
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{
MERGEFIELD LINKNAME FORENAME 1 \* Upper \ { MERGEFIELD
LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW OS1 FW OS1 FORENAME \* Upper \ { MERGEFIELD
FW_OS1_FW_OS1_FORENAME \* Upper \" \}
                                                          Applicant
                              -and-
{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{
MERGEFIELD LINKNAME_FORENAME_1 \* Upper \} { MERGEFIELD
LINKNAME_SURNAME_1 \* Upper \}" "{ MERGEFIELD
FW_OS1_FW_OS1_FORENAME \* Upper \} { MERGEFIELD
FW_OS1_FW_OS1_FORENAME \* Upper \}" \}
                                                       Respondent
```

STATEMENT OF ISSUES OF THE { MERGEFIELD FW\_ADDINFO\_FW\_CLI\_TYPE \\* Upper }

#### **Trustees Serve Form A**

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 FW\_FR\_ORGS\_FW\_TRUSTEE\_FN } { MERGEFIELD FW\_FR\_ORGS\_FW\_TRUSTEE\_SN } { MERGEFIELD FW\_FR\_ORGS\_FW\_TRUSTEE\_ADD }

Dear Sirs

Re: { 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 }" }

Case No: { MERGEFIELD FW\_COURT\_FW\_CASE\_NO }

We act for the above-named Applicant and write to inform you our client has made an application to the Court for financial remedy, following the breakdown of their relationship with the Respondent.

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Yours faithfully