

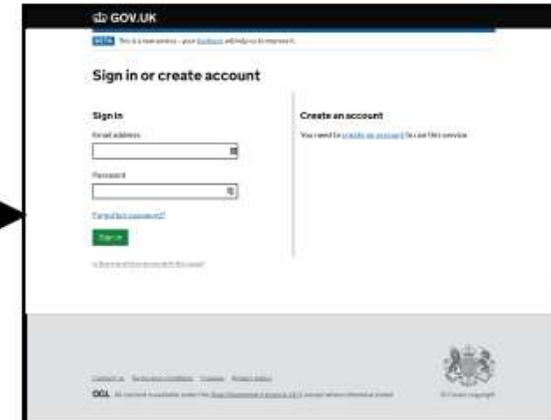
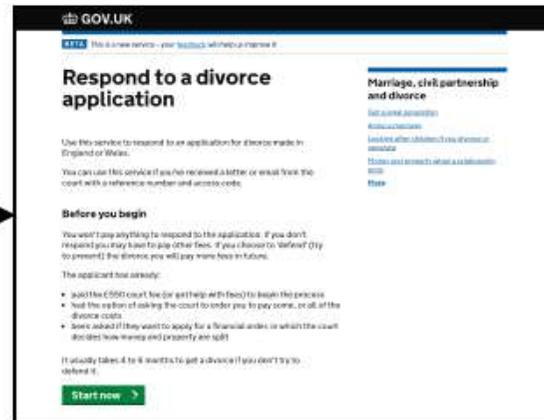


HM Courts &
Tribunals Service

How a Respondent completes their AoS online.

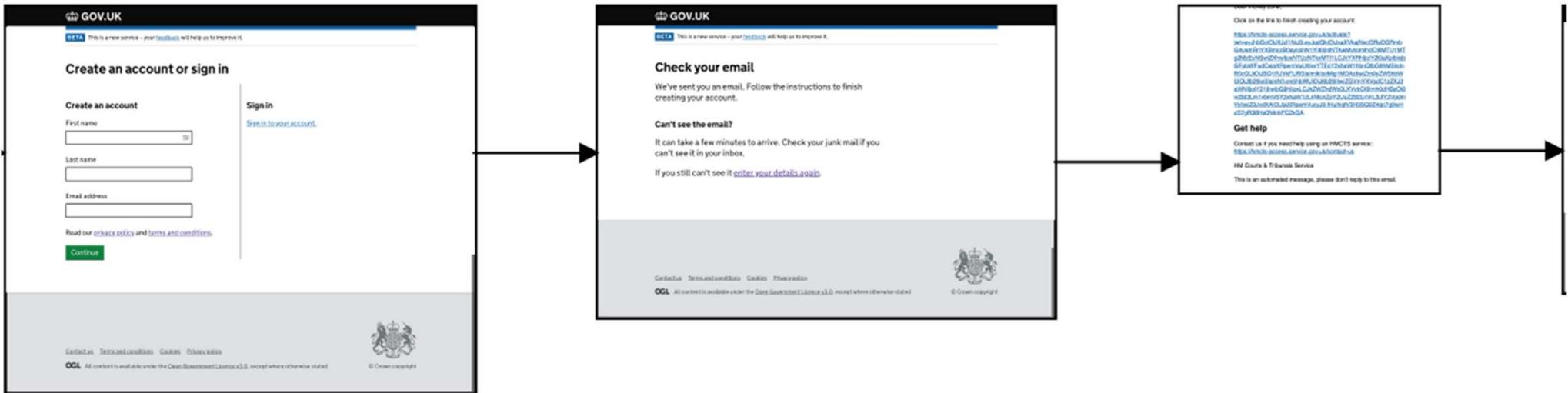
July 2020

Un-represented Respondent completing their AoS online;



1. The respondent is sent a letter by the court informing them of the Divorce proceedings and which gives them detailed information on how to respond online.
2. The Respondent then logs on to GOV.UK
3. They are then directed to the 'Sign in or create account' page. They need to create an account.

Un-represented Respondent completes the AoS;



- Once they have created any account they are directed to check their email and follow the instructions to finish creating their account.
- The email the receive has a large link as per the last image on this slide. By clicking on that link they are directed to the next stage.

Un-represented Respondent completes their AoS;



6. They are asked to create a password and confirm that password.
7. They have now created an account but they have not been linked to the Divorce proceedings yet.



Un-represented Respondent completes their AoS;

The image displays two screenshots of the GOV.UK website, connected by a right-pointing arrow, illustrating the onboarding process for an un-represented respondent.

The first screenshot shows the 'Sign in or create account' page. It features a 'Sign in' section with fields for 'Email address' and 'Password', and a 'Create an account' section. A green 'Sign in' button is visible.

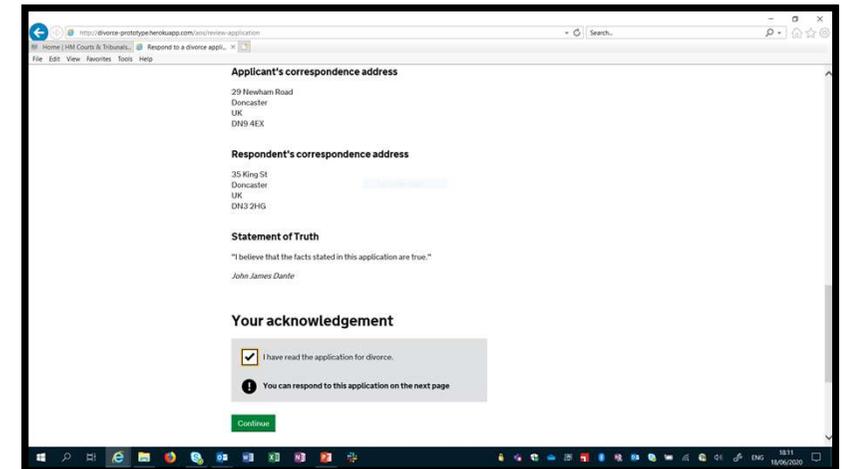
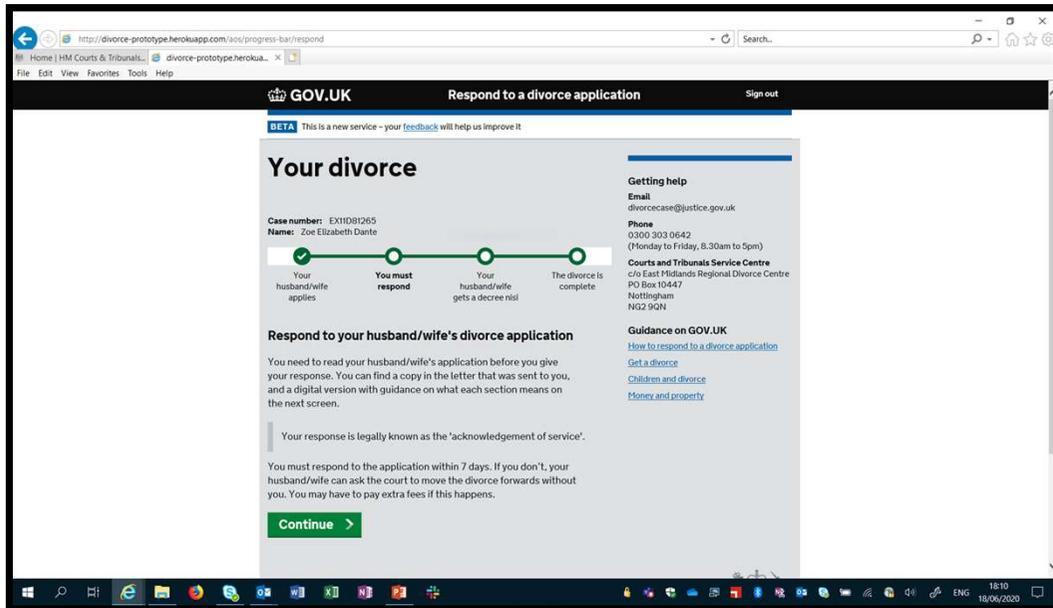
The second screenshot shows the 'Respond to a divorce application' page. It features a section titled 'Enter these details from the letter' with fields for 'Case number' and 'Access code'. A green 'Continue' button is visible.

8. They are now asked to sign in using the account details they have just created – This will include entering their email address and password.

9. They are then asked to enter the information from the letter they have received from the court. They are asked for their Reference number along with their unique 8 digit access code which is on the letter. A Respondent can enter the case reference number in any format. Once they have entered their information and pressed continue they are linked to the Divorce petition as the Respondent in the proceedings.



Un-represented Respondent completes their AoS;



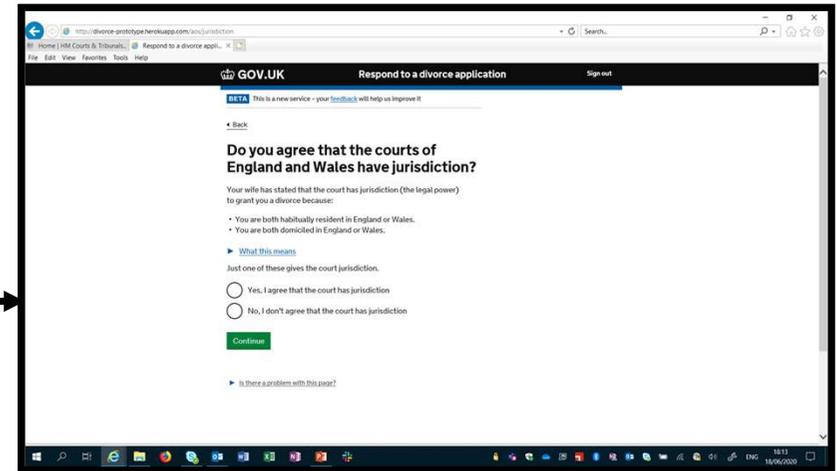
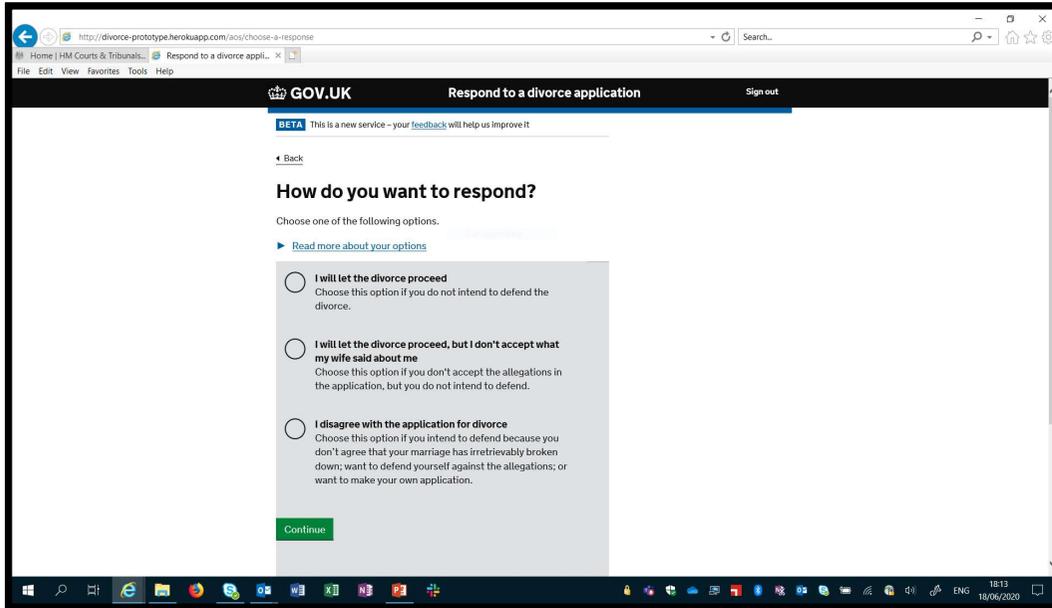
10. They will then be able to locate their Divorce case online.

11. They will be asked to complete the Acknowledgement of Service, where they have the opportunity to respond to the petition lodged by the applicant.

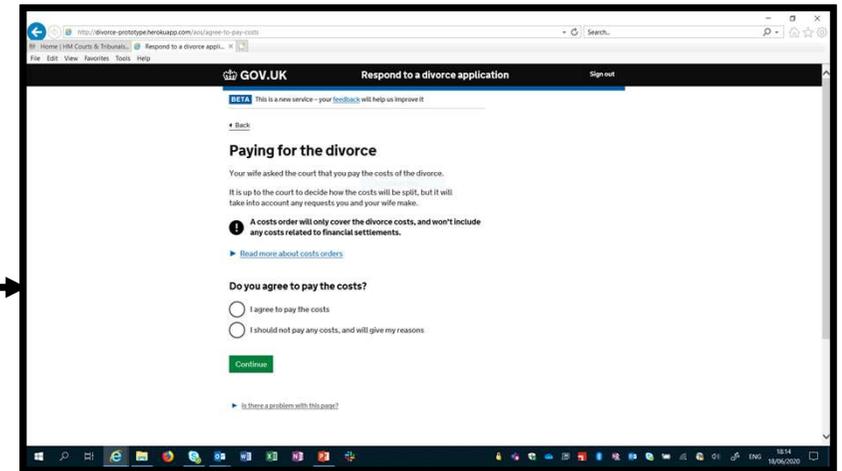
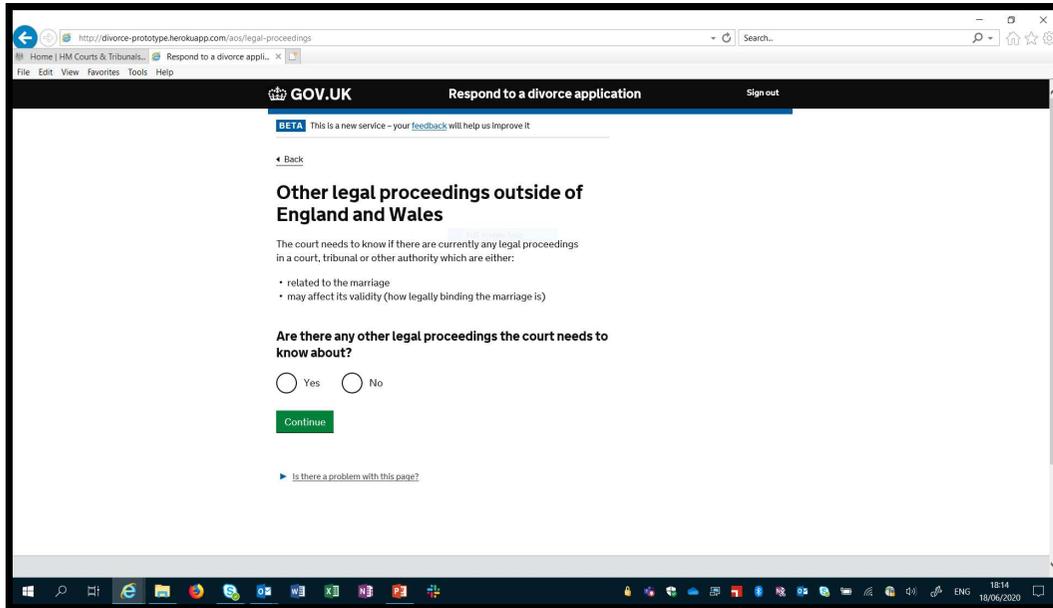


HM Courts &
Tribunals Service

Un-represented Respondent completes their AoS;



Un-represented Respondent completes their AoS;



Un-represented Respondent completes their AoS;

How the court will contact you

By email

You need to receive emails about the divorce to use the online service. Your email address will not be shared with your wife.

Your emails will be sent to: **johnsmith493@hotmail.com**.

I agree that the divorce centre can send me notifications and deliver (serve) court documents to me by email.

By phone

Provide a phone number to let court staff contact you more quickly. Your phone number will not be shared with your wife.

Enter your phone number (optional)

By post

You may need to receive some correspondence by post. This will be sent to the address your husband provided.

Contact the divorce centre if you need to update your address. You can also ask that your new address is kept confidential if you wish. You'll be given the divorce centre's contact details when you submit your response.

[Continue](#)

GOV.UK Respond to a divorce application [Sign out](#)

Check your answers

Confirm that you have read your husband/wife's application	I confirm that I've read it	Change
Do you agree with your connections to England and Wales?	Yes	Change
Have you ever been involved in any court cases relating to your marriage, property or children?	No	Change
How do you want to respond?	I agree with what the applicant said, and won't try to prevent the divorce	Change

Confirm the following

You could be fined or imprisoned for contempt of court if you deliberately submit false information.

I confirm that:

- I am the person named as the respondent in the application for divorce.
- I believe that the facts stated in this response are true.

[What these statements are](#)

13. Once the Respondent has completed the Acknowledgment of Service, they will be able to select how they wish the Court to contact them.

14. Before the final submission of the AoS, they will be able to check their answer's and amend any details if needed.



For Respondents or Co-Respondents who are unable to respond online they can request a 'paper' AOS which is called the 'offline AOS.'

This will also cover both litigants in person and respondents who are legally represented.

This will also mean the case will stay digital and not be handed off to paper



Represented/ Unrepresented Respondent/ Co-Respondent completes their AoS Offline;



1. The Respondent/Co-Respondent will receive an AoS invitation letter detailing the divorce application that have been mentioned in.

2. If the respondent cannot complete the AoS online, they have the option to complete the AoS via paper but have the case remain digital.

3. Citizen's and Legal Representatives will be able to request to have the AoS sent via post to an address for completion.

Represented/ Unrepresented Respondent/ Co-Respondent completes their AoS Offline

Respond to a divorce application
 Acknowledgement of service by the respondent

Applicant: Applicant Baker
 Respondent: Respondent Baker
 Reason for divorce: Desertion

Case number: LV17D80102

Return this response to:
 Courts and Tribunals Service Centre
 c/o HMCTS Digital Divorce
 PO Box 12705
 Harlow
 CM20 9QT
 Email: divorcecase@justice.gov.uk
 Phone: 0300 303 0642
 (Monday to Friday: 8am to 8pm,
 Saturday 8am to 2pm)

You need to respond to the divorce application within 7 days of receiving it

1. Have you read the application for divorce?
 Yes
 No

You will need to refer to the divorce application while you complete this form.

2. When did you receive the application for divorce?
 Date

Please give the date you received the application.

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5. Are there any other legal proceedings the court needs to know about?

Yes, provide further details and try to include:

- case numbers
- what they are about
- names of those involved
- name of the court, the tribunal, and/or the authority
- country it's in
- date that the proceedings began and of any future hearings
- anything else that might affect the application for divorce

Provide details of any ongoing legal proceedings in a court, tribunal or other authority which are either:

- related to the marriage
- may affect its validity (how legal the marriage is)

As part of the divorce application your spouse is allowed to ask to claim the costs of the divorce from you.

This could include all the fees during the divorce, such as the £550 application fee, solicitor fees, and any extra court fees.

If you don't want to pay these costs, you must provide a reason why. If you don't have an agreement in place with your spouse for the costs the court will decide for you. You may also need to go to a hearing to explain your objection

No

6. If your spouse has claimed their divorce costs from you, do you agree to pay them?

Check the part of the divorce application called **costs orders** to answer this question.

I agree to pay some or all of the divorce costs (give details below)

I should not pay any costs, and will give my reasons (give details below)

Financial orders
 The divorce application states whether or not your spouse is applying for a financial order. They will need to submit another form to proceed with that application. If they do proceed with it, you'll be given an opportunity to respond to it at a future date.

To respond, you'll need to complete a form with the details of your property and income. You'll then go to a hearing where a judge will make a decision.

You can also apply for a financial order yourself.

You can find out more about financial orders on www.gov.uk.

4. The Respondent/ Legal Representative will be sent a copy of the AoS in paper via post. Once completed, they will return the AoS via the address highlighted at the top of the forms.

5. The paper AoS will be received via Excela and received by the CTSC caseworkers.



Represented/ Unrepresented Respondent/ Co-Respondent completes their AoS Offline

Reason for divorce

Adultery

Date AOS received from co-respondent

Day Month Year

Co-respondent has read the petition? (Optional)

Yes No

Date co-respondent received the divorce application (Optional)

Day Month Year

Co-respondent admits to the adultery?

Yes No

Co-respondent will defend the divorce?

Yes No

Does co-respondent agree to pay costs? (Optional)

Yes No

Is the co-respondent represented by a solicitor?

Yes No

Family Divorce - v104-26.1 Divorce Superuser Sign Out

Case List Create Case Search

Received AOS offline-CoResp

#1593-4202-6642-3343

Check your answers

Check the information below carefully.

Date AOS received from co-respondent	29 Jun 2020	Change
Co-respondent has read the petition?	Yes	Change
Date co-respondent received the divorce application		Change
Co-respondent admits to the adultery?	Yes	Change
Co-respondent will defend the divorce?	No	Change
Does co-respondent agree to pay costs?		Change
Is the co-respondent represented by a solicitor?	Yes	Change
Solicitor Statement of Truth	Yes	Change

6. The caseworker will transfer the information from the paper AoS onto the relevant case in the online system.
7. There is the option to change any of the answers before the case worker submits the AoS response.
8. This will generate the notification for the Applicant to apply for a Decree Nisi (DN) enabling the journey to continue digitally
9. After this point, the paper outputs for the represented respondent/co-respondent will continue to be sent via bulk print for the remaining divorce journey. i.e the Entitlement Order, Decree Nisi and Decree Absolute

