



HM Courts & Tribunals Service

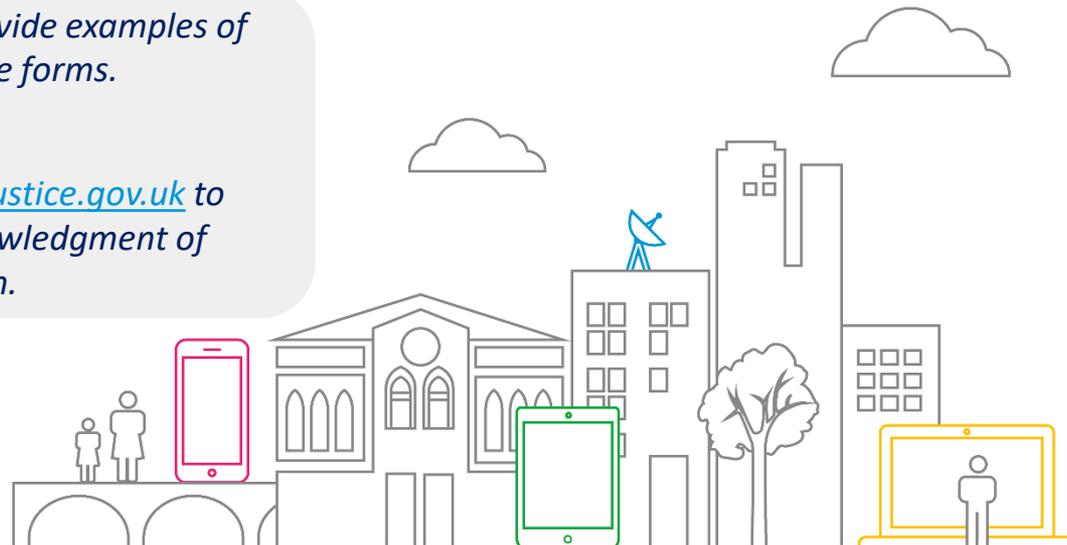
# Responding to an Acknowledgment of Service for represented respondents

*The following slides will provide examples of Acknowledgement of Service forms.*

*Please contact:*

*[HMCTSFInancialRemedy@justice.gov.uk](mailto:HMCTSFInancialRemedy@justice.gov.uk) to request a copy of the Acknowledgment of Service forms for completion.*

February 2021





HM Courts & Tribunals Service

# Acknowledgement of Service - Template guidance

This is available for those solicitors who are representing the respondent but are unable to respond digitally. You can complete a paper AOS that is only used in Digital Divorces and ensures the divorce is maintained on the digital path rather than being transferred to paper.

In order to respond to the divorce petition on behalf of your client, you will need to download and complete an acknowledgement of service template by emailing [HMCTSFinancialRemedy@justice.gov.uk](mailto:HMCTSFinancialRemedy@justice.gov.uk). Once complete, you will be able to send the AOS to the Courts and Tribunals Service Centre, alongside your Notice of Acting by emailing:

❑ [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)

*Phone: 0300 303 0642  
(Monday to Friday: 8am to 8pm,  
Saturday 8am to 2pm)*

The case will be processed by the CTSC and **remain digital**.

## Two years separation with consent

**Respond to a divorce application**  
Acknowledgement of service by the respondent

Applicant:  Case number:   
Respondent:

Reason for divorce: 5 years separation

**Return this response to:**  
Email: [divorcecase@justice.gov.uk](mailto: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?  
Please give the date you received the application.

Date

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## Five years separation

**Respond to a divorce application**  
Acknowledgement of service by the respondent

Applicant:  Case number:   
Respondent:

Reason for divorce: 5 years separation

**Return this response to:**  
Email: [divorcecase@justice.gov.uk](mailto: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?  
Please give the date you received the application.

Date

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## Adultery – Respondent

**Respond to a divorce application**  
Acknowledgement of service by the respondent

Applicant:  Case number:

Respondent:

Co-respondent:

**Return this response to:**  
Email: [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)  
Phone: 0300 303 0642  
(Monday to Friday: 8am to 8pm, Saturday 8am to 2pm)

Reason for divorce: Adultery

**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.

3. Do you admit to committing the adultery described in the divorce application?

Check the reason for divorce and supporting information part of the divorce application to answer this.

Yes, I admit to committing the adultery  
 No, I do not admit to committing the adultery

If you don't admit to the adultery, then your spouse may have to provide further details or evidence to satisfy the court that the adultery took place. This could make the divorce take longer, and still result in you being ordered to pay the divorce costs.

If you admit to the adultery then it may result in you having to pay your spouse's divorce costs if they've claimed them from you. This could include their court fees and legal costs (for example solicitor fees).

You should speak to a solicitor if you're not sure.

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## Adultery – Co- Respondent

**Respond to a divorce application**  
Acknowledgement of service by the co-respondent

Applicant:  Case number:

Respondent:

Co-respondent:

**Return this response to:**  
Email: [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)  
Phone: 0300 303 0642  
(Monday to Friday: 8am to 8pm, Saturday 8am to 2pm)

Reason for divorce: Adultery

**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.

3. Do you admit to committing the adultery described in the divorce application?

Check the reason for divorce and supporting information part of the divorce application to answer this.

Yes, I admit to committing the adultery  
 No, I do not admit to committing the adultery

If you don't admit to the adultery, then the applicant may have to provide further details or evidence to satisfy the court that the adultery took place. This could make the divorce take longer, and still result in you being ordered to pay the divorce costs.

If you admit to the adultery, then it may result in you having to pay the applicant's divorce costs if they've claimed them from you. This could include their court fees and legal costs (for example solicitor fees).

You should speak to a solicitor if you're not sure.

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## Behaviour / Desertion

**Respond to a divorce application**  
Acknowledgement of service by the respondent

Applicant:  Case number:   
Respondent:

**Reason for divorce:**

**Return this response to:**  
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.

