

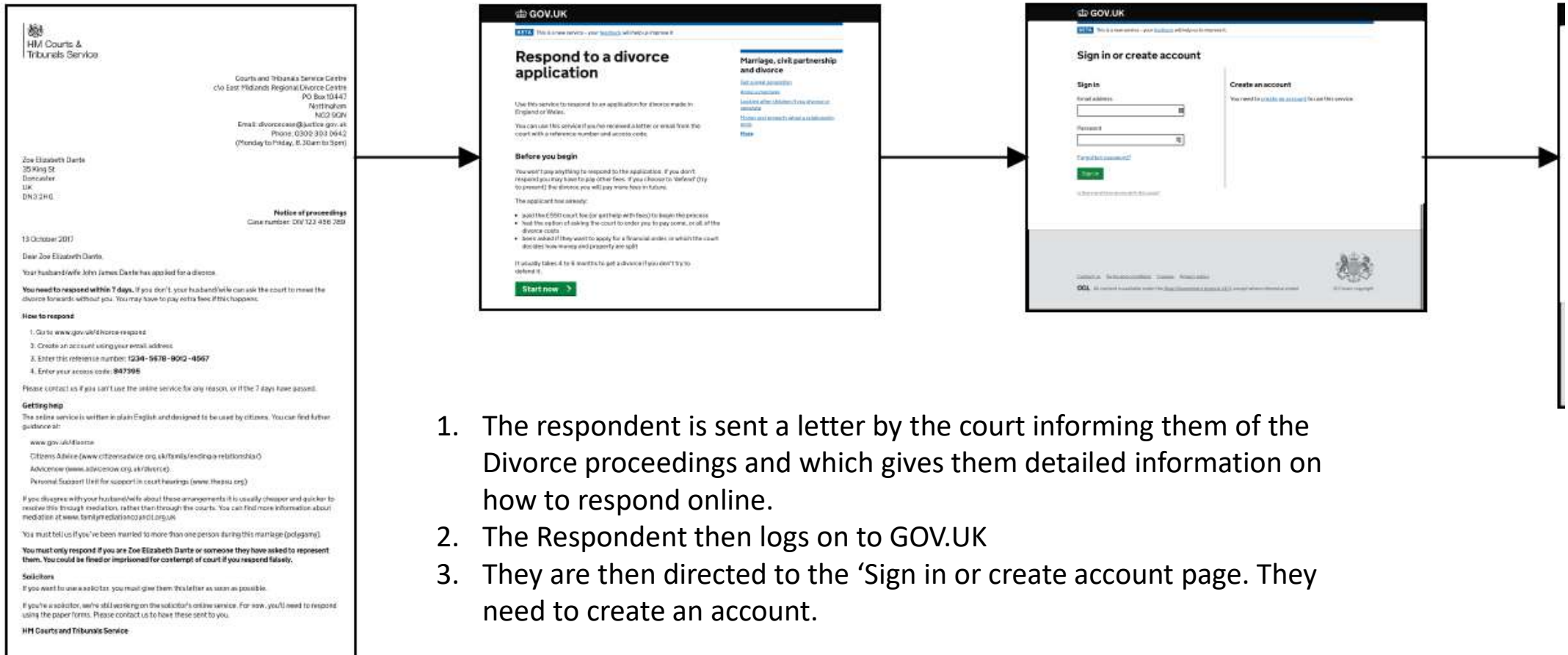


HM Courts &  
Tribunals Service

# **How a Respondent completes their AoS online.**

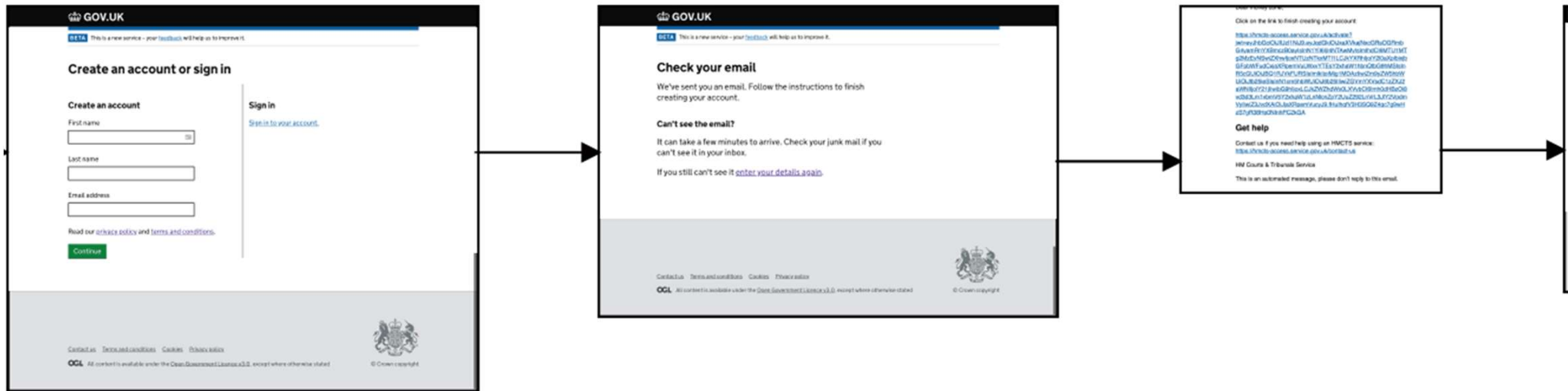
July 2020

## 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 diagram illustrates the onboarding process for an un-represented respondent. It starts with the 'Sign in or create account' page on GOV.UK, where the user can either sign in with existing details or create a new account. An arrow indicates the next step is to 'Respond to a divorce application', where the user is prompted to enter details from a letter, specifically the case number and an 8-digit access code.

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;

**GOV.UK** Respond to a divorce application Sign out

**BETA** This is a new service – your [feedback](#) will help us improve it.

### Your divorce

Case number: EX11081265  
Name: Zoe Elizabeth Dante

**Getting help**  
Email: [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)  
Phone: 0300 303 0642 (Monday to Friday, 8.30am to 5pm)  
Courts and Tribunals Service Centre  
c/o East Midlands Regional Divorce Centre  
PO Box 10447  
Nottingham NG2 9QN

**Guidance on GOV.UK**  
[How to respond to a divorce application](#)  
[Get a divorce](#)  
[Children and divorce](#)  
[Money and property](#)

**Respond to your husband/wife's divorce application**  
You need to read your husband/wife's application before you give your response. You can find a copy in the letter that was sent to you, and a digital version with guidance on what each section means on the next screen.

Your response is legally known as the 'acknowledgement of service'.

You must respond to the application within 7 days. If you don't, your husband/wife can ask the court to move the divorce forwards without you. You may have to pay extra fees if this happens.

[Continue](#)

**Applicant's correspondence address**  
29 Newham Road  
Doncaster  
UK  
DN9 4EX

**Respondent's correspondence address**  
35 King St  
Doncaster  
UK  
DN3 3HG

**Statement of Truth**  
"I believe that the facts stated in this application are true."  
John James Dante

**Your acknowledgement**  
☒ I have read the application for divorce.  
☐ You can respond to this application on the next page

[Continue](#)

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.

## Un-represented Respondent completes their AoS;

http://divorce-prototype.herokuapp.com/aos/choose-a-response

Home | HM Courts & Tribunals... | Respond to a divorce appl... X

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GOV.UK Respond to a divorce application Sign out

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### How do you want to respond?

Choose one of the following options.

[Read more about your options](#)

- ☐ **I will let the divorce proceed**  
Choose this option if you do not intend to defend the divorce.
- ☐ **I will let the divorce proceed, but I don't accept what my wife said about me**  
Choose this option if you don't accept the allegations in the application, but you do not intend to defend.
- ☐ **I disagree with the application for divorce**  
Choose this option if you intend to defend because you don't agree that your marriage has irretrievably broken down; want to defend yourself against the allegations; or want to make your own application.

Continue

http://divorce-prototype.herokuapp.com/aos/jurisdiction

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### Do you agree that the courts of England and Wales have jurisdiction?

Your wife has stated that the court has jurisdiction (the legal power) to grant you a divorce because:

- You are both habitually resident in England or Wales.
- You are both domiciled in England or Wales.

[What this means](#)

Just one of these gives the court jurisdiction.

- ☐ Yes, I agree that the court has jurisdiction
- ☐ No, I don't agree that the court has jurisdiction

Continue

[Is there a problem with this page?](#)



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## Un-represented Respondent completes their AoS;

http://divorce-prototype.herokuapp.com/aos/legal-proceedings

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### Other legal proceedings outside of England and Wales

The court needs to know if there are currently any legal proceedings in a court, tribunal or other authority which are either:

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

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

☐ Yes ☐ No

Continue

[Is there a problem with this page?](#)

http://divorce-prototype.herokuapp.com/aos/agree-to-pay-costs

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### Paying for the divorce

Your wife asked the court that you pay the costs of the divorce.

It is up to the court to decide how the costs will be split, but it will take into account any requests you and your wife make.

**!** A costs order will only cover the divorce costs, and won't include any costs related to financial settlements.

[Read more about costs orders](#)

Do you agree to pay the costs?

☐ I agree to pay the costs

☐ I should not pay any costs, and will give my reasons

Continue

[Is there a problem with this page?](#)



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## Un-represented Respondent completes their AoS;

http://divorce-prototype.herokuapp.com/aos/contact-details

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### 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](#)

http://divorce-prototype.herokuapp.com/aos/check-your-answers

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File Edit View Favorites Tools Help

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	<a href="#">Change</a>
Do you agree with your connections to England and Wales?	Yes	<a href="#">Change</a>
Have you ever been involved in any court cases relating to your marriage, property or children?	No	<a href="#">Change</a>
How do you want to respond?	I agree with what the applicant said, and won't try to prevent the divorce	<a href="#">Change</a>

### 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 answers and amend any details if needed.

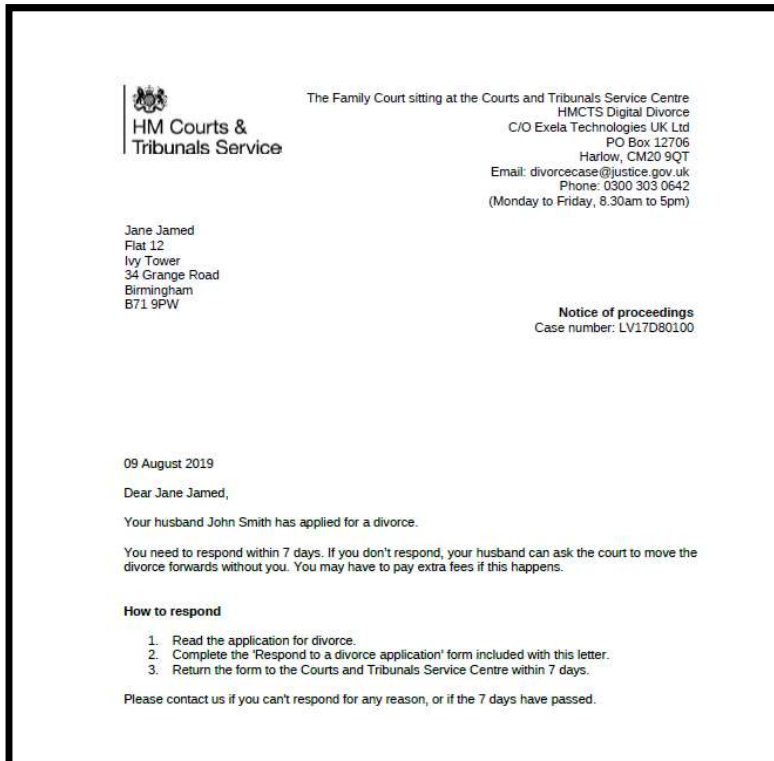
**For Respondents or Co-Respondents who are unable to respond online they can request a 'paper' AOS which is called the 'offline AOS.'**


***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;



 HM Courts & Tribunals Service

The Family Court sitting at the Courts and Tribunals Service Centre  
HMCTS Digital Divorce  
C/O Exela Technologies UK Ltd  
PO Box 12706  
Harlow, CM20 9QT  
Email: [divorcecase@justice.gov.uk](mailto:divorcecase@justice.gov.uk)  
Phone: 0300 303 0642  
(Monday to Friday, 8.30am to 5pm)

Jane Jamed  
Flat 12  
Ivy Tower  
34 Grange Road  
Birmingham  
B71 9PW

**Notice of proceedings**  
Case number: LV17D80100

09 August 2019

Dear Jane Jamed,

Your husband John Smith has applied for a divorce.

You need to respond within 7 days. If you don't respond, your husband can ask the court to move the divorce forwards without you. You may have to pay extra fees if this happens.

**How to respond**

1. Read the application for divorce.
2. Complete the 'Respond to a divorce application' form included with this letter.
3. Return the form to the Courts and Tribunals Service Centre within 7 days.

Please contact us if you can't respond for any reason, or if the 7 days have passed.

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.

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.



HM Courts &amp; Tribunals Service

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

**Reason for divorce**

Adultery

Date AOS received from co-respondent

Day Month Year

29 6 2020

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 Q

### 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	<a href="#">Change</a>
Co-respondent has read the petition?	Yes	<a href="#">Change</a>
Date co-respondent received the divorce application		<a href="#">Change</a>
Co-respondent admits to the adultery?	Yes	<a href="#">Change</a>
Co-respondent will defend the divorce?	No	<a href="#">Change</a>
Does co-respondent agree to pay costs?		<a href="#">Change</a>
Is the co-respondent represented by a solicitor?	Yes	<a href="#">Change</a>
Solicitor Statement of Truth	Yes	<a href="#">Change</a>

- The caseworker will transfer the information from the paper AoS onto the relevant case in the online system.
- There is the option to change any of the answers before the case worker submits the AoS response.
- This will generate the notification for the Applicant to apply for a Decree Nisi (DN) enabling the journey to continue digitally
- 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

