

How the petitioner solicitor applies for a Decree Nisi (Undisputed) & Decree Absolute

July 2020

Process map - applying for a Decree Nisi (Undisputed)

Solicitor	Login to CCD and filter 'Awaiting DN application' to see the case is now ready for Decree Nisi application.	Review the respondent's acknowledge ment of service which is located within the documents tab.	From the Next steps drop down list select 'Apply for Decree Nisi' and click Go.	Confirm the petitioner wishes to apply for DN.	Review the original petition and confirm that everything is true and unchanged.	Complete the DN application depending on the reason for divorce	Select the cost preference, upload any additional document(s) and complete the statement of truth.	Review the Check your Answers page and Submit the DN application	E-mail any queries to CTSC inbox divorcecase @justice.gov .uk
Project Team									
Court Admin							Cc ap Ad ele L// dir	ourt staff refer the DN plication to a Legal lvisor for consideration ectronically and the Adv assesses this ectly on CCD	Once the legal advisor has made their decision the result will be sent to the petitioner Solicitor via a notification and an auto- scheduler will list this for DN pronouncement.



You will receive an email notification to say that the AoS has been filed and you can now apply for the DN. The AoS will display the case tab view and then you will need to select either ' Draft DN Application', 'Update DN application' or 'Apply for Decree Nisi' from the Next step drop down.

The DN completion is a 2 stage process (please see slide 3). Firstly you complete the draft of the DN and continue up to the complete button. If you do not complete the DN application it will not save. Then after discussion with you client you will re-access CCD and either select Update DN if revision is required or you will submit DN if everything is ok.





Once in the documents tab you will see the following information displayed;

COV.UK **Family Divorce** Nagesh Solicitor Sign Out Case List Create Case Search Q BETA This is a new service - your feedback will help us to improve it. **Review Acknowledgement of Service - Apply for Decree Nisi** #1560-2422-1734-2417 Link to respondent answers: respondentAnswers.pdf Does the petitioner want to continue with the divorce and apply for a decree nisi? No Yes Previous Cancel

HM Courts & Tribunals Service

You will need to click on the link to view the AoS

Respondent. Depending on your browser this

will either download as

an additional document

or it will be displayed in a new tab in your

submitted by the

browser.

皴

HM Courts & Tribunals Service

You can now review the original petition and confirm that everything is true and unchanged.



Behaviour Fact

Answer the questions on this page in order and click Continue.

Some parts of this page will only become visible depending on the answers you provide to the questions.



📾 GOV.UK	Family Divorce Case List Create Case	Nagesh Solicitor Sign Out
		Search Q
BETA This is a new service	- your <u>feedback</u> will help us to improve it.	
Behaviour - Ap	oply for Decree Nisi	
#1560-2422-1734-24	17	
Is the behaviour still happening	?	
What was the date of the mDayMonth01062019	ost recent incident of the behaviour?	
Has the petitioner lived apa recent example of the beha Yes No	rt from the respondent since the most viour?	
Additional details of the livin recent example of the beha	ng arrangements since the the most viour	
Living arrangements	<i>"</i>	
Previous Continue		
Cancel		

Apply for Decree Nisi (Undisputed)

Adultery Fact;

Answer the question on this page in order and click Continue.

Some parts of this page will only become visible depending on the answers you provide to the questions.

If you reply no this will end the journey and you will receive further information on the screen.



👑 GOV.UK	Family Divorce Case List Create Case	Nagesh Solicitor Sign Out
		Search Q
BETA This is a new ser	vice – your feedback will help us to improve it.	
Adultery - A	pply for Decree Nisi	
#1553-5249-9493	3-1028	
Does the petitioner find it i	ntolerable to live with the respondent?	
Date the petitioner fourDayMonthYe010120	nd out about the adultery ar 119	
Has the petitioner lived out about the adultery Yes	l apart from the respondent since finding No	
Additional details of the about the adultery	e living arrangements since finding out	
living arrangements	6	
Previous Continue		
Cancel		

2 & 5 years separation Fact

Answer the question on this page in order and click Continue.

Some parts of this page will only become visible depending on the answers you provide to the questions.

NB: The screen shot opposite is for 2 Years Separation but the content is the same for 5 Years Separation.

🕸 GOV.UK	Family Divorce - v104-26.1 Case List Create Case	Nagesh Solicitor Sign Out
		Search Q
BETA This is a new service	- your feedback will help us to improve it.	

2 Year Separation

[Case Number]

Has the petitioner lived apart from the respondent since applying for the divorce?



Additional details of the living arrangements since the divorce application.



Cancel

Previous

Desertion Fact

Answer the questions on this page in order and click Continue.

Some parts of this page will only become visible depending on the answers you provide to the questions.



	Search
BETA This is a new service – your <u>feedback</u> will help us to improve it.	
Desertion - Apply for Decree Nisi	
±1560-4356-4083-8221	
as the respondent offered to resume living with the petitioner?	
Did the petitioner refuse to resume living together? Yes No	
Please give reasons why they refused: reasons	
las the petitioner lived apart from the respondent since applying for ne divorce? Yes ● No	
Additional details of the living arrangements since the divorce application.	
living details	
Previous Continue	

Cost preference at DN stage.

This screen only shows when the petitioner has requested to claim costs.

The information you input into the DN application will be visible to the Legal Advisor when they are assessing the DN application. We are working on a revised costs journey for the initial application but in the interim the DN journey will allow you to be more specific in relation to the costs you wish to claim.



🗰 GOV.UK	Family Divorce Case List Create Case	Nagesh Solicitor Sign Out
		Search Q
BETA This is a new service -	your <u>feedback</u> will help us to improve it.	
Your claim for	divorce costs - Apply for	Decree Nisi
#1560-2422-1734-24	17	
Respondent costs order		
The respondent has agreed to p	bay some or all of the costs	
Petitioner's cost order preference	e at DN stage	
I still want to claim my co much	ests and will let the court decide how	
I want to claim a specific	amount	
I don't want to claim my	costs anymore	
State what the petitioner wa	nts to claim and why	
£250	4	
Previous Continue		
Cancel		

Upload additional document(s)

You must answer the question on this page in order to continue. Please click Yes to upload documents or No to continue.

This section Some parts of this page will only become visible depending on the answers to the questions.



#1541-0019-7753-6699

Do you need to upload any other documents?





HM Courts & Tribunals Service

Statement of Truth

Answer the question on this page in order, enter your name, the firm representing the petitioner, and then click Continue.



Statement of Truth - Submit Decree Nisi Application
#1563-3573-7678-5805
The petitioner believes that the facts stated in the application for Decree Nisi are true Yes No
Solicitor's Name
Solicitor's Firm
Additional Comments (Optional) For the attention of court staff. These comments will not form part of the petition
Previous Continue

Apply for Decree Nisi (Undisputed)

Check your answers

Review the details of the DN application on this page and then click submit.

H GOV.UN	se list New petition	Ionals
ETA This is a new service - your <u>feedback</u> will he	us improve it for you.	
Back_		
Check your answers		
Have you made any changes to the application?	Yes	Change
s the respondent's behaviour still continuing?	Yes	Change
Does the petitioner accept the respondent's cost o	ns? Yes	Change
Do you want to upload any other evidence?	No	Change

HM Courts & Tribunals Service

Cancel

Previous

Event description (optional)

Submit

Your decree nisi application has now been submitted and will be referred to a legal advisor for consideration.

You will then receive a notification of the outcome from the Legal Advisor.

- 2	GOV.UK	Family Divorce Case List Create Case		Nagesh	Solicitor Sign (Dut
					Search	a
	BETA This is a new service -	your <u>feedback</u> will help us to improve	e it.			
Case #1560-2422-1734-24	17 has been updated with eve	nt: Apply for Decree Nisi				
1560242217342417: PetitionerLa	astName vs Respondent Last Na	ame Print		Ne	ext step Select	action
History Solicitor Petit	ioner Respondent Rea	son for divorce Jurisdiction	Prayer / Other Legal P	Proceedings Payment	Documents	Marriage Certificate
History			Details			
Event	Date	Author	Date	18 Jun 2019 1:44	5:06 PM	
Apply for Decree Nisi	<u>18 Jun 2019, 1:45:06 PM</u>	Nagesh SOLICITOR	Author	Nagesh SQLICIT		
	11 h = 0010 1:00:05 D1		Aution	NageshooLion	OR	
AOS Received (undefended)	<u>11 Jun 2019, 4:38:25 PM</u>	DIVOICE CASEWONNERDE IA	End state	Awaiting logal ad	visor roforral	
AOS Received (undefended) AOS started	<u>11 Jun 2019, 4:38:25 PM</u> <u>11 Jun 2019, 10:16:43 AM</u>	Divorce CASEWORKERBETA	End state	Awaiting legal ad	visor referral	
AOS Received (undefended) AOS started Issue	<u>11 Jun 2019, 4:38:25 PM</u> <u>11 Jun 2019, 10:16:43 AM</u> <u>11 Jun 2019, 10:14:08 AM</u>	Divorce CASEWORKERBETA	End state	Awaiting legal ad	visor referral Nisi	
AOS Received (undefended) AOS started Issue Payment made	11 Jun 2019, 4:38:25 PM 11 Jun 2019, 10:16:43 AM 11 Jun 2019, 10:14:08 AM 11 Jun 2019, 10:13:36 AM	Divorce CASEWORKERBETA Divorce CASEWORKERBETA Divorce CASEWORKERBETA	End state Event Summary	Awaiting legal ad Apply for Decree	visor referral Nisi	
AOS Received (undefended) AOS started Issue Payment made Case submission	11 Jun 2019, 4:38:25 PM 11 Jun 2019, 10:16:43 AM 11 Jun 2019, 10:14:08 AM 11 Jun 2019, 10:13:36 AM 11 Jun 2019, 9:37:54 AM	Divorce CASEWORKERBETA Divorce CASEWORKERBETA Divorce CASEWORKERBETA Divorce CASEWORKERBETA Nagesh SOLICITOR	End state Event Summary Comment	Awaiting legal ad Apply for Decree	visor referral Nisi	

HM Courts & Tribunals Service

Solicitor Decree Nisi – Refusal Reasons from the Legal Adviser (Clarification and Amend Journey)



Decree Nisi Clarification and Amend

A legal advisor may reject the entitlement to a Decree Nisi and ask for further clarification or amended petition.

You will be notified of the refusal via email and be re-directed to the online platform to manage your cases. You will be able to select 'amend petition' to enable the petition to be amended and will also be required to pay a fee of £95.

Divorce Solicitor Sign Out				Case	submission	Amount a matrimonial der 1.5. £95.00
Search Q				#1571-0	911-4841-3046	
				Order S	Summary	
	Next ster 🗸 Sele	ct action	Go	Code	Description	Amount
	Subi Link Add	nit amended application respondent Note	-	FEE0005	Filing an amended application for a matrimonial or civil partnership order – fees order 1.5.	£95.00
			J		Total	£95.00
				Payment M	ethod: Help with fees	
<u>30 Jun 2020, 5:58:08 PM</u>				Help with fe	ee reference: 123244	
Divorce SOLICITOR				Previous	Continue	
Amend petition				<u>Cancel</u>		
Submit amended application						

Details of the refusal process can be found on the guidance pack-Decree Nisi Clarification and Amend Petition Journey for Solicitors:

https://www.gov.uk/guid ance/hmcts-onlineservices-for-legalprofessionals.



How the petitioner solicitor applies for a Decree Absolute



Apply for Decree Absolute

You will receive a notification informing you that the Decree Absolute can now be applied for. Follow the link in the notification to access the case.



Reference no: 1568197672598840 Case: Petitioner FirstName Petitioner LastName vs Respondent FirstName Respondent LastName

Dear Solicitor Name,

You can now apply to complete the divorce and get a decree absolute.

The divorce is not complete until a caseworker approves the decree absolute.

Sign in to your account to proceed: https://www.ccd.platform.hmcts.net/case/DIVORCE/DIVORCE/156 8197672598840

This is an automated message, please don't reply to this email.

HM Courts & Tribunals Service

Phone: 0300 303 0642 Hours: 8.30am to 5pm, Monday to Friday Find out about call charges: <u>https://www.gov.uk/call-charges</u>

Email: divorcecase@justice.gov.uk

Please help us improv

aving your feedback at

Apply for Decree Absolute

Once in the case you will then need to select 'Apply for Decree Absolute' option from the 'Next Steps' drop down menu.

This is the screen that will then appear.

Click continue to complete applying for Decree Absolute.

HM Courts & Tribunals Service

GOV.UK	Family Divorce Case List Create Case
BETA This is a new service	– your <u>feedback</u> will help us to improve it.
Apply for Decr	ee Absolute
#1569-4225-9015-	6235
Once the court has checked to or other matters which need to on 1 Jan 2018 will be made abs PetitionerFirstName Petitioner Respondent Last Name will be	hat there are no outstanding applications to be resolved first, the decree nisi made solute and the mariage between erLastName and RespondentFirstName e ended.
Does the applicant want to ap divorce?	oply for Decree Absolute and finalise the
Yes No	
Yes No Previous Continue	