



HM Courts &
Tribunals Service

Alternative Service Journey and General Applications



February 2021





HM Courts &
Tribunals Service

General Applications

As a petitioner or petitioner's solicitor, you are able to make an application asking for a court order or directions in the divorce proceedings. The quickest way to get an application processed is by emailing it to the Courts and Tribunals Service Centre at:

divorcecase@justice.gov.uk

Phone: 0300 303 0642

(Monday to Friday: 8am to 8pm,
Saturday 8am to 2pm)

If you have an application you wish to lodge at the beginning of a case whilst you are submitting a divorce, you can do so by using the 'upload' function, where you can upload a Marriage Certificate with a covering letter of instructions.



HM Courts &
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General Applications and Alternative Service Applications

Application notice

To be completed by the relevant party

Name of court	Case no.
Name of Petitioner/Applicant	
Name of Respondent	
Name of Co-Respondent (if applicable)	
Solicitor's fee account no.	
Help with Fees - Ref no. (if applicable)	

If completing this form by hand, please use black ink and BLOCK CAPITAL LETTERS and tick the boxes that apply.

1. Please state your name or, if you are a solicitor, the name of your firm.

2. Are you the ☐ Petitioner ☐ Applicant ☐ Respondent ☐ Co-Respondent ☐ Solicitor in the main proceedings, or ☐ Other? (If Other, please specify)

If you are a solicitor, whom do you represent?

3. What order are you asking the court to make and why?

Please attach a draft copy of the order you are applying for.

4. This application may be considered by a judge on the information you have set out in your application notice. The judge may make an order on that information, without a hearing. However, any party who objects to an order made in this way may apply to the court within 7 days of it being made, for a hearing, at which all parties can attend, when the application will be reconsidered.

Are there any reasons why this application should not be dealt with on paper by a judge? ☐ Yes ☐ No

If Yes, please provide details.

D11 Application notice (10/20) 1 © Crown Copyright 2020

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Are there any reasons why this application should not be dealt with on paper by a judge? ☐ Yes ☐ No

If Yes, please provide details.

You will be able to download a copy of the Application Notice (D11) form which will be referred to a Judge for an order or direction to be made. You will also need your Fee Account number so that the CTSC can take payment for your application.

General applications could used for:

- ☐ Urgent divorces
- ☐ Submitting a divorce application without a marriage certificate
- ☐ Filing of the Answer out of time
- ☐ Filing of the Decree Absolute out of time
- ☐ Amendments to any orders due to admin errors
- ☐ Amending a judicial decision.



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General Applications and Alternative Services

As a petitioner solicitor, you can use the D11 form to request the following applications. The Courts and Tribunals Service Centre will process your application and take a payment upon receipt of your form.

Alternative Service Applications

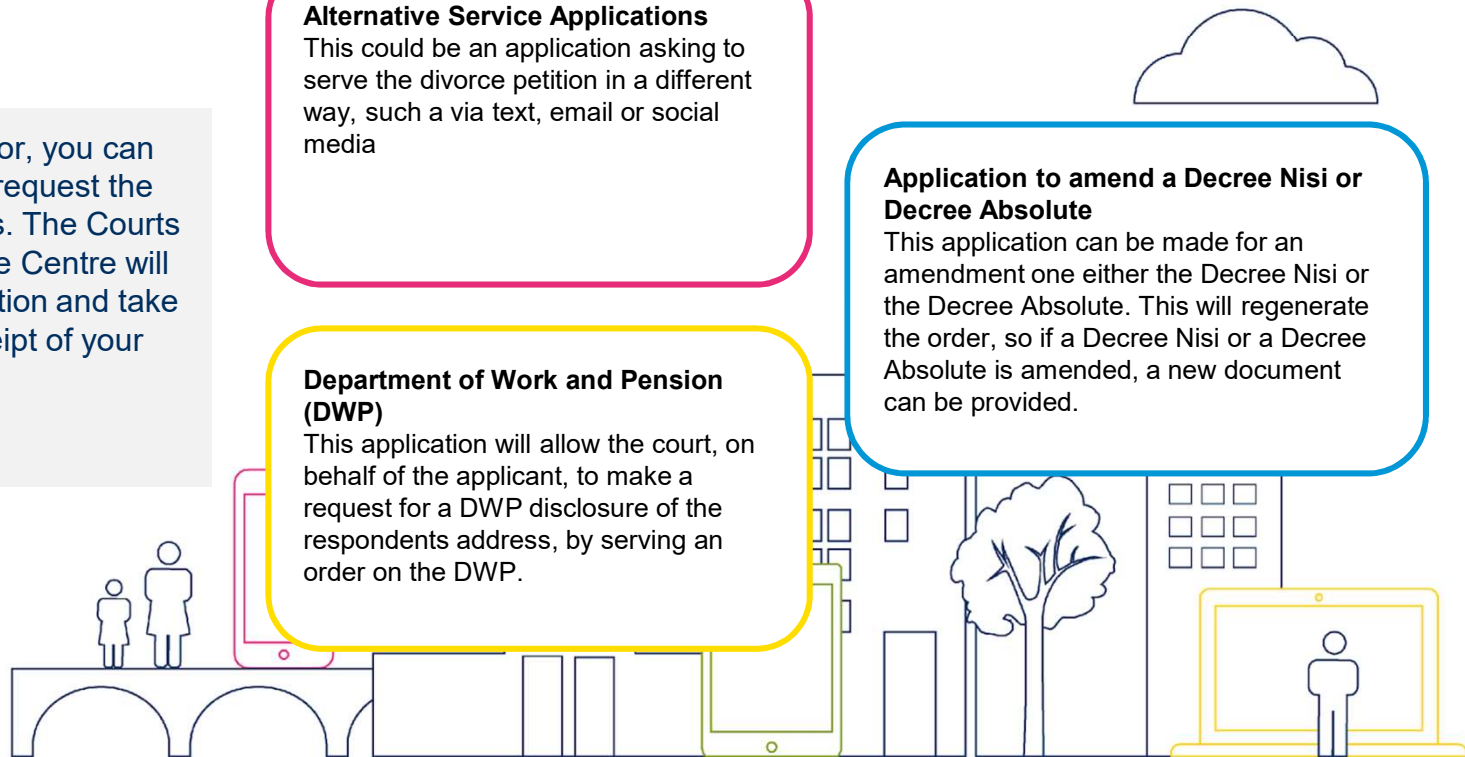
This could be an application asking to serve the divorce petition in a different way, such as via text, email or social media

Department of Work and Pension (DWP)

This application will allow the court, on behalf of the applicant, to make a request for a DWP disclosure of the respondents address, by serving an order on the DWP.

Application to amend a Decree Nisi or Decree Absolute

This application can be made for an amendment one either the Decree Nisi or the Decree Absolute. This will regenerate the order, so if a Decree Nisi or a Decree Absolute is amended, a new document can be provided.





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Applications and Orders

Once your application has been considered by a Legal Advisor or a Judge, they will either approve the request, reject the request or ask for more information. Depending on the nature of application filed by the petitioner, an order will be produced and next steps provided. The case will **remain digital**.



Order an application without a marriage certificate



Order on filing an Answer Cross Petition



Order an application for Alternative Service, by text, email or social media



Order on disclosure from DWP



Order on expediting listing of Decree Nisi



Order on expediting application for Decree Absolute



Pro-forma orders for DA-DN amendments



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Alternative Service Journey Applications and Orders

For alternative Service Applications, an order will be generated. Once confirmation has been received by petitioner or solicitor, the caseworker will confirm service in CCD and the case will then move to 'Awaiting AOS' for 7 days. Once the 7 days is complete, an automated notification will go to the petitioner or petitioner's solicitor which will allow them to apply for DN using confirmation of service as the method.

SERVICE BY TEXT DIRECTIONS

1. Service of the Petition No. shall be effected by [SMS text message / WhatsApp message] to the Respondent's mobile telephone as follows.

2. The text message shall:

- a. Be transmitted within 24 hours of receipt of this Order or at least 24 hours before any hearing date whichever the earlier
- b. Be specifically addressed to the Respondent
- c. Identify the court, parties and case number
- d. State that the Court has directed that the Petition be served by text message
- e. Attach a screen shot copy of the Petition/Acknowledgment of Service/Notice of Proceedings and this Order

3. Inform the Respondent that copies of the relevant papers may be obtained from the Court and the solicitors for the Petitioner giving the telephone numbers for both the Court and those solicitors.

3. A statement of service shall be filed by the person transmitting the message within 48 hours of service (or at any hearing if earlier) and shall:

- a. Identify the person making the statement
- b. Refer to this order
- c. State the basis for the belief that the telephone to which the message has been sent is in possession of the Respondent and that there are no grounds to suggest that the message will not be understood
- d. Confirm the date and time of the transmission
- e. Contain or exhibit a transcription of the message sent
- f. Confirm that no message has been received indicating that message has not or cannot be understood
- g. Be verified by a Statement of Truth

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1 January 2010

Case number: 1597411586855203

Applicant
John Smith

Respondent
Jane Jamed

General order

Recitals

Order made by Deputy District Judge John Jackson on 1 January 2010 sitting at The Family Court at Courts and Tribunals Service Centre.

It is ordered that:

General order details. General order details. General order details

HMCTS Digital Divorce
PO Box 12706
Harlow
CM20 9QT
divorcecase@justice.gov.uk



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Alternative Service Journey Applications and Orders

As a petitioner solicitor, you will be able to apply for a application for a Decree Nisi without the respondent's answer to the Acknowledgement of Service.

Family divorce Sign Out

Case List Create Case Search

Review acknowledgement of service - Draft Decree Nisi application

#1542-2784-2862-9617

Link to respondent answers:
Because the court accepted the application for 'service by process server' you are able to continue with the divorce without seeing the respondent answers.

Does the petitioner want to continue with the divorce and apply for a decree nisi?

☐ Yes ☐ No

[Previous](#) [Continue](#)

[Cancel](#)

Family divorce Sign Out

Case List Create Case Search

Review acknowledgement of service - Draft Decree Nisi application

#1542-2784-2862-9617

Link to respondent answers:
Because the court accepted the application for 'service by alternative method' you are able to continue with the divorce without seeing the respondent answers.

Does the petitioner want to continue with the divorce and apply for a decree nisi?

☐ Yes ☐ No

[Previous](#) [Continue](#)

[Cancel](#)