

My HMCTS - Solicitor Portal for Divorce

- ❑ Please ensure you are using either Firefox or Chrome as your browser
- ❑ When accessing the online divorce platform, please ensure you are using the solicitor portal as opposed to the citizen portal. You will be able to manage your organisation from: <https://manage-org.platform.hmcts.net> and access your divorce application through <https://manage-case.platform.hmcts.net>
- ❑ If you cannot find your organisation when entering your details, please contact MyHMCTSSupport@justice.gov.uk for the team to look into your account and ensure your organisation has been setup correctly. If you have issues **registering** with the service, please contact the same email address.
- ❑ The online platform does now have functionality to accept respondent solicitor/legal representation whether they are registered with My HMCTS or unregistered. **There is a known bug where if the respondent solicitor is registered and added prior to submission the CAA of that solicitor will be able to see that a case is in transit, this will be resolved so the CAA does not see the case prior to issue. To prevent this you can either only select the registered solicitor at the point of issue or select that they are not a digital solicitor and they will receive future communications via post**
- ❑ If there are documents associated with your case, do not upload these directly to the online platform. All relevant documents need to be emailed to Divorcecase@justice.gov.uk.
- ❑ When inputting behavioural details, this information should be entered into the main body of the divorce petition and not uploaded as a separate document. This is so the respondent can see and respond to the allegations made against them.



HM Courts &
Tribunals Service

Detailed guide to submitting a case on the system

Please note: Legal representatives can submit a divorce application without a marriage certification under certain circumstances which they must provide supporting evidence for the reasons why with a covering letter/application.

April 2021

Log In

Sign in

Sign in

Email address

Password

[Forgotten password?](#)

Sign in

For guidance on how to sign in, please see:

<https://www.gov.uk/guidance/hmcts-online-services-for-legal-professionals>

Once an account has been created, you will be sent a link to access the system.



Case List

2 – Filter the list of cases that appear on the right using these options

3 – Search

1 – Sign out here

4 – Create Case

GOV.UK

Family Divorce - v104-26.1

Rhys Williams_solicitor Sign Out

Case List

Create Case

Search

BETA

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

Case List

Jurisdiction

Family Divorce - v104-26.1

Case type

Divorce case - v107.1

State

Petition issued

RDC

-Select a value-

Solicitor Payment Method

-Select a value-

Apply

Case reference	Case created date	Pet. First name	Pet. Last name	Resp. First name	Resp. Last name	Divorce Unit
1532-6063-9651-8275	26 Jul 2018	Janet	Jones	John	Jones	East Midlands Divorce Unit (Nottingham)
1533-2147-3175-9941	2 Aug 2018	fghjk	ghjk	fghjk	fghjkl	East Midlands Divorce Unit (Nottingham)

Create new case

When you log into the system – you will see this home screen aka the ‘Case List’. Your name and the option to log out is highlighted at point 1.

From this screen you can search for and view applications you have issued and create new applications. All petitions will be issued by the CTSC – Courts and Tribunals Service Centre.

Searching for a case



As well as filtering the list of cases that are shown on the case list using the filter options on the left hand side, there is also a search function at the top right hand side of the screen.

Within the search screen you can type in details of a specific case such as the divorce case number, party names and solicitor reference to find a specific case.

When searching for a CCD reference number it must be in the following format – 1234567891001112

Search

Jurisdiction*

Family Divorce - v104-26.1

Case type*

Divorce case - v107.7

FamilyMan reference

CCD Reference

Case created date

Day

Month

Year


Case status

--Select a value--

Creating a case

Once you have clicked ‘create a new case’ you will be taken to this screen. Choose Family Divorce, case type Divorce, then you can start to complete your digital divorce application.


You will be asked to complete a digital version of Form D8 and upload a copy of the petitioners marriage certificate along with any other supporting documentation such as a certified translation for foreign marriage certificates, Deed Poll name change document etc. You will then enter your PBA account number and submit your application digitally.



Family Divorce - v104-26.1

[Case List](#) [Create Case](#)

[Divorce Solicitor](#) [Sign Out](#)

Search 

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Create Case

Jurisdiction

Family Divorce - v104-26.1

Case type

Divorce case - XUI

Event

Apply for a divorce

Start

Solicitor Details

As a petitioner solicitor, you will need to enter your organisational details to confirm the firm name and address.

This will enable you to share the case with colleagues in your organisation.

Petitioner Solicitor Phone number
+1 (709) 291-7223

Petitioner Solicitor Email
rygy@mailinator.net

I confirm I am willing to accept service of all correspondence and orders by email at the email address stated above.
☒ Yes ☐ No

Petitioner Organisation Policy

Search for an organisation

You can only search for organisations already registered with MyHMCTS. For example, you can search by organisation name or address.

divp

Organisation name and address

DivPetitionerSolicitorFirm
102
Petty France
London
SW1H 9AJ

[Select](#)

[Can't find the organisation you are looking for?](#)

As a petitioner solicitor, you will need to enter your organisational details and confirm You will firstly be asked to input details and confirm the name and address of your firm.

It is optional to include your reference number **but** advisory as this will assist you to search for cases on the case list.

We do ask that you provide an email address. If you provide an email address and click 'Yes' to 'future communications' you will be sent all future correspondence (including orders) via email rather than by post.

You will need to re-enter these details each time you make an application, however, in the future, these details/preferences will be stored on the system and recalled automatically.

By selecting your organisation, you will enable the ability to be able to 'share a case' with colleagues in your organisation. **Please see slide 30 for more information on how to share your case within your organisation.**

Solicitor Create Case - Apply for a divorce

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[Cancel](#)

Solicitor and Organisation Details

Search for an organisation

You can only search for organisations already registered with MyHMCTS. For example, you can search by organisation name or address.

Test

Organisation name and address

Uday2 Test Org Minerva House Town Berkshire SE1 9BB	Select
ppptest1 Minerva House Philbeach Gardens London SE1 9BB	Select

Search for your Firm and select the correct Office from the drop down list.

Organisation name and address

Uday2 Test Org

Minerva House
Town
Berkshire
SE1 9BB

[Clear](#)

If you have selected the wrong firm, press Clear to be able to search again.

Please note, if you don't select an organisation at this point, you will be shown an error message when you come to try and submit the case at the end of the journey.

Petitioner Details;

Next you will be asked to provide the petitioners details.

You will be asked to provide;

- their first name(s),
- Last name,
- If they have changed their name since they married (and if the answer is Yes – how they have changed their name),
- The petitioners gender.
- Were the petitioner and respondent a same-sex couple when they got married?
- Petitioners home address must be in the following format;

28 Old Street

Main Town

Anywhereville

South Country

SV1 7NJ
- Petitioners phone number and Email address is optional. However we request that you complete all address fields for both the petitioner and the respondent – both address and service address.

- Confidential address – you can request the petitioners details are kept private. By selecting (-) you are stating you **do not want** the details to be kept private and you are happy for them to be shared with the Respondent. If you do wish to keep the details private you do not need to complete a C8.
- The section to request personal service is included in the statement of truth section.

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About the petitioner - Apply for a divorce

You can make changes at the end of your application.

First name(s)
Include all middle names here

Last name

Has the petitioner changed their name since they got married?
Is the petitioner's current name different to their married name or the name shown on their marriage certificate?

☐ Yes

☐ No

Who is petitioner divorcing?
Husband or Wife?

--Select a value--

What is the petitioner's gender?
The petitioner's gender is collected for statistical purposes only.

--Select a value--

Husband or Wife?

--Select a value--

What is the petitioner's gender?
The petitioner's gender is collected for statistical purposes only.

--Select a value--

Were the petitioner and the respondent a same-sex couple when they got married?

☐ Yes

☐ No

The Petitioner's home address

Petitioner's phone number (Optional)

Petitioner's email address (Optional)

Keep the petitioner's contact details private from the respondent?

--Select a value--

Previous

Continue

Cancel

Respondent Details;

You will be asked to complete the following information in relation to the Respondent;

- First name (s).
- Last name.
- Has their name changed since marriage and if yes – How?
- What is the Respondents gender.
- **Respondents home address must be in the following format;**
28 Old Street
Main Town
Anywhereville
South Country
SV1 7NJ
- Do you wish to effect service on the respondent?
- (Please note we do not yet have the capability to support a solicitor for the respondent. This work is currently being developed).

Please note, although this field is optional you **must** include the respondent's address in the indicated fields to avoid future delays.



Family Divorce - v104-26.1
[Case List](#) [Create Case](#)

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BETA

About the respondent - Apply for a divorce

You can make changes at the end of your application.

Respondent's First name(s)
Include all middle names here

Respondent's Last name

Name changed since marriage?
Is the respondent's current name different to their married name or the name shown on their marriage certificate?

☐ Yes
 ☐ No

What is the respondent's gender?
The respondent's gender is collected for statistical purposes only.

–Select a value–



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Respondent Solicitors

The Petitioner Solicitor can select that the respondent is represented. If the details that have been entered for the respondent solicitor returns no results, this may be because they are not registered with MyHMCTS. The petitioner's solicitor will be able to enter the details manually if respondent solicitor is not registered with MyHMCTS.

NB there is a known but where if you enter the registered details of a respondent solicitor then the CAA of their organisation will see the case prior to submission/issue in their unassigned case list. To prevent this either 1) do not assign until ready to submit or 2) select that they are not a digital solicitor and they will not join the case digitally and will receive paper outputs from the start. This issue should be resolved May 2021

Please refer to guidance on Represented Respondent Solicitor

MyHMCTS Manage cases Sign out
Case list Create case Notice of change Find case Q

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Apply for a divorce
Respondent service details

Is the respondent represented by a solicitor?
☒ Yes ☐ No

Respondent's solicitor's name
Iain Davies

Respondent's solicitor's reference
Ref-1343434

Respondent's solicitor's Phone number
02054637383

Respondent's solicitor's Email
ian.davies@respsol.com

Respondent's solicitor's firm/ DX address
Resp sol address line 1
Resp sol address line 2

If the respondent solicitor's firm is registered with MyHMCTS, you can assign the case to them. This will allow the respondent solicitor to respond digitally. If you cannot find the respondent solicitor, a paper AOS pack will be sent to the respondent's solicitor's address entered above.

Digital respondent case
☒ Yes ☐ No

Respondent solicitor's firm

Search for an organisation

You can only search for organisations already registered with MyHMCTS. For example, you can search by organisation name or address.

Smith

Organisation name and address

Smithysssss
Aecom
2 Leman Street
London
E1 8FA [Select](#)

Smithys
Maersk Oil Exploration International Ltd
2 Leman Street
London
E1 8FA [Select](#)

[Can't find the organisation you are looking for?](#)

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Marriage certificate details;

Next you will be asked to provide details from the petitioners marriage certificate.

- Marriage date (we hope in future versions to have a link to the GRO for marriages within England and Wales).
- Petitioners full name as it appears on the marriage certificate.
- Respondents full name as it appears on the marriage certificate.
- Did the marriage take place within the UK? If the answer is no the application will ask you to provide details of the place of marriage.

Please note, it is essential that you upload a copy of the marriage certificate to the case to avoid future delays.



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BETA

Marriage certificate details - Apply for a divorce

You can make changes at the end of your application.

Marriage date

Day	Month	Year
<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="2011"/>

Petitioner's full name as on marriage certificate

Enter the petitioner's name exactly as it appears on the marriage certificate.
Include any extra text such as "formerly known as"

Respondent's full name as on marriage certificate

Enter the respondent's name exactly as it appears on the marriage certificate.
Include any extra text such as "formerly known as"

Did the marriage take place in the UK?

☐ Yes ☐ No

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Jurisdiction – Changes under Brexit

Under new Brexit legislation, the petitioner/petitioner's solicitor will be able to claim additional connections for jurisdiction in England and Wales.

They will now be able to claim the following:

- ☐ The petitioner is domiciled in England and Wales
- ☐ The respondent is domiciled in England and Wales
- ☐ The courts of England and Wales have jurisdiction on a residual basis (same sex married couples).

You can tick one of the additional boxes to highlight legal connections that apply to the petitioner.

Jurisdiction - Apply for a divorce

You can make changes at the end of your application.

The court has legal power to deal with this application because the following applies:

Divorce – *Opposite Sex Couple* – Article 3(1) of Council Regulation (EC) No 2201/2003 of 27 November 2003

Legal connections

Tick all the reasons that apply:

- ☐ The courts of England and Wales have re
- ☐ The Petitioner and Respondent are both and Wales
- ☐ The Petitioner is domiciled and habitually and Wales and has resided there for at le immediately prior to the petition
- ☐ The Petitioner is habitually resident in Er has resided there for at least a year imme presentation of the petition
- ☐ The Respondent is habitually resident in
- ☐ The Petitioner and Respondent were last England and Wales and one of them still
- ☐ The Petitioner and the Respondent are h England and Wales

Residual Jurisdiction

The court may have residual jurisdiction if;

none of the other connections applies in relation to England and Wales;

either the petitioner or the respondent is domiciled in England or Wales; and

neither the petitioner nor the respondent is able to apply for a divorce in another member state of the EU on the basis of any of the other connections.

In addition, in the case of a same-sex marriage, the court may have residual jurisdiction if the following apply:

- The petitioner and the respondent married each other in England or Wales; and
- Neither the petitioner nor the respondent is able to apply for a divorce in any other country; and
- It would be in the interests of justice for the court to consider the application (this may apply if, for example, the petitioner's or respondent's home country doesn't allow divorce between same-sex couples).

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Reason for the Divorce;

Firstly you are now asked to enter the reason for the Divorce, for the purpose of this onboarding pack we are only going to select 'Behaviour'.

Reason for the divorce - Apply for a divorce

You can make changes at the end of your application.

Choose one of the following reasons to support the fact that the marriage has broken down irretrievably.

Fact

The reason for the irretrievable breakdown of the marriage

This field is required

-Select a value-

5-year separation

2-year separation (with consent)

Desertion

Adultery

Behaviour

Then you are asked to give brief details to support the reason why the marriage has irretrievably broken down.

In order for the Respondent to reply to the Divorce, you must write any behavioural details in the text box provided on the petition, and **not** upload this information from a separate document. This is to ensure the Respondent has sight of the statement of case when this is played back in the online petition.

Statement of case - behaviour - Apply for a divorce

You can make changes at the end of your application.

Give some brief details to support the reason why the marriage has broken down irretrievably.

Include examples of the respondent's behaviour which affect the petitioner the most, and the most recent incidents. Try to include dates if available. If the petitioner thinks their health has been affected, state how it has been affected

Provide enough examples to satisfy the court that the petitioner cannot reasonably be expected to live with the respondent

Behaviour details

Not Applicable


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Continue

[Cancel](#)

Reason for the Divorce – 2 years and 5 years separation fact;

If you are applying under the desertion fact you will notice the online application now asks questions relating to dates.


Family Divorce
Nagesh Solicitor Sign Out

Case List Create Case

Search

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Statement of case - separation - Apply for a divorce

Give some brief details to support the reason why the marriage has broken down irretrievably.

You need to provide the following dates related to petitioner separation. The court will use the most recent separation date as the petitioner and respondent separated.

Date the petitioner decided the marriage was over
Use the same date for both if they happened on the same day. If the Petitioner not sure of the exact dates, use the closest dates that they remember.


Day	Month	Year
01	01	2015

Date the petitioner and respondent started living apart
Petitioner and respondent can both live in the same property and be considered by the court to be living apart, as long as they're living separate lives. For example, they don't eat, sleep or socialise together.

Day	Month	Year
01	02	2015

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Family Divorce
Nagesh Solicitor Sign Out

Case List Create Case

Search

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Lived Apart for the entire time - Apply for a divorce

Reference date used for 6-month rule calculation of time petitioner and respondent can have lived together.
18 December 2016

On what date did the petitioner and the respondent separate?
1 Feb 2015

Period of time petitioner and respondent can have lived together and still use the selected reason.
6 months

Have the petitioner and respondent lived apart for the entire time since they separated?

☒ Yes
 ☐ No


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Continue

Cancel



Reason for the Divorce – Desertion fact;

If you are applying under the desertion fact you will see this screen which you will need to complete.



Family Divorce

Case List

Create Case

Nagesh SolicitorSign Out

Search

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Statement of case - desertion - Apply for a divorce

Give some brief details to support the reason why the marriage has broken down irretrievably.

The respondent must have chosen to leave the petitioner for this reason to be valid. For example, you can't use desertion if the respondent has been sent to prison.

Did the respondent leave without the petitioner's agreement?

☐

 Yes

☒

 No

Desertion date

Day

Month

Year

01

01

2015

Desertion details

They left the country

Previous

Continue

[Cancel](#)



HM Courts & Tribunals Service

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Other legal proceedings;

Please enter details of any other legal proceedings which relate to the marriage, property or children.

Include any case reference numbers.

Other legal proceedings - Apply for a divorce

You can make changes at the end of your application.

Are there any existing or previous court proceedings relating to the petitioner's marriage, property or children?

☐ Yes ☐ No

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[Cancel](#)

This section relates to the Financial Orders and asks you to indicate if the petitioner wishes to apply for a financial order.

You are then asked to indicate who the financial order is for. You are allowed to select the Petitioner, Children or both.

Financial orders - Apply for a divorce

You can make changes at the end of your application.

Does the petitioner wish to apply for a financial order?

The court will not start processing your request for a financial order until you submit the separate application and pay the fee.

☐ Yes ☐ No

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

[Cancel](#)

Claim for costs;

This section relates to claiming for costs and asks you to indicate if the petitioner wishes to claim for costs.

If you wish to only claim costs if the Respondent chooses to defend the divorce then please issue via the paper route. Currently the pilot does not collect this information in a way that this option can be played back to the Legal Adviser to consider.

There is now an additional free type box added for the Solicitor to ask for any variation in relation to costs such as 'only claim costs if the Divorce is defended' or claim a % of the costs.

Claim for costs - Apply for a divorce

You can make changes at the end of your application.

A claim for costs can include all the fees the petitioner has to pay during the divorce, such as application fees, solicitor fees and any extra court fees.

Does the petitioner want to claim costs?

☒

Yes

☐

No

Cost details: (Optional)

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Continue

[Cancel](#)



Uploading the marriage certificate;

In this section you are required to upload an image of the marriage certificate (you do not have to provide the original but this should be retained as it can be requested by a Judge or Legal Advisor at any point during the proceedings). *Please ensure all four corners of the marriage certificate can be seen in the image.*

You are also able to upload any other supporting documents such as;

- A certified translation of a non-English marriage certificate.
- A change of name deed.
- Or any other supporting documentation referred to within the divorce application.

To Upload an image:

Select the document you are going to upload i.e. the Marriage certificate and enter the respective details – click on continue.

Then click on the ‘Add now’ button to upload the marriage certificate:

You can upload as many additional documents as you like. We do ask that you keep the file size to a minimum and ensure that the file names clearly specify what the document is.

The list of documents filed under ‘other documents’ will grow as the pilot progresses based on the types of documents you upload at this stage.

Please note: Legal representatives can submit a divorce application without a marriage certification under certain circumstances which they must provide supporting evidence for the reasons why with a covering letter/application.

Search

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Upload the marriage certificate - Apply for a divorce

You can make changes at the end of your application.

You need to upload a digital photo or scan of the marriage certificate.

You can also upload other documents that you need to send to the court, e.g.

- Certified translation of a non-English marriage certificate
- Change of name deed

The image must be of the entire document and has to be readable by court staff. You can upload jpg, bmp, png, tif, or PDF files (max file size 10MB per file)

Documents uploaded (Optional)

Add new

PreviousContinue

[Cancel](#)

Before you submit

Before you submit the application you create a draft petition which you can save and send to your client for review, if required.

At the end of the ‘Check your answers’ page the green button reads ‘Save Petition’. Click this button to continue.


The Respondent's service address	London	Change
Marriage date	1 Jan 2011	Change
Petitioner's full name as on marriage certificate	Jane Eyre	Change
Respondent's full name as on marriage certificate	John Eyre	Change
Did the marriage take place in the UK?	Yes	Change
Legal connections	The Petitioner and the Respondent are habitually resident in England and Wales	Change
Fact	Behaviour	Change
Behaviour details	Not applicable	Change
Are there any existing or previous court proceedings relating to the petitioner's marriage, property or children?	No	Change
Does the petitioner wish to apply for a financial order?	No	Change
Does the petitioner want to claim costs?	No	Change
Documents uploaded		Change
Is the language preference Welsh?	No	Change

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Save Petition

[Cancel](#)

The draft petition can be found in the documents tab. This pdf file can be saved, print and sent to your client.

Search 

BETA

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1565863838596779: Smith vs Smith

Print

Next step

Select action

Go

History

Petition

Payment

Documents

Marriage Certificate

Documents uploaded

Documents generated

Documents generated 1	
Type	Petition
Document Url	draft-mini-petition-1565863838596779.pdf
File name	draft-mini-petition-1565863838596779

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Case created screen;

Now you see the case as below with the interim case reference number #1611-6622-1429-1235:

BETA

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

Case #1611-6622-1429-1235 has been created.

1611662214291235: Eyre vs Eyre

Print

Next step

Select action

Go

History

Petition

AOS

Outcome of Decree Nisi

Documents

Marriage Certificate

Language

History

Event	Date	Author
Apply for a divorce	26 Jan 2021, 11:56:54 AM	Divorce SOLICITOR

Details

Date	26 Jan 2021, 11:56:54 AM
Author	Divorce SOLICITOR
End state	Statement of Truth, Pay and Submit Required
Event	Apply for a divorce
Summary	-
Comment	-

Please do not use the Print button as this is for internal use only and this will only give you system case code rather than case information.

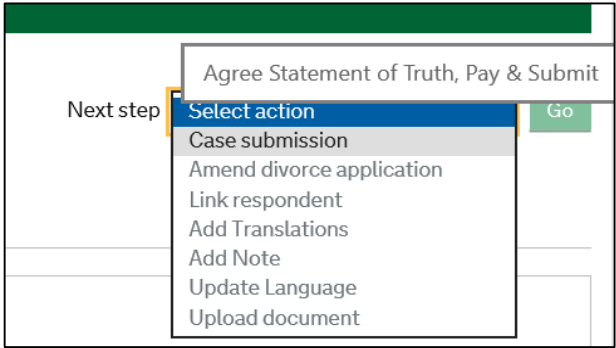
Please note this petition has been created but has not been submitted until the Statement of Truth and Payment details have been completed.

Case Submission – Performing a case submission;

- On the above screen top right you see the 'Next Step' options list. Select Case Submission from the drop down menu and click Go .
- You will now see the Statement of Truth and reconciliation screen.

As the online form does not have a 'wet signature' it is important to fully complete this section to avoid the petition being rejected. This is covered in PD41A

Additional information has been included so that you can add information relating to urgent applications and why this should be issued urgently and also to reiterate that you want to personally serve the petition.



Statement of truth and reconciliation - Case submission

#1611-6622-1429-1235

The petitioner is applying to the court

That the marriage be dissolved as it has broken down irretrievably.

Service method

How would you like the respondent to be served?

☐ Court Service

☐ Personal Service

Statement of Reconciliation

I have discussed the possibility of a reconciliation with the petitioner.

☐ Yes ☐ No

I have given the petitioner the names and addresses of persons qualified to help effect a reconciliation.

☐ Yes ☐ No

Statement of truth

Statement of truth

The petitioner believes that the facts stated in this application are true.

☐ Yes ☐ No

I am duly authorised by the petitioner to sign this statement.

☐ Yes ☐ No

Your name

Name of your firm

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

If you have any comments you would like to make to the court staff regarding the application you may include them below.

Additional comments (Optional)

For the attention of court staff. These comments will not form part of the petition

Previous

Continue

Once completed press continue – this will take you to another screen – your petition has **NOT** been submitted.



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Personal Service is requested in the Solicitor Statement of Truth event when you are creating the petition.

For more information on Personal Service and for the steps you must take following service of the petition please see section 5 of this pack.

Statement of truth and reconciliation - Case submission

#1565-7784-1785-3393

The petitioner is applying to the court

That the marriage be dissolved as it has broken down irretrievably.

That a costs order may be granted.

That a financial order may be granted.

Service method

How would you like the respondent to be served?



Personal Service



Court Service

After service is complete you must notify the court by completing the 'Confirm Service' form in CCD. Refer to the information pack for further instruction on how to do this

Statement of Reconciliation

I have discussed the possibility of a reconciliation with the petitioner.



Yes



No

I have given the petitioner the names and addresses of persons qualified to help effect a reconciliation.



Yes



No



Cases for Urgent Jurisdiction:

There will now be an option for solicitors to select whether their case is an urgent jurisdiction case, which will allow the caseworkers to identify cases to be dealt with quickly. **This option must only be used in cases where there is a “race to jurisdiction”.**

If the case has been selected as urgent, it will open up the option to add additional details about the case. Whilst this textbox is optional, it is useful to provide enough information for the Courts to efficiently prioritise your case.

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Statement of truth and reconciliation - Case submission

#1610-0136-8762-5395

The petitioner is applying to the court

That the marriage be dissolved as it has broken down irretrievably.

Is this an urgent jurisdiction case?

☒ Yes ☐ No

Any supporting information or instructions? (Optional)

test of

Service method

How would you like the respondent to be served?

☒ Court Service ☐ Personal Service

Statement of reconciliation

I have discussed the possibility of a reconciliation with the petitioner.

☒ Yes ☐ No

I have given the petitioner the names and addresses of persons qualified to help effect a reconciliation.

☒ Yes ☐ No

You will be able to see your case marked as urgent on the petition once submitted.

Is this an urgent jurisdiction case? Yes

Payment

You will be asked to confirm your payment type to cover the Court fee for making the application. This can be through Payment By Account (PBA), or an online HWF’s reference number. The fee remains the same as the paper process (£550). This will be debited from your account prior to the application being issued unless an online HWF’s number is made available.

If you select Help with Fees as your preferred payment method, you will be asked to enter the Help with Fees reference number and click ‘continue’.

MyHMCTS

Manage Cases

Sign out

Case list

Create case

Find case

BETA

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

Payment - Case submission

#1579-6080-3493-2664


Amount to pay: £550

How will payment be made?

Help with fees

PreviousContinue

Cancel



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BETA

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Help with fees - Case submission

#1579-6080-3493-2664

Help with fees reference

PreviousContinue

Cancel



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Payment by PBA;

MyHMCTS

Manage Cases

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BETA

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

Pay account - Case submission

#1579-6080-3493-2664

Account number

--Select a value--

Enter your reference

This will appear on your statement to help you identify this payment

Previous

Continue

[Cancel](#)



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If you chose to pay through PBA, there will be no need to enter your PBA account number as this is automatically looked up and linked to your organisation. If your organisation has more than one PBA account number, these will all be made available for you to chose from.

If there is an issue taking the payment from the PBA, e.g. there are sufficient funds available, then this will be displayed in an error message and you will be unable to proceed to the next page.

If your PBA payment is successful this is deducted from the account immediately and the case moves into the state ‘submitted’ state.

Review Payment screen;

MyHMCTS

Manage Cases

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BETA

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

Case submission

#1579-6080-3493-2664

Check your answers

Check the information below carefully.

Service method

How would you like the respondent to be served?

Court Service

Change

Statement of reconciliation

I have discussed the possibility of a reconciliation with the petitioner.

Yes

Change

I have given the petitioner the names and addresses of persons qualified to help effect a reconciliation.

Yes

Change

Statement of truth

The petitioner believes that the facts stated in this application are true.

Yes

Change

I am duly authorised by the petitioner to sign this statement.

Yes

Change

Your name

Mrs Solicitor

Change

Name of your firm

Smith LLP

Change

Payment

How will payment be made?

Fee account

Change

Account number

PBA0077051

Change

Enter your reference

4873746387

Change

Previous

Submit Petition

[Cancel](#)



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You will have an opportunity to check your answers before continuing.

This is the final screen and you will note you have a button which says ‘Submit’ it is at this point your petition will be submitted to the Court and Tribunal Service Centre to be processed.

Case submission

#1611-6622-1429-1235

Check your answers

Check the information below carefully.

The petitioner believes that the facts stated in this application are true.

Yes

Change

I am duly authorised by the petitioner to sign this statement.

Yes

Change

Previous

Submit Petition

[Cancel](#)

Ensuring a case has been submitted

If a case has been successfully submitted, both Apply for a divorce AND Case Submission will be showing on the History tab

If only Apply for divorce is showing then the case has not been submitted to HMCTS and we will not be able to view it.

To complete the submission, select *Case submission* from the drop down box on the top right, click on **Go** and then complete all information until you reach and click on the green **Submit** button.

1611662214291235: Eyre vs Eyre Print

History

Petition

AOS

Outcome of Decree Nisi

Documents

Marriage Certificate

Language

History

Event	Date	Author
Case submission	26 Jan 2021, 12:07:41 PM	Divorce SOLICITOR
Apply for a divorce	26 Jan 2021, 11:56:54 AM	Divorce SOLICITOR

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

BETA

Case #1611-6622-1429-1235 has been created.

1611662214291235: Eyre vs Eyre Print

History

Petition

AOS

Outcome of Decree Nisi

Documents

Marriage Certificate

Language

History

Event	Date	Author
Apply for a divorce	26 Jan 2021, 11:56:54 AM	Divorce SOLICITOR

Following submission;

You will see you have been allocated an interim reference number and you will be able to see the details of the application you have made displayed on the tab;

- History - From the History tab, you will be able to track the progress of your case. This will enable you to keep parties updated without contacting the Court.
- Solicitor,
- Petitioner,
- Respondent,
- Marriage certificate,
- Reason for Divorce,
- Jurisdiction,
- Other legal proceedings,
- Prayer,
- and Documents.

Search

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

BETA

Case #1611-6622-1429-1235 has been updated with event: Case submission

1611662214291235: Eyre vs Eyre

Print

Next step

History

Petition

AOS

Outcome of Decree Nisi

Documents

Marriage Certificate

Language

History

Event	Date	Author
Case submission	26 Jan 2021, 12:07:41 PM	Divorce SOLICITOR
Apply for a divorce	26 Jan 2021, 11:56:54 AM	Divorce SOLICITOR

Details

Date	26 Jan 2021, 12:07:41 PM
Author	Divorce SOLICITOR
End state	Solicitor - Awaiting Payment Confirmation
Event	Case submission
Summary	-
Comment	-

As before, please do not use the Print button as this is for internal use only and this will only give you data rather than information on the case.

Share a Case within your Organisation

As a petitioner solicitor who already has access to a case, you are now able to give access to another petitioner solicitor within your organisation.

As a petition solicitor who has been given access to a case by another solicitor within your organisation, you will be able to see the case and share the same permissions as the person who gave the access..

As an example case list, you can see there are cases that have their checkboxes greyed out. This is because these cases were created before the 'Share a Case' functionality became available for the service you are using.

MyHMCTS **Manage Cases** [Sign out](#)
[Case list](#) [Create case](#) [Find case Q](#)

BETA This is a new service – your feedback will help us to improve it.

Case List

[Show Filter](#) [Share case](#)

Case List

Displaying 1 - 10 out of 10 results [Reset case selection](#)

<input type="checkbox"/>	Case reference	Case created date	Pet. First name	Pet. Last name	Resp. First name	Resp. Last name	Due Date	Divorce Unit	Last Modified
<input type="checkbox"/>	1569-4225-9015-6235	25 Sep 2019, 2:43:10 PM	PetitionerFirstName	PetitionerLastName	RespondentFirstName	Respondent Last Name	25 Oct 2019	East Midlands Divorce Unit (Nottingham)	27 Sep 2019 11:28:12 AM
<input type="checkbox"/>	1569-5099-2024-5662	26 Sep 2019, 2:56:40 PM	test	test	ghjg	dg	27 Oct 2019	East Midlands Divorce Unit (Nottingham)	27 Sep 2019 12:20:48 PM
<input type="checkbox"/>	1569-7948-1724-1861	29 Sep 2019, 10:06:57 PM	James	St Patrick	Tasha	St Patrick		East Midlands Divorce Unit (Nottingham)	29 Sep 2019 10:06:58 PM
<input type="checkbox"/>	1569-8531-3112-0134	30 Sep 2019, 2:18:51 PM	PetitionerFirstName	PetitionerLastName	RespondentFirstName	Respondent Last Name		East Midlands Divorce Unit (Nottingham)	30 Sep 2019 2:18:53 PM
<input type="checkbox"/>	1569-8615-6285-5324	30 Sep 2019, 10:12:42 PM	James	St Patrick	Tasha	St Patrick		Courts and Tribunals Service Centre	30 Sep 2019 10:15:21 PM
<input type="checkbox"/>	1569-4960-2505-5432	26 Sep 2019, 11:07:25 AM	kasak	kasak	jghh	jk	26 Oct 2019	East Midlands Divorce Unit (Nottingham)	2 Oct 2019, 11:06:50 AM
<input type="checkbox"/>	1570-5065-2232-0051	8 Oct 2019, 12:08:42 PM	Katana	Anna	Sword	Lord		Courts and Tribunals Service Centre	8 Oct 2019, 12:39:11 PM
<input type="checkbox"/>	1570-6138-0394-2679	9 Oct 2019, 9:38:43 AM	Joker	Spades	Shovel	Spades		Courts and Tribunals Service Centre	9 Oct 2019, 9:54:52 AM
<input type="checkbox"/>	1570-6157-9622-3702	9 Oct 2019, 10:09:55 AM	Rick	Flag	The	Enchantress		Courts and Tribunals Service Centre	9 Oct 2019, 10:19:48 AM
<input type="checkbox"/>	1570-6178-5286-1043	9 Oct 2019, 10:44:12 AM	Dead	Shot	Straight	Shot		Courts and Tribunals Service Centre	9 Oct 2019, 10:50:33 AM

Why are some cases unselectable?

Case List

[Show Filter](#) [Share case](#)

Case List

Displaying 1 - 10 out of 10 results [Reset case selection](#)

<input type="checkbox"/>	Case reference	Case created date	Pet. First name	Pet. Last name	Resp. First name	Resp. Last name	Due Date	Divorce Unit	Last Modified
<input checked="" type="checkbox"/>	1569-4225-9015-6235	25 Sep 2019, 2:43:10 PM	PetitionerFirstName	PetitionerLastName	RespondentFirstName	Respondent Last Name	25 Oct 2019	East Midlands Divorce Unit (Nottingham)	27 Sep 2019 11:28:12 AM
<input checked="" type="checkbox"/>	1569-5099-2024-5662	26 Sep 2019, 2:56:40 PM	test	test	ghjg	dg	27 Oct 2019	East Midlands Divorce Unit (Nottingham)	27 Sep 2019 12:20:48 PM
<input checked="" type="checkbox"/>	1569-7948-1724-1861	29 Sep 2019, 10:06:57 PM	James	St Patrick	Tasha	St Patrick		East Midlands Divorce Unit (Nottingham)	29 Sep 2019 10:06:58 PM
<input type="checkbox"/>	1569-8531-3112-0134	30 Sep 2019, 2:18:51 PM	PetitionerFirstName	PetitionerLastName	RespondentFirstName	Respondent Last Name		East Midlands Divorce Unit (Nottingham)	30 Sep 2019 2:18:53 PM



Share a Case within your Organisation

This screen shows you how to enter the email address of the user you would like to share the cases with. You can only type in one user's email address at a time and then select 'Add', but you may repeat this process as many times as is necessary. If you cannot find your colleague's email address, they will need to complete their MyHMCTS registration. Please contact your administrator for help. You can also review your selected cases and 'deselect' any that you no longer wish to share by clicking the 'deselect case' button.

MyHMCTS Manage Cases [Sign out](#)

[Case list](#) [Create case](#) [Find case](#)

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

[Back](#)

Share a case

Add recipient

Enter email address
Search by name or email address. You can only add people from your organisation individually - but you can add as many as you like.

 [Add](#)

[Can't find an email address?](#)

Selected cases

Paul Saddlebrook Vs Jennifer Saddlebrook
4748-2828-7712-8233

Neha Venkatanarasimharaj Vs Sanjet Venkatanarasimharaj
9417-3739-9576-5131

[Continue](#)

MyHMCTS Manage Cases [Sign out](#)

[Case list](#) [Create case](#) [Find case](#)

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Share a case

Add recipient

Enter email address
Search by name or email address. You can only add people from your organisation individually - but you can add as many as you like.

[Add](#)

- Michele Serrano - michele.serrano@wedlakebell.com
- Miesha Anderson - miesha.anderson@wedlakebell.com
- John Minto - john.minto@wedlakebell.com

Selected cases

Paul Saddlebrook Vs Jennifer Saddlebrook
4748-2828-7712-8233 [Deselect case](#) [+](#)

Neha Venkatanarasimharaj Vs Sanjet Venkatanarasimharaj
9417-3739-9576-5131 [Deselect case](#) [+](#)

[Continue](#)

Share a Case within your Organisation

This screen shows all of the cases that are ready to be shared and the people who will now have access to them. When you have finished adding the colleagues you wish to share the case with, you can click 'continue'.

MyHMCTS

Manage organisation

Sign out

Organisation Users Unassigned cases

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

[Back](#)

Share a case

Add recipient

Enter email address

Search by name or email address.
You can only add people from your organisation individually – but you can add as many as you like.

Add

[Can't find an email address?](#)

Selected cases

[Close all](#)

Paul Saddlebrook Vs Jennifer Saddlebrook

4748-2828-7712-8233

All users with access to this case.

Name	Email address	Actions
Michele Serrano	michele.serrano@wedlakebell.com	Cancel TO BE ADDED
Terence Williams	terence.williams@wedlakebell.com	Cancel TO BE ADDED

Neha Venkatanarasimharaj Vs Sanjet Venkatanarasimharaj

9417-3739-9576-5131

All users with access to this case.

Name	Email address	Actions
Michele Serrano	michele.serrano@wedlakebell.com	Cancel TO BE ADDED
Terence Williams	terence.williams@wedlakebell.com	Cancel TO BE ADDED

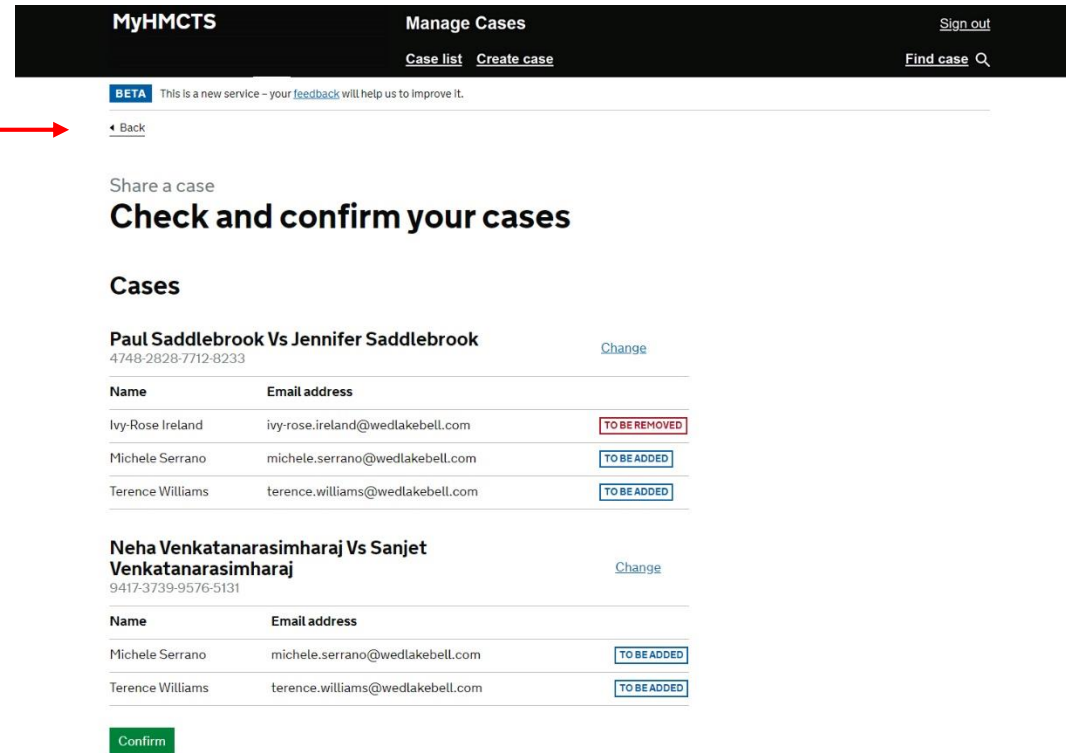
Continue



Share a Case within your Organisation

If the details on the 'check and confirm your cases' screen are correct, click 'confirm'. You will then be taken to the final confirmation screen. If you need to make any changes, click the 'back' link at the top left of the screen to go back to the previous one, or click the 'change' button.

All of the cases that have been shared with you by your colleagues will also appear in your case list. Your case list will become a list of all of the cases you have access to.



MyHMCTS Manage Cases [Sign out](#)

[Case list](#) [Create case](#) [Find case](#)

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

[Back](#)

Share a case

Check and confirm your cases

Cases

Paul Saddlebrook Vs Jennifer Saddlebrook [Change](#)
4748-2828-7712-8233

Name	Email address	
Ivy-Rose Ireland	ivy-rose.ireland@wedlakebell.com	TO BE REMOVED
Michele Serrano	michele.serrano@wedlakebell.com	TO BE ADDED
Terence Williams	terence.williams@wedlakebell.com	TO BE ADDED

Neha Venkatanarasimharaj Vs Sanjet Venkatanarasimharaj [Change](#)
9417-3739-9576-5131

Name	Email address	
Michele Serrano	michele.serrano@wedlakebell.com	TO BE ADDED
Terence Williams	terence.williams@wedlakebell.com	TO BE ADDED

[Confirm](#)



Supporting Practice Direction;

Pilot Practice Direction PD41A has been put in place to allow the filing of a petition via electronic means and also allow for a Statement of Truth rather than a wet signature:

https://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/practice-direction-36e-pilot-scheme-procedure-for-online-filing-of-applications-in-certain-proceedings-for-a-matrimonial-order

