

Application under Part 19 of the Family Procedure 2010

Notes for respondent

Please read these notes carefully – they will help you to decide what to do about this application.

- You have 14 days from the date on which you were served with the application to respond to the application.
- If you **do not return** the acknowledgment of service, you will be allowed to attend any hearing of this application, but you will **not** be allowed to take part in the hearing unless the court gives you permission to do so.
- Court staff can tell you about procedures, but they cannot give legal advice. If you need legal advice, you should contact a solicitor or Citizens Advice Bureau immediately.

Time for responding

The completed acknowledgment of service must be returned to the court office within 14 days of the date on which the application was served on you. If the application was:

- sent by post, the 14 days begins 2 days from the date of the postmark on the envelope.
- delivered to your address, the 14 days begins the day after it was delivered.
- handed to you personally, the 14 days begins on the day it was given to you.

Completing the acknowledgment of service

You should complete sections A- F as appropriate. In all cases you must complete sections G and H.

Section A – not contesting the application

If you do not wish to contest the application, you should complete section A. In some cases the applicant may only be seeking the court's directions as to how to act, rather than seeking a specific order. In these circumstances, if you wish the court to direct the applicant to act in a certain way, give brief details.

Section B – contesting the application

If you do wish to contest the application, you should complete section B. If you seek an order different from that sought by the applicant, you should give brief details in the space provided.

Section C – disputing the court's jurisdiction

You should indicate your intention by completing section C and filing an application disputing the court's jurisdiction within 14 days of filing your acknowledgment of service at the court. The court will arrange a hearing date for the application and tell you and the applicant when and where to attend.

Section D – objecting to use of procedure

If you believe that the applicant should not have issued the application under Part 19 of the Family Procedure Rules 2010 because:

- there is a substantial dispute of fact involved; and
- you do not agree that the rule or practice direction stated does provide for the applicant to use this procedure

you should complete section D, setting out your reasons in the space provided.

Section E – written evidence

Complete this section if you wish to rely on written evidence. You must send your written evidence to the court with your acknowledgment of service. It must be verified by a statement of truth or the court may disallow it.

Section F – name and address of solicitor

If you are acting by solicitor in these proceedings, give your solicitor's full name and address and other contact details as requested.

Section G – name of respondent

Print your full name, or the full name of the respondent on whose behalf you are completing this form.

Serving other parties

You must file your completed acknowledgment of service and any written evidence with the court, together with one copy for each party named on the application.

What happens next

The applicant may, within 14 days of receiving your written evidence from the court, file further evidence in reply. On receipt of your acknowledgment of service, the court file will be referred to the court for directions for the disposal of the application. The court will contact you and tell you what to do next.

Statement of truth

This must be signed by you, by your solicitor or by your litigation friend, as appropriate.