

1 General information

Section 1.6: The court can provide you with these dates if you are unsure. Please quote your case number when asking for details.

Section 1.11: You only need to provide details if you or your child(ren) are suffering from any form of physical or mental disability. The court does not need to know about minor ailments.

Section 1.13: You need to supply details of any Child Support Agency assessments, agreements or court orders in respect of child support.

Also, if an application has been made to the Child Support Agency but not decided let the court know the result of the application, when it has been decided. If you need help to complete this section you can contact the National Enquiry Line of the Child Support Agency (Telephone 0845 7133133).

Section 1.15: You should give details of any other previous or current court cases between you and the other person. (It would also help the court if you provided brief details about the nature of these proceedings e.g. residence/contact in respect of the children.)

2 Financial details

Section 2.1: You need to tell the court if you own or part own the family home (or any other property) and how much you think it is currently worth.

Details of the Land Registry title number and of the balance outstanding on any mortgage can be obtained by contacting the company with whom you have your mortgage. You can also obtain your Land Registry Title number from HM Land Registry, Lincoln's Inn Fields, London, WC2A 3PH (Telephone 020 7917 8888).

Section 2.3: Overdrawn bank accounts should be included in this section and not in section 2.9.

Section 2.10: For further information about Capital Gains Tax you can contact the HM Revenue and Customs who produce a free booklet called 'Capital Gains Tax – an introduction'. (Reference number – CGT1). Telephone 0845 9000404. You may want to seek legal and/or financial advice to answer this question.

Section 2.13: You will need to provide the court with details of all your pension rights, and any Pension Protection Fund compensation entitlement (whether current or prospective), including those relating to your present and/or a previous job and/or resulting from membership of a personal (i.e. privately arranged) pension scheme.

If you have been provided with a valuation of your pension rights or benefits by the person responsible for your pension scheme you must attach a copy of it to Form E. (You may only use a valuation if it will not be more than a year old at the date of the first appointment.) If you do not have this information, or the valuation you have will be more than a year old, you should write to the person responsible for your pension scheme and ask them to provide you with an up to date valuation. If the valuation is not available a copy of your letter requesting the valuation should be attached to Form E together with any reply from the pension scheme letting you know when this information will be available. If you have more than one pension plan or scheme you must provide this information for each one.

The administrators of your scheme will be able to provide the information requested.
It may help to send the administrators a copy of section 2.13 of Form E.