

3 Financial requirements

Section 3.1: In the box headed 'Income needs of yourself' you need to add the weekly, monthly or annual cost of each item. It should include, for example, finance payments where a car or household goods are being purchased on credit. *(If you run out of space when completing this section, please continue on a separate sheet of paper and attach to Form E, clearly numbering the section they refer to e.g. section 2.3 cont.)*

Section 3.2: You should also include in this section details of any items you hope to buy in the near future. For example, the reasonable cost of buying a new car or house.

4 Other information

Section 4.2: The term 'standard of living' invites you to express your own view or opinion. Try to give details of the kind of lifestyle you and the family enjoyed during your marriage or civil partnership. For example, the number of holidays you took over the course of a year.

Section 4.3: The term 'contribution' does not refer solely to financial contributions and you can include the fact that you looked after the family home and cared for the family unit.

Section 4.6: If you have remarried or subsequently formed a civil partnership (or intend to) or are living with another person (or intend to) you will need to complete this section. It is important that the court making the decision has as complete a picture of the available finances as possible.

5 Order sought

You may wish to seek legal advice to answer the questions in this part of Form E. Public funding of your legal costs may be available from the Community Legal Service Fund.

Section 5.3: An 'Avoidance of Disposition Order' is an order that the court can make to set aside or overturn a transaction that has already taken place (or that you believe is about to take place) e.g. a sale/mortgage of land or other asset. You might consider this transaction to be a step intended by the other party to deprive you of the benefit of sharing in it, or may have the effect of reducing the assets available for distribution between you.

Schedule of documents to accompany Form E

Now that you have completed Form E please ensure that copies of the items listed in the checklist, relevant to your application, are attached.

You should not attach original documents but keep them available for inspection by the other party and the Court.

If you are unable to attach any copy documents to Form E when you file it you *must* add a short note to Form E explaining why you were unable to attach the copy document.

Please note – any copy documents that you wish to attach to Form E will need to be verified as an exhibit or attachment to Form E.

Sworn confirmation of the information you have provided in Form E is true

This section must be completed. You have to confirm either by swearing on oath or by affirming that the information you have provided is a **full, frank, clear and accurate disclosure** of your financial and other relevant circumstances.