

The court staff will get in touch with you about your requirements. It is important that you make the court aware of all your needs. If you do not, any hearing may have to be delayed or adjourned to another date.

Part 9: Service details

Throughout the divorce/dissolution/(judicial) separation process, the court will be required to send documents to either one or all of the parties in the case, depending on the stage which the proceedings have reached. This is known as service of the documents.

Please complete the boxes in this section as follows:

Box 1 – If you have a solicitor acting for you, you must insert their details here.

Box 2 – This is the address to which the court will send all documentation for the Petitioner. If you have solicitors acting for you then enter 'as above'.

Please note that if you indicate that you have a solicitor acting for you the Court will only correspond with them. Any questions that you may have about your case should be directed to your solicitor.

Box 3 – This is the address to which the court will send all documentation for the Respondent. If the Respondent does not live in England and Wales, they may be given extra time to file documents. Please check with the court for more details.

Box 4 – Any additional people in the case, for example if you name another person in a case of adultery or an improper association with another person, that person will be known as a Co-Respondent and their address for service of all court documents should be entered here. You do not have to name the person with whom your spouse is alleged to have committed adultery unless the allegation is likely to be disputed. In addition, unless you have permission from the court, you should not name a Co-Respondent if they are under the age of 16 or are the alleged victim of rape committed by the Respondent (see Paragraph 2.1 of Practice Direction 7A).

Part 10: Prayer

The prayer of the petition is your request to the court. You should consider carefully the claims which you wish to make. You should adapt the prayer to suit your claims.

(1) The application

Confirm what you are applying for.

(2) Costs

If you wish to claim that the Respondent or Co-Respondent pay your costs you must do so in your petition. It is not possible to make a claim after a decree/order has been granted. The court will not normally make a costs order where the application is based on 5 years separation.

(3) Financial Order

If you need the court to resolve any dispute over finances you can apply for a financial order. This can deal with property, maintenance, a lump sum payment and/or pensions. An application for a financial order for yourself can only be made before you remarry or enter into a new civil partnership. For more details please see leaflet **D190 – I want to apply for a financial order**.

If you do not complete this section now, but later decide to apply for a financial order, you may be at a financial disadvantage.

If you wish to apply for any of these orders, you should indicate which orders you seek.

You are advised to consult a solicitor if you are unsure about completing this section or about which order(s) you require.