# Osprey Approach: Financial Remedy – Applicant Consented

This help guide was last updated on
Jan 3rd, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=23615

ALLOCATE A CUSTOM QUESTIONNAIRE

## CLIENT DETAILS

Client salutation

Client 1 Middle Name

Client 1 date of birth

Select a date

Client 1 NI number

Client Gender

Keep client address confidential?

Please Select

- Please Select
- Yes
- No

Is client applicant or respondent?

Please select

- Please select
- Applicant

## OTHER SIDE DETAILS

Other side 1 title

Other side 1 forename

Other side 1 initials

Other side 1 middle name

Other side 1 surname

Other side 1 date of birth

Select a date

Other side 1 gender

Please select

- Please select
- Male
- Female

Other side 1 address

Other side 1 email address

ALLOCATE A CUSTOM QUESTIONNAIRE

## OTHER PARTY SOLICITOR

Other side solicitor 1 organisation

(None selected)

(None selected)

NJBSOL - NJB Solicitor ( - ),

SOLICITORS - Solicitors and Co (45 Jurisdiction Lane  Telford Shropshire - TI

Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Other side solicitor 1 contact

None selected

None selected

1 - Tom Cromwell (Solicitors and Co) (123 Test Test Test Test - TE57 1NG),

13 - Alex Hiscutt (No Organisation) ( - ),

15 - Samuel John (Test Solicitor) ( - ),

14 - Sol Test (No Organisation) ( - ),

Other side solicitor 1 reference

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

## DIVORCE OR DISSOLUTION DETAILS

Date of Marriage/Civil Partnership

Select a date

Divorce/Dissolution Case Number

Date of issue of Application

Select a date

Date Conditional Order was pronounced

Select a date

Date of Final Order

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

## PROPERTY DETAILS

Property Address

Title Number

Submit Cancel

## OTHER SIDE DETAILS

Other side 1 title

Other side 1 forename

Other side 1 initials

Other side 1 middle name

Other side 1 surname

Other side 1 date of birth

Select a date

Other side 1 gender

Please select

- Please select
- Male
- Female

Other side 1 address

Other side 1 email address

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## OTHER PARTY SOLICITOR

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(None selected)



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Other side solicitor 1 reference

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

**D81**

Application Relates to One or More Children?

Please Select

Please Select

Yes

No

Submit Cancel

## CHILDREN

Child 1 Title

Please Select

- Please Select
- Master
- Miss

Child 1 Forename

Child 1 Middle Name

Child 1 Surname

Child 1 DOB

Select a date

Child 1 Gender

Please select

- Please select
- Male
- Female

ALLOCATE A CUSTOM QUESTIONNAIRE

## CONSENT ORDER

### Pension Sharing Annex Required?

Please Select

- Please Select
- Yes
- No

### Pension Attachment Annex Required?

Please Select

- Please Select
- Yes
- No

Submit Cancel

## CREATE CASE CONTESTED

Consented or Contested

Please Select

- Please Select
- Consented
- Contested

Date of Marriage/Civil Partnership

Select a date

Divorce/Dissolution Case Number

Date of issue of Application

Select a date

Date Conditional Order was pronounced

Select a date

Date of Final Order

Select a date

Other side 1 title

Other side 1 forename

Other side 1 initials

ALLOCATE A CUSTOM QUESTIONNAIRE

## COURT

Case Number

Court

(None selected)

(None selected)

WolverhamptonCombinedCourt - Wolverhampton Combined Court Centre

Submit Cancel

# Brief to Counsel

**Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }**

**{ MERGEFIELD FW_COURT_FW_COURT_name }**
**BETWEEN:**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" }**

**Applicant**

**-and-**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" }**

**Respondent**

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## BRIEF TO COUNSEL

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Counsel will find enclosed:

1. Bundle
2. Legal Aid Certificate

**Background:**

Instructing Solicitors represent **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**, the **{** MERGEFIELD FW_ADDINFO_FW_CLI_TYPE **}** in this matter.

Should Counsel have any questions or wish to discuss anything would he/she please contact **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}** of Instructing Solicitors.

Dated: **{** DATE \@ "dd MMMM yyyy" **}**

**Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }**

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**-and-**

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**Respondent**

---

**BRIEF TO COUNSEL**

---

Counsel: **{** MERGEFIELD FW_COURT_FW_COUNSEL_name **}**

**{** MERGEFIELD FW_COURT_FW_COUNSEL_address **}**

Solicitor: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**

**{** MERGEFIELD BRANCHINFO_HOUSE **}**

**{** MERGEFIELD BRANCHINFO_AREA **}**

**{** MERGEFIELD BRANCHINFO_POSTAL_TOWN **}**

**{** MERGEFIELD BRANCHINFO_COUNTY **}**

**{** MERGEFIELD BRANCHINFO_POSTCODE **}**

**{** IF **{** MERGEFIELD BRANCHINFO_DX_NO **}**<> "" "DX: «BRANCHINFO_DX_NO»" "" **}**

Tel: **{** MERGEFIELD BRANCHINFO_PHONE_NO **}**

Fax: **{** MERGEFIELD BRANCHINFO_FAX_NO **}**

Ref: { MERGEFIELD "MATTER_FEE_EARNER_ID" * Upper }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

# Case Summary

**Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }**

**{ MERGEFIELD FW_COURT_FW_COURT_name }**
**BETWEEN:**

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**Applicant**

**-and-**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" }**

**Respondent**

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**CASE SUMMARY OF THE { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE * Upper }**

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# Chronology

**Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }**

**{ MERGEFIELD FW_COURT_FW_COURT_name }**
**BETWEEN:**

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**Applicant**

**-and-**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" }**

**Respondent**

---

**CHRONOLOGY OF THE { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE * Upper }**

---

# Client Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Care Letter LA Applicant

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@"d"*Ordinal } } { QUOTE { DATE \@"MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }= "" "{ MERGEFIELD "LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }" "{ MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }" }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Following your recent instructions, we are writing to confirm our general terms of engagement and charging which constitute the basis upon which we will carry out work on your behalf.

Most of the work in connection with this matter will be carried out by { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION } and you can also contact their assistant who will be familiar with the file and will be able to help you or take a message.

{ IF { MERGEFIELD CALCULATION_EXECUTIVE_NAME } = "" "The Senior Partner of this firm has ultimate responsibility for this matter." "The Partner of this firm with ultimate responsibility for this matter is { MERGEFIELD CALCULATION_EXECUTIVE_NAME }." }

We aim to offer all of our clients an efficient and effective service and are confident that we will do so in this case. However, should there be any aspect of our service with which you are unhappy, you should notify the person concerned in writing immediately and we will endeavour to resolve matters.

I aim to reply to letters and other communications from you and others promptly, but it will not always be practical to do so on the same day.

Our account will be rendered at conclusion of your matter (or at the point that the matter fails to proceed). Please note that there may be further disbursements of which we are unaware at this time.

As confirmation that you would like us to proceed on this basis, we should be grateful if you would sign the extra copy of this letter enclosed and return it to us along at your earliest convenience.

**Responsibility for your case**

The person responsible for the work on your case is **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}**. You should contact **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}** by telephone or email for advice, updates and all other matters in relation to your case.

**Our advice to you**

**Further Action**
We require you to provide us with your original marriage certificate. Until we have this, we are unable to progress your matter any further. The reason for this is that the original marriage certificate must be sent to the Court together with your divorce petition otherwise the Court will reject the application. If you are unable to locate your original marriage certificate please let us know immediately as we will be able to obtain an official copy on your behalf for a fee of approximately £15.00.

**Service Levels**
We will update you by telephone or by email with progress on your matter following attendances, court appearances, receipt of important information about your case, when any important event occurs in your case and at least every three months.

We will communicate with you in plain language.

All of our written communication will be by email. We do not normally send letters in the post, If you prefer another method of communication such as post or fax you should tell us.

We will explain to you by telephone or by email the legal work required as your matter progresses.

We will update you on the cost of your matter whenever an additional fixed fee is due, whenever there is a significant increase or decrease in the costs of your case, or when fees for a barrister or an expert need to be paid. **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}**'s hourly charge out rate is XX plus VAT.

We will update you on whether the likely outcomes still justify the likely costs and risks associated with your matter whenever there is a material change in circumstances.

We will update you on the likely timescales for each stage of this matter and any important changes in those estimates. At present, we estimate your matter will take between six to 12 months to conclude.

**Our responsibilities include the following:**

- We will review your matter regularly.
- We will advise you of any changes in the law.
- We will inform you if your attendance is required at any location such as a court or police station.

- We will advise you of any circumstances and risks of which we are aware or consider to be reasonably foreseeable that could affect the outcome of your matter.

**Your responsibilities include the following:**

- You will provide us with clear, timely and accurate instructions.
- You will inform us of any changes in instructions.
- You will provide all documentation required to complete the transaction in a timely manner.
- You will safeguard any documents that are likely to be required for discovery.

**Complaints**

**{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}** is committed to high quality legal advice and client care. If you are unhappy about any aspect of the service you have received or about the bill, please contact **{** MERGEFIELD CALCULATION_EXECUTIVE_NAME **}** on **{** MERGEFIELD PRACTICEINFO_PHONE_NO **}** or by post to our office. We have a procedure in place which details how we handle complaints which is available on our website at thedrivingsolicitor.co.uk.

We have eight weeks to consider your complaint. If we have not resolved it within this time you may complain to the Legal Ombudsman. If you are not satisfied with our handling of your complaint you can ask the Legal Ombudsman at PO Box 6806, Wolverhampton WV1 9WJ to consider the complaint.

Normally, you will need to bring a complaint to the Legal Ombudsman within six months of receiving a final written response from us about your complaint or within six years of the act or omission about which you are complaining occurring (or if outside of this period, within three years of when you should reasonably have been aware of it).

**Complaints about our bills**

If you are not satisfied about our bill you are entitled to challenge or make a complaint about that bill.

You may also apply to the court for an assessment of our bill under Part III of the Solicitors Act 1974.

**Interest on unpaid bills**

If all or part of the bill remains unpaid, the firm may be entitled to charge interest.

**Professional Indemnity Insurance**

We have Professional Indemnity Insurance to cover work undertaken by us in England and Wales. Our insurers are Travellers Insurance Company, 61-63 London Road, Redhill, Surrey RH1 1NA.

**Data Protection**

We use the information you provide primarily for the provision of legal services to you and for related purposes including:

- updating and enhancing client records
- analysis to help us manage our practice

- statutory returns
- legal and regulatory compliance

Our use of that information is subject to your instructions, the Data Protection Act 1998 and our duty of confidentiality. Please note that our work for you may require us to give information to third parties such as expert witnesses and other professional advisers. You have a right of access under data protection legislation to the personal data that we hold about you.

We may from time to time send you information that we think might be of interest to you. If you do not wish to receive that information please notify our office in writing.

**Storage of documents**
After completing the work, we will be entitled to keep all your papers and documents while there is still money owed to us for fees and expenses.

We will keep our file of your papers for up to 6 years. We will normally return all original documents such as driving licences to you. We keep files on the understanding that we can destroy them 6 years after the date of the final bill.

We do not offer the service of storing documents in safe custody.

We reserve the right to destroy all paper documents and to store an electronic copy only.
If you want us to return any paper documents to you at the end of a case you must inform us in writing.

If we take papers or documents out of storage in relation to continuing or new instructions to act for you, we will not normally charge for such retrieval. However we may charge you both for:

- time spent producing stored papers that are requested
- reading, correspondence or other work necessary to comply with your instructions in relation to the retrieved papers

**Outsourcing**
Sometimes we ask other companies or people to do [typing/photocopying/other work] on our files to ensure this is done promptly. We will always seek a confidentiality agreement with these outsourced providers. If you do not want your file to be outsourced, please tell us as soon as possible.

**Terminating this Retainer**
You may end your instructions to us in writing at any time, but we can keep all your papers and documents while there is still money owed to us for fees and expenses.

We may decide to stop acting for you only with good reason. We must give you reasonable notice that we will stop acting for you.

If you or we decide that we should stop acting for you, you will pay our charges up until that point. These are calculated on an hourly basis plus expenses or by proportion of the agreed

fee as set out in these terms and conditions depending on the whether you have paid a fixed fee or are paying for our services at an hourly rate.

**Disclosure**
We are professionally and legally obliged to keep your affairs confidential. However, solicitors may be required by statute to make a disclosure to the Serious Organised Crime Agency where they know or suspect that a transaction may involve money laundering or terrorist financing. If we make a disclosure in relation to your matter, we may not be able to tell you that a disclosure has been made. We may have to stop working on your matter for a period of time and may not be able to tell you why.

**Distance Selling Regulations**
If we have not met with you in person then Consumer Protection (Distance Selling) Regulations 2000 apply to this work. This means you have the right to cancel your instructions to us within seven working days of receiving this letter. You can cancel your instructions by contacting us by post or email to this office.

Once we have started work on your file, you will be charged for the work that we have done if you then cancel your instructions.

**Cash and Payments to Third Parties**
Our practice's policy is not to accept cash from clients. We will exceptionally accept cash up to £250. If you try to avoid this policy by depositing cash directly with our bank, we may decide to charge you for any additional checks we decide are necessary to prove the source of the funds. Where we have to pay money to you, it will be paid by cheque or bank transfer. It will not be paid in cash or to a third party.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Care Letter Private

# Applicant

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@"d"*Ordinal } } { QUOTE { DATE \@"MMMM yyyy" } }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
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Dear { IF { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }= "" "{ MERGEFIELD "LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }" "{ MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }" }

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We are professionally and legally obliged to keep your affairs confidential. However, solicitors may be required by statute to make a disclosure to the Serious Organised Crime Agency where they know or suspect that a transaction may involve money laundering or terrorist financing. If we make a disclosure in relation to your matter, we may not be able to tell you that a disclosure has been made. We may have to stop working on your matter for a period of time and may not be able to tell you why.

**Distance Selling Regulations**
If we have not met with you in person then Consumer Protection (Distance Selling) Regulations 2000 apply to this work. This means you have the right to cancel your instructions to us within seven working days of receiving this letter. You can cancel your instructions by contacting us by post or email to this office.

Once we have started work on your file, you will be charged for the work that we have done if you then cancel your instructions.

**Cash and Payments to Third Parties**
Our practice's policy is not to accept cash from clients. We will exceptionally accept cash up to £250. If you try to avoid this policy by depositing cash directly with our bank, we may decide to charge you for any additional checks we decide are necessary to prove the source of the funds. Where we have to pay money to you, it will be paid by cheque or bank transfer. It will not be paid in cash or to a third party.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Confirm Form E Exchanged

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I write to confirm that I have filed your Form E with the Court and exchanged it with { MERGEFIELD FW_OS1_FW_OS1_FORENAME }. Once I have received { MERGEFIELD FW_OS1_FW_OS1_FORENAME }'s Form E, I shall send a copy to you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Confirming Consent Order

# Filed

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I write to confirm that we have today filed the consent order in your matter.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Confirming Consent Order

# Issued

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I write to confirm that the courts have now issued the consent order in this matter a copy of which I enclose for your records.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Confirming Form A Filed

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I am pleased to confirm that I have submitted your application for Financial Remedy order to the Court. I would usually expect to hear back from the Court within X weeks and will let you know as soon as the application has been issued.

If you have any queries in the meantime, please do not hesitate to contact me.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Enc Consent order and D81

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I enclose draft Consent Order and form D81 for your approval.

Please let me know if you have any questions.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client enc draft Form E

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I am pleased to confirm that I have prepared your Form E and should be grateful if you would please read through it careful and confirm you are content with it, before signing where indicated.

Once you are happy with the Form E and have signed it, please return it to me so I may file a copy with the Court and { MERGEFIELD FW_OS1_FW_OS1_FORENAME }.

Of course if you wish to make any amendments please let me know so I may make this as soon as possible to avoid delay.

Once again, may I remind you of the importance of accurately and honestly completing this form.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client enc First Apt Court Order

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Further to the First Appointment Hearing I have now received a copy of the sealed Order from the Court, which I enclose herewith for your records.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client enc. draft Questionnaire

# replies

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
**{** MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_ADDINFO_FW_CLI_SALUT **}**

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Please find enclosed a draft copy of the replies to **{** MERGEFIELD FW_OS1_FW_OS1_FORENAME **}**'s Questionnaire.

I should be grateful if you would please read through them carefully and confirm you are happy for me to send them to **{** MERGEFIELD FW_OS1_FW_OS1_FORENAME **}**. Of course if you wish to make any amendments please let me know as soon as possible in order to avoid any unnecessary delays.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client enc. FDR Court Order

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Further to the Financial Dispute Resolution Appointment I have now received a copy of the sealed Order from the Court, which I enclose herewith for your records.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client enc. issued Form A

Our Ref: ALEXH/HIS001/57

Your Ref:

23 November 2022

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Mr

**Re: Test W_FR Matter**

I am pleased to confirm that I have submitted your application for Financial Remedy order to the Court. I would usually expect to hear back from the Court within X weeks and will let you know as soon as the application has been issued.

If you have any queries in the meantime, please do not hesitate to contact me.

Yours sincerely

**Alex Hiscutt**
**FOCUSED WORKFLOW**

# Client enc. OS Form E

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I have now received { MERGEFIELD FW_OS1_FW_OS1_FORENAME }'s Form E, a copy of which is enclosed. I should be grateful if you would please read through it carefully, together with the accompanying evidence. I will also be considering the documents received with a view to preparing the Questionnaire.

I should also be grateful if you would please compile a list of any questions you wish to ask { MERGEFIELD FW_OS1_FW_OS1_FORENAME } regarding the disclosure that you would like me to include.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client enc. OS Questionnaire

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I have now received { MERGEFIELD FW_OS1_FW_OS1_FORENAME }'s Questionnaire, a copy of which is enclosed. I should be grateful if you would please read through it carefully.

I draw your attention to the following for your response:

1.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client FDR Outcome

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
**{** MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_ADDINFO_FW_CLI_SALUT **}**

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I write to confirm the outcome of FDR as follows.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Final Hearing Outcome

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I write to confirm the outcome of the final hearing as follows.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client First Apt Outcome

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

I write to confirm the outcome of the First Appointment as follows.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Client Sending Draft Order and

# D81

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_ADDINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Following on from the financial agreement reached between you and your spouse, I enclose:

- a draft consent order, and
- a statement of information for a consent order in relation to a financial remedy (Form D81)

for you to consider and approve.

Please read through each document carefully and let me know whether you consider any amendments to be necessary, or whether you have any questions.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Consent Order

Your firms precedent Consent Order to go here

# Counsel Blank Letter

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_COURT_FW_COUNSEL_REF **}**

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_COURT_FW_COUNSEL_name **}**
**{** MERGEFIELD FW_COURT_FW_COUNSEL_address **}**

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Counsel enc. Brief

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_COURT_FW_COUNSEL_REF **}**

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_COURT_FW_COUNSEL_name **}**
**{** MERGEFIELD FW_COURT_FW_COUNSEL_address **}**

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Please find enclosed Brief and Bundle for the attention of Counsel, XX.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Court Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_COURT_FW_COURT_name }
{ MERGEFIELD FW_COURT_FW_COURT_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Court enc. Form E

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_COURT_FW_COURT_name }
{ MERGEFIELD FW_COURT_FW_COURT_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

We act for the above-named { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE }. We enclose our client's completed Form E, and confirm we have exchanged this with the other party.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Court enc. prelims for FDR

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_COURT_FW_COURT_name }
{ MERGEFIELD FW_COURT_FW_COURT_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Please find enclosed the following in advance of the FDR:
1. Chronology
2. Case Summary
3. Statement of Issues

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Court enc. prelims for Final

# Hearing

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_COURT_FW_COURT_name }
{ MERGEFIELD FW_COURT_FW_COURT_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Please find enclosed the following in advance of the Final Hearing:

1. Chronology
2. Case Summary
3. Statement of Issues
4. Form H

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Court enc. prelims for First Apt

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_COURT_FW_COURT_name }
{ MERGEFIELD FW_COURT_FW_COURT_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Please find enclosed the following in advance of the First Appointment:

1. Chronology
2. Case Summary
3. Statement of Issues
4. Form G
5. Schedule of Assets

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# D81

# EX160

# Expert 1 Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG1_name }
{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG1_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Expert 2 Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG2_name }
{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG2_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Expert 3 Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG3_name }
{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG3_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Expert 4 Blank Letter

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_EXPERTS_FW_EXP_ORG4_name **}**
**{** MERGEFIELD FW_EXPERTS_FW_EXP_ORG4_address **}**

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Expert 5 Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG5_name }
{ MERGEFIELD FW_EXPERTS_FW_EXP_ORG5_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Form A - notice of First

# Appointment

# Form E

# Form H

# HR1 Home Rights Application

# HM Land Registry

## Application for registration of a notice of home rights

# HR1

**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry" **}**.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" **}**.

| HM LAND REGISTRY USE ONLY |
|---|
| Record of fees paid |
| Particulars of under/over payments |
| Reference number<br>Fees debited £ |

**NOTE: Notice of this application will always be sent to the registered owner**

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

1 Local authority serving the property:

2 Title number(s) of the property:
**{** MERGEFIELD FW_ASSET_DET_FW_PROP_TITLE **}**

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

3 Property:
**{** MERGEFIELD FW_ASSET_DET_FW_PROP_ADD **}**

Currently no fee is payable for the entry of a home rights notice.

4 Application and fee

| Application | Fee paid (£) |
|---|---|
| Notice of home rights | |

Fee payment method

**{** FORMCHECKBOX **}** cheque made payable to 'Land Registry'

**{** FORMCHECKBOX **}** direct debit, under an agreement with Land Registry

Provide the full name(s) of the person applying to enter a home rights notice. Where a conveyancer lodges the application, this must be the name(s) of the client, not the conveyancer.

5 The applicant:
**{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

This panel must always be completed.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible. Where an application is lodged by e-DRS all documents and correspondence will be dealt with electronically.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

6 This application is sent to Land Registry by

Key number (if applicable):

Name: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**
Address or UK DX box number:
**{** MERGEFIELD PRACTICEINFO_DX_NO **}**
**{** MERGEFIELD PRACTICEINFO_HOUSE \f", "**}{** MERGEFIELD PRACTICEINFO_AREA \f", "**}{** MERGEFIELD PRACTICEINFO_POSTAL_TOWN \f", "**}{** MERGEFIELD PRACTICEINFO_COUNTY \f" "**}{** MERGEFIELD PRACTICEINFO_POSTCODE **}**

Email address: **{** MERGEFIELD CALCULATION_FEE_EARNER_EMAIL **}**
Reference: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

| Phone no: **{** MERGEFIELD PRACTICEINFO_PHONE_NO **}** | Fax no: **{** MERGEFIELD PRACTICEINFO_FAX_NO **}** |
|---|---|

You may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

7 Address(es) for service of the applicant. The address(es) will be entered in the register and used for correspondence and the service of notice:
**{** MERGEFIELD CALCULATION_ADDRESS **}**

8 Enter the full name of the applicant's husband, wife or civil partner:
**{** MERGEFIELD FW_OS1_FW_OS1_FORENAME **} {** MERGEFIELD FW_OS1_FW_OS1_SURNAME **}**

If your application is successful, the registration of the existing charge will be cancelled under section 32 of, and paragraph 2 of Schedule 4 to, the Family Law Act 1996.

Place 'X' in the appropriate box.

If 'Yes', insert the address of the other dwelling house and place 'X' in the appropriate box and complete the statement.

9 Is a home rights charge (in respect of the applicant's marriage to or civil partnership with the person named in panel 8 above) registered in respect of any other dwelling-house?

**{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}** Yes

If Yes
(a) Insert the address of the other dwelling-house:

(b) Complete one of the following, as appropriate

**{** FORMCHECKBOX **}** The home rights charge on the other dwelling-house is registered under the Land Charges Act 1972. The registration number and date of registration at Land Charges Department is:

OR

**{** FORMCHECKBOX **}** The other dwelling-house is registered under the Land Registration Act 2002. The title number against which the home rights charge is registered is:

You can have a home rights charge registered against only **one** home at any one time (whether under the Land Registration Act 2002 or the Land Charges Act 1972).

Place 'X' in the appropriate box.

If 'Yes' place 'X' in the appropriate box and complete the statement.

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose an office copy of the order with this application. HM Land Registry may destroy documents after scanning.

10 Has an order been made under section 33(5) of the Family Law Act 1996?

**{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}** Yes

If Yes

**{** FORMCHECKBOX **}** I enclose an office copy of the order dated:

OR

**{** FORMCHECKBOX **}** I am the applicant's conveyancer and certify that I am holding an office copy of the order dated
made under section 33(5) of the Family Law Act 1996 by Court.

11 The applicant is entitled by virtue of section 31(2) or 31(5) of the Family Law Act 1996 to a charge on the legal estate registered under the title number(s) mentioned in panel 2.

The applicant applies under section 31(10)(a) or section 32 of, and paragraph 4(3)(b) of Schedule 4 to, the Family Law Act 1996 for registration, under section 32 of the Land Registration Act 2002, of an agreed notice of the applicant's home rights charge in the individual register of the title(s) mentioned in panel 2.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant must sign.

12

Signature of applicant or their conveyancer: ----------

Date:

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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# HR4 Home Rights Removal

# HM Land Registry
## Cancellation of a home rights notice

# HR4

**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry" **}**.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" **}**.

| | |
|---|---|
| Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid. | 1 Local authority serving the property: |
| | 2 Title number(s) of the property:<br>**{** MERGEFIELD FW_ASSET_DET_FW_PROP_TITLE **}** |
| Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'. | 3 Property:<br>**{** MERGEFIELD FW_ASSET_DET_FW_PROP_ADD **}** |
| List the documents lodged with this form. We only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies. | 4 Documents lodged with this form: |
| Provide the full name(s) of the person(s) applying to cancel the notice. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer. | 5 The applicant:<br>**{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}** |
| This panel must always be completed. | 6 This application is sent to Land Registry by<br>Key number (if applicable): |

A key number is only available to professional customers, such as solicitors.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

Name: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**
Address or UK DX box number:
**{** MERGEFIELD PRACTICEINFO_DX_NO **}**
**{** MERGEFIELD PRACTICEINFO_HOUSE \f", "**}{** MERGEFIELD PRACTICEINFO_AREA \f", "**}{** MERGEFIELD PRACTICEINFO_POSTAL_TOWN \f", "**}{** MERGEFIELD PRACTICEINFO_COUNTY \f" "**}{** MERGEFIELD PRACTICEINFO_POSTCODE **}**

Email address: **{** MERGEFIELD CALCULATION_FEE_EARNER_EMAIL **}**
Reference: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

| Phone no: | Fax no: |
|---|---|

Place 'X' in the appropriate box(es).

Do not forget to enclose the evidence needed to support your application for cancellation.

If your evidence for cancellation is a court order, an original or certified copy sealed by the court should be sent in with your application.

Where there is an entry in the register referring to an order under section 33(5) of the Family Law Act 1996 you must supply appropriate evidence that the order has ceased to have effect unless a release in writing by the spouse or civil partner with the benefit of the rights is lodged.

7 Evidence in support of application

A. **{** FORMCHECKBOX **}** The spouse or civil partner having the benefit of the rights has signed the release below

B. **{** FORMCHECKBOX **}** One of the following is enclosed

**{** FORMCHECKBOX **}** Original or certified copy death certificate or other evidence of the death of either spouse or either civil partner.

**{** FORMCHECKBOX **}** Official or certified copy of the decree absolute or nullity of marriage.

**{** FORMCHECKBOX **}** Official or certified copy of the order of dissolution or nullity of civil partnership.

**{** FORMCHECKBOX **}** Official or certified copy of an order of the court ending the home rights.

**{** FORMCHECKBOX **}** A release of the home rights in writing by the spouse or civil partner having the benefit of those rights.

C. **{** FORMCHECKBOX **}** Any order under section 33(5) of the Family Law Act 1996 has ceased to have effect.

8 Application

The applicant applies to cancel the home rights notice entered in the register of the above title.

Where there is a notice in the register of an order of the court made under section 33(5) of the Family Law Act 1996 the applicant also applies to cancel that notice.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

9

Signature of applicant
or their conveyancer: ----------

Date:

Only complete this part of the form if you are releasing your home rights. If you wish, a separate written release can be lodged with the application.

**Release of home rights**

I **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}** of
**{** MERGEFIELD CALCULATION_ADDRESS **}**

release my home rights in the property referred to in panel 3.

This part of the form, (if completed), must be signed personally by the person with the benefit of the home rights, it cannot be signed by their conveyancer on their behalf.

| Signed: ---------- | Date: |
|---|---|

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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# Mortgage Lender Serve Form A

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_FR_ORGS_FW_MTGLEND1_name **}**
**{** MERGEFIELD FW_FR_ORGS_FW_MTGLEND1_address **}**

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

We act for the above-named Applicant and write to inform you our client has made an application to the Court for financial remedy, following the breakdown of their relationship with the Respondent.

Please find enclosed a copy of the issued application. We would remind you that you are entitled to obtain independent legal advice in this matter.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OP Solicitor enc Consent Order

# & D81 for Signature

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed Consent Order and D81 for signature by your client in this matter.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OP Solicitor returning Signed

# Consent Order & D81

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed Consent Order and D81 signed by my client.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor agree Experts

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name **}**
**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address **}**

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Thank you for providing a list of experts. We confirm we have instructions to agree to using XX.

We look forward to receiving a draft letter of instruction from you in due course.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor approve draft LOI

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF **}**

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name **}**
**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address **}**

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Thank you for providing us with a draft copy of the Letter of Instruction, which we can confirm is approved/amended.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor enc prelims for First

# Apt

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF **}**

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name **}**
**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address **}**

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed the following in advance of the First Appointment:

1. Chronology
2. Case Summary
3. Statement of Issues
4. Form G
5. Schedule of Assets

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor enc Questionnaire

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed our client's Questionnaire. We should be grateful if you would kindly confirm safe receipt. We look forward to receiving your client's replies in due course.

We look forward to receiving your client's Questionnaire.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor enc replies to

# Questionnaire

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed our client's replies to your Questionnaire. We should be grateful if you would kindly confirm safe receipt.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor enc. Draft LOIs

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF **}**

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name **}**
**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address **}**

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed our draft Letter(s) of Instruction to XX expert.

We look forward to receiving your comments as soon as possible to avoid delay.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor enc. prelims for FDR

**{**INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF **}**

**{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name **}**
**{** MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address **}**

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed the following in advance of the First Appointment:

1. Chronology
2. Case Summary
3. Statement of Issues

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor enc. prelims for Final

# Hearing

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed the following in advance of the Final Hearing:

1. Chronology
1. Case Summary
2. Statement of Issues
3. Form G
4. Schedule of Assets

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# OS Solicitor exchange Form E

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_OS_SOL_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_OS_SOL_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client:** **{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }**
**Our Client:** **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Please find enclosed our client's Form E. We should be grateful if you would kindly confirm safe receipt.

We look forward to receiving your client's Form E in due course.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Other Party enc Consent Order

# & D81 for Signature

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS1_FW_OS1_TITLE } { MERGEFIELD FW_OS1_FW_OS1_INTS } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }
{ MERGEFIELD FW_OS1_FW_OS1_ADDRESS }

Dear { MERGEFIELD FW_OS1_FW_OS1_TITLE } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Following on from the financial agreement reached between you and my client, I enclose:

- a draft consent order, and
- a statement of information for a consent order in relation to a financial remedy (Form D81)

for you to consider and approve.

Please read through each document carefully and sign where indicated. I recommend that you obtain independent legal advice about the contents of this letter.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Other Side Blank Letter

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_OS1_FW_OS1_TITLE } { MERGEFIELD FW_OS1_FW_OS1_INTS } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }
{ MERGEFIELD FW_OS1_FW_OS1_ADDRESS }

Dear { MERGEFIELD FW_OS1_FW_OS1_TITLE } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }

**Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# P1

# P2

# Pension Serve Form A

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_FR_ORGS_FWPENS_PRVDR_1_name }
{ MERGEFIELD FW_FR_ORGS_FWPENS_PRVDR_1_address }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

We act for the above-named Applicant and write to inform you our client has made an application to the Court for financial remedy, following the breakdown of their relationship with the Respondent.

Please find enclosed a copy of the issued application. We would remind you that you are entitled to obtain independent legal advice in this matter.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

# Questionnaire

**Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }**

**{ MERGEFIELD FW_COURT_FW_COURT_name }**
**BETWEEN:**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper } { MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper }" }**

**Applicant**

**-and-**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper } { MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper }" }**

**Respondent**

---

**QUESTIONNAIRE OF THE { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE * Upper }**

---

# Schedule of Assets

**Case No: { MERGEFIELD**

**{ MERGEFIELD FW_COURT_FW_COURT_name }**
**BETWEEN:**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAM**
**MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FOR**
**MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper }" }**

**-and-**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{ MERGEFIELD LINKN**
**{ MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FO**
**MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper }" }**

---

**SCHEDULE OF ASSETS**

---

| ASSET | APPLICANT | RESPONDENT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

# Statement of Issues

**Case No: { MERGEFIELD FW_COURT_FW_CASE_NO }**

**{ MERGEFIELD FW_COURT_FW_COURT_name }**
**BETWEEN:**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper } { MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper }" }**

**Applicant**

**-and-**

**{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Respondent" "{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper } { MERGEFIELD FW_OS1_FW_OS1_FORENAME * Upper }" }**

**Respondent**

---

**STATEMENT OF ISSUES OF THE { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE * Upper }**

---

# Trustees Serve Form A

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_FR_ORGS_FW_TRUSTEE_FN } { MERGEFIELD FW_FR_ORGS_FW_TRUSTEE_SN }
{ MERGEFIELD FW_FR_ORGS_FW_TRUSTEE_ADD }

Dear Sirs

**Re:** **{ IF { MERGEFIELD FW_ADDINFO_FW_CLI_TYPE } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME }" "{ MERGEFIELD FW_OS1_FW_OS1_FORENAME } { MERGEFIELD FW_OS1_FW_OS1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }**
**Case No:** **{ MERGEFIELD FW_COURT_FW_CASE_NO }**

We act for the above-named Applicant and write to inform you our client has made an application to the Court for financial remedy, following the breakdown of their relationship with the Respondent.

Please find enclosed a copy of the issued application. We would remind you that you are entitled to obtain independent legal advice in this matter.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**