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 "LINKNAME_TITLE_1" **}** **{** MERGEFIELD "LINKNAME_SURNAME_1" **}**

<u>Re:</u>   { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Further in the above matter I have now prepared the draft divorce petition for your approval. If the petition is approved, I should be grateful if you would please sign and date the petition where indicated and return it to me as soon as possible.

Divorce Petition

Please read this through carefully to ensure that all the details are factually correct. In particular do check that the Respondent(s) name(s) are in full and spelt correctly, and let me know if they are not.

The petition sets out the financial applications you wish to make and whether you wish to claim the costs of the divorce from the Respondent. You will note that I have included these claims within the petition.

{ IF **{** MERGEFIELD TKDIVPPETITION_GROUNDS **}** = "Adultery" "As you are petitioning based on the Respondent's adultery, I will now send an Acknowledgment to the Respondent for their signature which must be sent to the Court with the petition." "**{** IF **{** MERGEFIELD TKDIVPPETITION_GROUNDS **}** = "Unreasonable Behaviour" "As you are petitioning based on the Respondent's unreasonable behaviour, I will now send them a copy of the petition for their consideration prior to sending it to the Court for issuing. If I do not receive a reply from the Respondent within the next two weeks I will send the petition to the Court without further consultation with the Respondent. If the Respondent wishes for amendments to be made to the petition then I will forward those to you. Please note that you do not have to agree the amendments and the petition can be lodged with the Court. It is best practice to send the petition to the Respondent in order to limit any future rancor." "**{** IF **{** MERGEFIELD TKDIVPPETITION_GROUNDS **}** = "2 Years Separation" "As you are petitioning based on having been separated from the Respondent for a period of two years, I will now send the Respondent a Consent for his signature as this must be sent to the Court with the petition." "**{** IF **{** MERGEFIELD TKDIVPPETITION_GROUNDS **}** = "5 Years Separation" "As you are petitioning based on having been separated from the Respondent for five years, I will send the Respondent the petition as a matter of courtesy, and file it with the Court forthwith since the Respondent does not need to give their agreement to the divorce proceeding on this

basis." "{ IF { MERGEFIELD TKDIVPPETITION_GROUNDS } = "Desertion" "As you are petitioning based on the Respondent deserting you, I will submit the petition to the Court as soon as you have returned the signed petition to me." "" }" }" }" }" }

Court Fee

{ IF { = AND({ COMPARE { MERGEFIELD TKDIVPPETITION_HELP_FEES } = "No"}, { COMPARE { MERGEFIELD TKDIVPPETITION_PRIV_LA }= "Private"})} = 1 "The Court fee is £550.00 and this will be taken from our Court fee account when the Court process the application.
" "" }{ IF { = AND({ COMPARE { MERGEFIELD TKDIVPPETITION_HELP_FEES } = "Yes"}, { COMPARE { MERGEFIELD TKDIVPPETITION_PRIV_LA }= "Private"})} = 1 "The Court fee is £550.00, however you have indicated to me that you may meet the criteria to be eligible for either a full fee remission or a reduction in the fee payable. I therefore enclose the Help with Fees Form for your completion. You will note that the Form has been partially completed on your behalf and I should therefore be grateful if you would please complete the remainder of the Form and return it to me as soon as possible.
" "" }{ IF { = AND({ COMPARE { MERGEFIELD TKDIVPPETITION_HELP_FEES } = "Yes"}, { COMPARE { MERGEFIELD TKDIVPPETITION_PRIV_LA }= "Legal Aid"})} = 1 " As you are in receipt of Legal Help, you will be entitled to a full fee remission in respect of the Court fee of £550.00. I therefore enclose the Help with Fees Form for your completion. You will note that the Form has been partially completed on your behalf and I should therefore be grateful if you would please complete the remainder of the Form and return it to me as soon as possible." "" }

Yours sincerely,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Encs.