

Applying for a **Divorce** (or dissolution of a civil partnership)

Please note We Are Group do not offer any legal or financial advice and guidance to the user or defendant.

This is a summarised version of the full training pack and is intended to be used as a handy reminder.

If you are new to delivering this service or have had an extended break away, we would **HIGHLY** recommend referring to the full training pack that includes a full breakdown of the process and screenshots of each page of the form.

You can find the link [here](#).

We recommend working on an offline document for any large passages of text. This will safeguard against losing your progress in the event you experience Internet connectivity problems, website drop outs, or other technical problems.

Please note that this is a non-proxy form-fill service so you CANNOT fill the form in on behalf of the user. If your session has been booked as remote, you can walk the user through the form, but they **MUST** complete it on their own device.

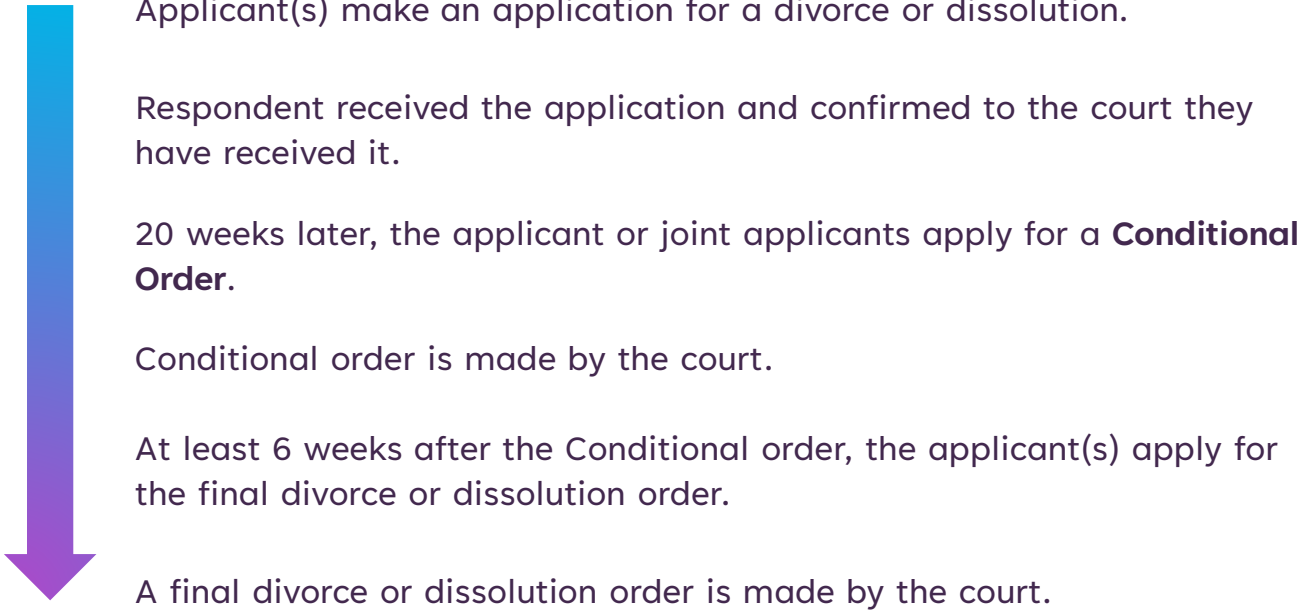
If the user wants to apply for a divorce or dissolution of a civil partnership, please click [here](#). During this process, the user is referred to as an “applicant”, or in the instance a separated couple have agreed to apply together, they are referred to as a “joint applicant”.

For more information, visit:

<https://www.advicenow.org.uk/guides/survival-guide-sorting-out-your-finances-when-you-get-divorced>



An overview of the process



Required documents for the appointment

Below is a list of documents the user must bring to the appointment:

- The original or certified copy of the marriage certificate
- Their husband/wife's full name, full address and, ideally, an email address
- Proof of their change of name – if they changed it after they married (the marriage certificate or a deed poll)
- An email account in their own name – this is so they can engage in this online service and the court can send updates and important information quickly and easily by email
- Debit or credit card for the [court fee](#). **If the applicant(s) are on a low income or benefits, they can apply for Help with Fees. If this has not yet been booked, the applicant can do so by calling We Are Group. This will be a separate appointment where they will receive a reference code also.**

**STEP
1**

First, the user must decide whether they want to apply as a sole applicant or as joint applicants.

If the user has decided to apply alone, they will be the **'applicant'**. If they are applying together, the user who fills out the answers first will be called **'applicant 1'**, and the other person will be **'applicant 2'**. The process for the applicant or applicant 1 is the same except where we explain it is different. The user will be asked to input their personal details and those of their wife/husband.

**STEP
2**

Next, they must decide if they want to apply for a financial order by consent or contested financial order. This will be made using a separate form – called Form A.

**STEP
3**

Next, the user needs to upload their documents. They must confirm what they are applying for and then 'sign' a statement of truth. The user will need to have physical access to the device (either on their own or at the centre with a trainer) to sign this. **To submit their application, the user must pay a fee.**

**STEP
4**

Once they have paid (or put in a Help with Fees code) and clicked the submit button, the application is checked by the court and sent to their husband/wife or civil partner for them to respond.

If the user is applying jointly there is an extra step involved.

Joint applicants must both see and agree on the contents of the application. When applicant 1 checks their answers, they will have to click on the button which sends the application to applicant 2 to review. Applicant 1 will then get an email to tell them to check it over once more before paying the court fee and submitting the application. **To apply for help with fees in a joint application, both people must be entitled to this financial help, not just applicant 1.**

**STEP
5**

If the application is accepted by the court, the applicant can apply for a 'conditional order' (a document that says the court does not see any reason why you cannot get a divorce) no earlier than 20 weeks after the court accepts the application.

Responding to a Divorce Application

If the user who comes to you for help has been contacted by the court to inform them that their husband/wife or civil partner has applied for a divorce or dissolution of their civil partnership, they become the respondent to the application. **Below is a list of documents the user must bring to the appointment:**

- Proof of their change of name – if they changed it after they married (marriage certificate or a deed poll).
- (Ideally) an email account in their own name – so the court can send updates and important information quickly and easily by email.

Step 1: The user will get an email or letter (if an email address is not provided) to tell them that they need to respond to the application for a divorce that their husband/wife or civil partner (applicant 1) has made. They will need to check over the information the applicant has given to the court and confirm they have read it. They then must say if they will accept the divorce or try to dispute it. If they **want to dispute the divorce**, they should get legal advice first.

Step 2: Next they need to confirm that they think the court has the legal power or ‘jurisdiction’ to deal with the divorce.

Step 3: This next step is important as it is where the user must check over all the information provided and then “**sign a statement of truth**”. If they are found to have knowingly stated something as true when it is not, they can be found in contempt of court. This is punishable by a fine, or a prison sentence of up to two years, or both.

Step 4: The applicant must wait 6 weeks from the date of the conditional order before they can apply for the final order. The respondent has nothing to do at this point. If the applicant takes longer to apply, the respondent is allowed to apply three months after the date the applicant could first apply (this is optional). Usually, the delay is only because the separated couple are trying to work out finances, which need sorting out.

For a list of helpful charities and organisations that can provide useful advice, guidance, and support click here: [Partner Signposting Booklet](#).