

Notice of proceedings and acknowledgement of service – maintenance/property proceedings

Name of court	Case No.
Name of Applicant	
Name of Respondent	

You should read carefully this Notice of Proceedings before answering the questions that follow

Notice of Proceedings

An application for an order on the grounds of –

- [a failure to provide reasonable maintenance]
- [alteration of a maintenance agreement during the lifetime of the parties]
- [under section 17 of the Married Women’s Property Act 1882]
- [under section 66 of the Civil Partnership Act 2004]

has been presented to the court. A sealed copy of the application and a copy of the Applicant’s statement of truth in support are delivered with this notice.

1. You must complete the acknowledgement of service and send it so that it reaches the court **within 14 days** after you receive this notice. Delay in returning this form may add to the costs.
2. **Where the application is for failure to provide reasonable maintenance** and you wish to challenge the jurisdiction of the court to hear the application, you must file in the court a statement of truth setting out the grounds of your challenge. Where you do not wish to challenge the jurisdiction of the court (or where the court decides the question of jurisdiction in the Applicant’s favour) you must file a statement in support verified by a statement of truth stating:
 - (a) whether the alleged failure is admitted or denied, and if denied the grounds on which you rely;
 - (b) any allegation which you wish to make against the Applicant; and
 - (c) full particulars of your property and income, unless otherwise directed.
3. **Where the application is for alteration of a maintenance agreement** and you wish to defend the application you must file a statement of truth in answer to the application, setting out any grounds on which you intend to contest the application and containing full particulars of your property and income.
4. **Where the application is made under Section 17 of the Married Women’s Property Act 1882** and you wish to dispute the application made by the Applicant you must file a statement of truth in answer to the application, setting out any grounds on which you intend to rely.

continued over the page ➞

5. **For all cases** any the statement(s) of truth must be sent, together with a copy for the Applicant, so as to reach the Court **within 14 days** after the time allowed for sending the acknowledgement of service (or, if you have unsuccessfully challenged the jurisdiction, **within 14 days** after the Court has decided that the necessary jurisdiction exists). If you include in your statement of truth an allegation of adultery or of an improper association with a named person, the statement of truth must be accompanied by an extra copy for service on that person.
6. If you intend to instruct a solicitor to act for you, you should show them all the documents that have been served on you, so that they may send the acknowledgement to the Court on your behalf. If you do not intend to instruct a solicitor, you should give an address in the acknowledgement of service so that any documents affecting your interests which are sent to you will, in fact, reach you. This address should be your place of residence or, if you do not reside in England and Wales the address of a place in England and Wales to which documents may be sent to you.

Please make certain that you notify the court immediately if you change your address.

continued over the page ⇨

Acknowledgement of service

Name of court	Case No.
Name of Applicant	
Name of Respondent	

Please complete this form in black ink and tick the boxes that apply. Return the completed form to the court.

1. Have you received the application and a copy of the supporting statement of truth delivered with this form?

Yes No

2a. On what date did you receive them? / /

2b. At what address did you receive them?

Address:
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3. Are you the person named as the Respondent in the application?

Yes No

Only answer question 4 if the application is for failure to provide reasonable maintenance.

4. Do you intend to challenge the jurisdiction of the court?

Yes No

If Yes, you must follow the instructions at paragraph 2 of the Notice of Proceedings.

5. Do you intend to oppose the application?

Yes No

If Yes, follow the instructions at paragraph 3 or 4 or 5 of the Notice of Proceedings.

Signed

(Respondent) (Solicitor for the Respondent)

Dated / /

Address for service of documents:
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

