Contested Financial Remedy Solicitor/Barrister- quick guide

Access

1. **Solicitors** can get access to cases directly by using Notice of Change on the FR Contested Portal, all you need is the FR Contested case number, the divorce case number, and the name of the party you represent.
2. **Access for Barristers** is managed by instructing solicitors on CCD by using the 'manage barrister' event to add or remove their access. If the Barrister is instructed directly by a party, court caseworkers must be notified of their details to provide access to them.
3. **Intervener access** is given by court caseworkers. The view for an intervener solicitor/barrister is limited to only their documents tab and documents to be shared with them. **Further guidance on intervener access and administration tasks is available here: Contested FR managing a case guidance**

Document management

1. **Documents uploaded should be word documents where possible and without any draft watermarks. You should not upload any protected PDF documents.** Uploading watermarked documents and protected PDFs can cause errors in the system and delays, it blocks amendments to orders by the judge leading to more regular rejections.
2. The system will detect who you represent and upload to your corresponding documents tab unless FDR or Confidential is selected. The Judge may not be able to locate your documents if you select the incorrect option. Once uploaded, only the court can remove a document.

Applicant documents tab

1. The applicant solicitor/barrister must upload all their documents (such as case summaries, statements, form E and questionnaires) by selecting 'upload case files' event in the next steps drop down and answering 'no' to confidentiality and FDR questions and select 'applicant' to the question 'what type of document is this?'
2. The documents will appear in the applicant documents tab. **This tab cannot be seen by the Respondent's representative.**

Respondent documents tab

1. The respondent solicitor/barrister must upload all their documents (such as case summaries, statements, form E and questionnaires) by selecting 'upload case files' event in the next steps drop down and answering yes or no to confidentiality and FDR questions and select 'respondent' to the question 'what type of document is this?'
2. The documents will appear in the respondent documents tab. **This tab cannot be seen by the applicant's representative.**

Confidential Documents tab

Do not select confidential if only waiting to exchange documents, other parties cannot see your uploaded documents until you select to share them. The process of sharing documents is explained below.

1. You should only select a document as confidential if it is not to be seen by anyone except the court. This will most commonly be used for anything containing confidential addresses.
2. To upload confidential documents, select upload case file and select 'yes' to the question 'is this a confidential document?'.
3. The documents will be stored in the confidential documents tab, which is only visible to the Court.

Sharing documents- Shared documents tab

1. When you want to make documents available to the other parties, use the 'share documents' event.
2. This will duplicate any documents not marked as confidential onto the 'shared documents' tab, which is visible to the court and applicant and respondent solicitors.
3. If interveners are selected, the document will be copied into their documents tabs to view

Case document tab

1. This tab displays documents that are created by the system upon issue,
2. It also holds some items only visible to the court such as scanned documents and internal correspondence.

FDR documents tab

1. For FDR hearings, you should upload all relevant FDR documents to the FDR documents tab including position statements ES1, ES2 and without prejudice offers, by selecting 'upload case file and answering, 'Yes' to the question 'is this a Financial Dispute Resolution document (FDR)'.
2. FDR bundle -This must be uploaded to the bundle tab using the 'manage hearing bundle' event.

Hearing bundle

1. You must upload all bundles including the FDR bundle into the correct hearing bundle tab by using 'manage hearing bundle' and can use this to add or amend your bundle.
2. Your bundle must be compliant with PD27A of the FPR 2010, being below a 350 page limit (unless permission has been sought and given to exceed the limit.
3. It should be in PDF format and named with the hearing date in the description and the hearing type e.g., 3.3.2023.FDA hearing. (The hearing bundle tab only becomes visible once a bundle is lodged).

Correspondence

1. If you have correspondence to send to the court where you are asking for a response (outside of the general application or draft order processes) you will need to send this by email to the court.

General applications

1. All interim applications must be made using the general application event, this includes any interim applications made by consent.
2. These applications include applications to adjourn/vacate or instruction of an expert, or specific disclosure, or MPS/LSPO.
3. Any applications made will show on the general applications tab.
4. You should upload the draft order being requested as a word document as you make your application.
5. The court will contact you to arrange payment upon receipt of your application.

Consent order

The 'consent order' option is only to be used for final consent orders, to finalise the proceedings only not for interim orders or orders following hearings.

1. To lodge a final consent order, select 'consent order' and upload copy of your consent order, D81 and any pension documents within this flow so they can be resulted together.
2. Do not upload them as separate documents as these will not then automatically link up.

Orders

Any pre-hearing proposed draft orders you want to file BEFORE a hearing should be uploaded using the 'upload casefiles' event to sit with other case documents.

At the conclusion of a contested hearing, the judge will direct how the parties are to lodge the finalised order.

1. This can be done by email between the Judge and representatives. The Judge will upload the finalised approved order or direct the caseworkers to do so.

OR

2. The Judge may direct the order to be uploaded directly to the portal by the solicitor and the Judge will approve the order on CCD. To upload the agreed order for approval:
   - **Add the name of judge into your draft order.**
   - **You must upload the order in word format, without watermarks or protection added to enable the court to make any necessary amendments. Please do not upload a protected PDF copy.**

   i) select 'upload draft order'.
   ii) Select 'add new'.
   iii) Click on 'choose file' to access your documents and attach the agreed draft order

Full guidance on use of the FR portal can be found here:
MyHMCTS: How to use online financial remedy services - GOV.UK (www.gov.uk)
You should check your notifications and the portal for any updates before contacting the court.
You can locate contact details on notices or here: HMCTS Financial remedy centres and hearing venues
If you are having any access or technical difficulties, please contact the service team:
hmctsfinancialremedy@justice.gov.uk