Adding Respondent Representatives

On 31 March 2021, the capability to grant access to the legal representatives of respondents will become available on Financial Remedy Consent and Financial Remedy Contested service.

<u>Please note: all users on this service should now have a nominated Case Access Administrator.</u> This is essential to ensure you will gain access to the case that is served on your firm. Please visit <u>https://www.gov.uk/guidance/myhmcts-online-case-management-for-legal-professionals for</u> more information.

The Adding Respondent Representative functionality will allow access to a case where both applicant and respondent are represented by a solicitor to be granted via MyHMCTS.

When the Adding Respondent Representative functionality is available, it will be necessary for both applicant and respondent representatives to specify their organisations as part of case creation. The process is very similar for both.

The screenshots below show the user journey for the applicant solicitor giving access to a respondent.

1. The applicant's solicitor selects the Respondent solicitor's organisation by searching for the name or address of the respondent's solicitor. A list of organisations is shown which match the search criteria. The applicant should select the appropriate organisation.

MyHMCTS	Manage Cases	Sign.
	Case list Create case	Eind case
This is a new service - your fee	shack will help us to improve it.	
Consent Order App	lication	
RESPONDENT DETAILS		
Current First and Middle names		
Peter		
Current Last Name		
Smith		
s the respondent represent	ed?	
select one option.		
Yes		
RESPONDENT SOLICITOR'S DET	AILS	
Respondent Solicitor's name		
Course for an organization		
You can only search for organisa	tions already registered with MyHMCTS.	
For example, you can search by o	irganisation name or address.	
	1.0	
Organisation name and add	trace	
organisation nume and add		
Pritchard Joyce & Hinds 108-110 Beckenham High Street		
Beckenham	Clear	
Kent BR3 1EB		
Can't find the organisation you	the looking for?	
Falleltade selesance (Ontional)	Aller (Marine Francisco)	
For example, the solicitor's name or en	nail address	
Phone Number (Optional)		
Email (Optional)		
<u>.</u>		
DX number (Optional)		
Yes - but not registered with M	YHMCTS	
Ő		
Previous Continue		
Capital		

2. The Applicant should fill in the "Solicitor Reference" field with information that will help the Respondent organisation identify to whom the case should be assigned. This can be any information that you've agreed with the respondent solicitor, for example a case reference, or the name of legal representative.

Bit Contacted Definition Bit Is a new service - your decidence will be by us to improve it. Consent Order Application REFORMEDT DETAILS Correct Last Name Test Constant Order Application Test Constant State Constant State Test Constant State	МуНМСТЅ	Manage Cases	<u>Sign ou</u>
<form></form>		Case list Create case	<u>Find case</u> C
<section-header></section-header>	BETA This is a new service – your	eedback will help us to improve it.	
<form></form>			
Service Control Control Carrent Last table Termin Last table Te	Consent Order An	plication	
Current Parl and Middle names Current Last Names Current Last Names State Last Component Paper Section 20 Carl find the organisation and and registered with MylyMICTS. Programination and and address Carl find the organisation survey registered with MylyMICTS. Programination name on enall address Parl find the organisation survey registered with MylyMICTS. Programination name on address Programination name on enall address Programination survey registered with MylyMICTS. Programination name on address Programination name on enall address Programination name on enall address Programination (Optional) Turnetbe (Optional) Programination (Optional) Dispansion name or enall address	oonsent order Ap	prioritori	
<form></form>	RESPONDENT DETAILS		
Prince Current State state state State state state Image: State s	Current First and Middle names		
Current value Set out out provide the solution of t	Peter		
summ texture	Current Last Name		
Is terespondent represented: Sector option:	Smith		
Severe regions.	Is the respondent represe	inted?	
Vist Respondent Solicitor's name Second for organisation stready registered with MyHMCTS. For example, you can search by organisation name or address. Organisation name and address • Cartified the organisation you're looking for? Solicitor's reference (Optional) Teresmple, the solicitor's name or email address Pone Number (Optional) D' number (Optional) No No No No Intermet (Optional) No No	Select one option.		
RESPONDENT SOLICITOR'S DETAILS Respondent Solicitor's name Search for an organisation already registered with MyHMCTS, For example, you can search by organisation name or address. Organisation name and address Organisation name and address Organisation name and address Solicitor's reference (Optional) Tor example, the solicitor's name or enal address Phone Number (Optional) DX number (Optional) DX number (Optional) No No No No Image: Control Control	Yes		
Respondent Solicitor's name Second for an organisation already registered with MyHMCTS; For example; you can search by organisation name or address. Organisation name and address Solicitor's reference (Optional) Tor example; the solicitor's name or ennal address Phone Number (Optional) Enail (Optional) DX number (Optional) No No No No No Concert	RESPONDENT SOLICITOR'S D	ETAILS	
Second for an organisation Vue can only search by organisation name or address. Organisation name and address Solitor's reference (Optional) Priore Number (Optional) Imail (Optional) Dx number (Optional) Dx number (Optional) Dx number (Optional) Dx number (Optional) Imail (Optional) </td <td>Respondent Solicitor's name</td> <td></td> <td></td>	Respondent Solicitor's name		
Search for an organisation Wa can only search for organisation name or address. Criganisation name and address Organisation name and address Solicitor's reference (Optional) Prioree Number (Optional) Email (Optional) DX number (Optional) No			
Can't find the organisation name or address. Organisation name and address Organisation name and address Solicitor's reference (Optional) For example, the solicitor's name or email address Phone Number (Optional) DX number (Optional) No No Previous Continue	Search for an organisatio	yn	
Organisation name and address Organisation name and address Solicitor's reference (Optional) For example, the solicitor's name or email address Phone Number (Optional) Email (Optional) DX number (Optional) No Previous Continue	You can only search for organ For example, you can search I	sations already registered with MyHMCTS. oy organisation name or address.	
Organisation name and address • Cart find the organisation you're looking for? Solicitor's reference (Optional) Tor example, the solicitor's name or email address Phone Number (Optional) Email (Optional) Dx number (Optional) Dx number (Optional) No Prevous Control			
Can't find the organisation you're looking for? Solicitor's reference (Optional) For example, the solicitor's name or email address Phone Number (Optional) Email (Optional) DX number (Optional) DX number (Optional) No Previous Continue Cancel	Organisation name and a	ddress	
Crucial Carit find the organisation you're looking for? Solicitor's reference (Optional) Ter example, the solicitor's name or email address Phone Number (Optional) Tarana (Optional) No Previous Continue Cancel			
Cart'find the organisation you're looking for? Solicitor's reference (Optional) Price number (Optional) Price Number (Optional) No Previous Continue Cancel			
Cancel Cance			
Solicitor's reference (Optional) For example, the solicitor's name or email address Phone Number (Optional) Email (Optional) DX number (Optional) DX number (Optional) No Previous Continue Cancel	Can't find the organisation	<u>ou're looking for?</u>	
Phone Number (Optional) Email (Optional) DX number (Optional) No Previous Continue Cancel	Solicitor's reference (Optional) For example, the solicitor's name	or email address	
Phone Number (Optional) Email (Optional) DX number (Optional) DX number (Optional) No Previous Continue Cancel			
Email (Optional) DX number (Optional) No Previous Continue Cancel	Phone Number (Optional)		
Email (Optional) DX number (Optional) No Previous Continue Cancel			
DX number (Optional) DX number (Optional) No Previous Continue Cancel	Email (Optional)		
DX number (Optional) ONO Previous Continue Cancel			
No Previous Continue Cancel	DX number (Optional)		
No Previous Continue Cancel			
Previous Continue Cancel			
Previous Continue Cancel	\bigcirc		
Previous Continue Cancel			
Previous Continue Cancel	\bigcirc		
Cancel	Previous Continue		
	Cancel		

3. Clicking continue, the applicant is taken to the 'check your answers' page, where they can change the information they added, including the respondent organisation and then submit the case.

MyHMCTS	Manage Cases		Sign out
	Case list Create case		Find case Q
BETA This is a new service - your feer	dback will help us to improve it.		
Consent Order App	lication		
Check your answers			
Check the information below carefully.			
SOLICITOR DETAILS			
Solicitor's name	Aleena LLP		Change
Name of your firm	Cezar LLP		Change
Your reference	URGENT - de	adline 9th of July	Change
Your address	Building and 8 Grosvenor F Town or City London	Street Road	Change
	N3 1EX Country United Kingdo	m	
Phone Number			Change
Email	aleena@hn	ncts.net	Change
DX number			Change
Future email communications	No		Change
Future email communications	No		Change
			2132.92
DIVORCE DETAILS			
Divorce Case Number	ED12D12345		Change
What stage has the divorce reached ?	Petition Issue	d	Change
APPLICANT DETAILS			
Current First and Middle names	James		Change
Current Last Name	Мау		Change
Please choose the Region in which the Ap	plicant resides London		Change
This should be the FRC local to the applic	ant London FRC		Change
Where is the Applicant's Local Court?	BRENTFORD	COUNTY AND FAMILY COURT	Change
RESPONDENT DETAILS			
Current First and Middle names	Aleena		Chance
Current Last Name	Мау		Change
Is the respondent represented ?	Yes		Change
RESPONDENT SOLICITOR'S DETAILS			
Respondent Solicitor's name	Dave Attention	rough	Chappe
Organisation name and address	Pritchard Jop 108-110 Beck Beckenham Kent BR3 1EB	yce & Hinds enham High Street	Change
Despondent collettor	uperior	ordina and of luke	
Obase Number	0765EN1 - 00	and a start of a start	Change
Fmail	vr 443222123	h@hmcts.net	Change
DX number	sind 1001009		Change
NATURE OF THE APPLICATION			77080-78
The application is for:	Lump Sum Or	der	Change
CONSENT ORDER			
Draft Consent Order	Test docum	ent1.pdf	Change
D81	Lest Modellin		<u>ananga</u>
Are you unloading a joint D840	Vee		Chanac
Form D81 Joint Document	Test docum	ent1.pdf	Change
	And Occum	managaliti	ZnanAq
OTHER DOCUMENTS			
Other Documents			Change
Previous Submit			
Cancel			

Q. I can't find the respondent organisation

This could be for one of two reasons – the respondent organisation is not registered with MyHMCTS or the information you have entered does not exactly match the information stored on MyHMCTS.

Firstly, please make sure you are searching by the companies registered name. For example, if the organisation trades as AB Solicitors, but is registered as Alpha Beta Solicitors, you will need to search by their full name. You should contact the respondent solicitor directly to ensure you have the correct information.

Alternatively, you can search by postcode – either the full or partial postcode, then clicking "Can't find the organisation you're looking for?". This will bring up a list of matches from which you can select (screenshot below).

ent First and Middle names er Last Name Ih he respondent represented? ct one option.	
rr ent Lest Name Ith he respondent represented? ct one option.	
ent Last Name th he respondent represented? ct one option.	
the respondent represented? ct one option.	
he respondent represented? ct one option.	
he respondent represented? ct one option.	
ct one option.	
Yes	
RESPONDENT SOLICITOR'S DETAILS	
Respondent Solicitor's name	
L	
Search for an organisation	
You can only search for organisations already registe For example, you can search by organisation name or	red with MyHMCTS. r address.
BR31	
Organisation name and address	
Pritchard Joyce & Hinds	
108-110 Beckenham High Street	Select
Kent	00000
BR31EB	
48 High Street	
Beckenham	Select
BR31AY	
Thackray Williams LLP	
225-231 High Street Beckenham	Select
Kent	Jeleur
BR3 1BN	
Tinklin Springall	
Beckenham	Select
Kent BR31IB	
Can't find the organisation you're looking for?	
If you know that the solicitor is already registered with	MyHMCTS, check
that you have entered their details correctly.	
Remember that organisations can only register one offic	ce address. This
expecting. Contact the solicitor directly if you have any	concerns.
1	
Solicitor's reference (Optional)	

If the organisation is not registered, you should then enter their address manually using the fields provided and then continue on with the journey as you did before Adding Respondent Representative functionality became available.