

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.

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

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Consent Order Application

RESPONDENT DETAILS

Current First and Middle names

Current Last Name

Is the respondent represented?
Select one option.

Yes

RESPONDENT SOLICITOR'S DETAILS

Respondent Solicitor's name

Search for an organisation
You can only search for organisations already registered with MyHMCTS.
For example, you can search by organisation name or address.

Organisation name and address

Pritchard Joyce & Hinds
108-110 Beckenham High Street
Beckenham
Kent
BR3 1EB [Clear](#)

[▶ 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)

Yes - but not registered with MyHMCTS

No

[Previous](#) [Continue](#)

[Cancel](#)

- 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.

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Consent Order Application

RESPONDENT DETAILS

Current First and Middle names

Current Last Name

Is the respondent represented?
Select one option.

Yes

RESPONDENT SOLICITOR'S DETAILS

Respondent Solicitor's name

Search for an organisation
You can only search for organisations already registered with MyHMCTS.
For example, you can search by organisation name or address.

Organisation name and address

[▶ 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)

No

[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.

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Consent Order Application

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 - deadline 9th of July	Change
Your address	Building and Street 8 Grosvenor Road Town or City London Postcode/Zipcode N5 1EX Country United Kingdom	Change
Phone Number		Change
Email	aleena@hmcts.net	Change
DX number		Change
Future email communications	No	Change
Future email communications	No	Change

DIVORCE DETAILS

Divorce Case Number	ED12D12345	Change
What stage has the divorce reached?	Petition Issued	Change

APPLICANT DETAILS

Current First and Middle names	James	Change
Current Last Name	May	Change
Please choose the Region in which the Applicant resides	London	Change
This should be the FRC local to the applicant	London FRC	Change
Where is the Applicant's Local Court?	BRENTFORD COUNTY AND FAMILY COURT	Change

RESPONDENT DETAILS

Current First and Middle names	Aleena	Change
Current Last Name	May	Change
Is the respondent represented?	Yes	Change

RESPONDENT SOLICITOR'S DETAILS

Respondent Solicitor's name	Dave Attenborough	Change
Organisation name and address	Pritchard Joyce & Hinds 108-110 Beckenham High Street Beckenham Kent BR3 1EB	Change
Respondent solicitor's reference	URGENT - deadline end of July	Change
Phone Number	07443222123	Change
Email	attenborough@hmcts.net	Change
DX number		Change

NATURE OF THE APPLICATION

The application is for:	Lump Sum Order	Change
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CONSENT ORDER

Draft Consent Order	Test document1.pdf	Change
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D81

Are you uploading a joint D81?	Yes	Change
Form D81 Joint Document	Test document1.pdf	Change

OTHER DOCUMENTS

Other Documents		Change
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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).

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Consent Order Application

RESPONDENT DETAILS

Current First and Middle names

Current Last Name

Is the respondent represented?
Select one option.

Yes

RESPONDENT SOLICITOR'S DETAILS

Respondent Solicitor's name

Search for an organisation
You can only search for organisations already registered with MyHMCTS.
For example, you can search by organisation name or address.

Organisation name and address

Pritchard Joyce & Hinds
108-110 Beckenham High Street
Beckenham
Kent
BR3 1EB [Select](#)

Stoffel & Co
48 High Street
Beckenham
Kent
BR3 1AY [Select](#)

Thackray Williams LLP
225-231 High Street
Beckenham
Kent
BR3 1BN [Select](#)

Tinklin Springall
9-11 Rectory Rd
Beckenham
Kent
BR3 1JB [Select](#)

[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 office address. This means that the details could be slightly different from what you're expecting. Contact the solicitor directly if you have any concerns.

Solicitor's reference (Optional)
For example, the solicitor's name or email address

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.