

Introduction to ILS

What we provide

We provide a legal drafting service. On a practical basis this means that we use the information you give us to prepare the legal documents which are required by the court. We also provide you with our notes for guidance which explain the procedure and timing involved at each step of the way.

You must be able to send us the information we need from you by email and print out the documents we send you.

Unless you have been through the mediation process and already have a Memorandum of Understanding (MOU) and an Open financial statement (OFS), we will ask you to complete our form, **(information we need from you form)** so that we have all the information required to prepare your documents. Some of this information might need to be updated from time to time. For example, if you completed mediation some time ago, some of the information on your MOU and OFS might be out of date. The court must have your up to date information. Please note that we are not part of the mediation process so the only documents we see are your MOU and OFS.

Divorce proceedings

If we are assisting you with your application for divorce using the new “no fault” on line digital system, we will need to have a copy of your MOU or OFS to ensure that the information you enter is correct. You should also scan a copy of your marriage certificate onto your computer or whatever device you are using for the application which you can access easily.

Financial proceedings

We will prepare your financial consent order and the **court form D81** from the information you provide us with. If you have been through the mediation process, this information will be contained in your **OFS and your MOU**. If you have reached your own agreement, this will be from the form you complete for us.

Please note that if once we have prepared your documents you change all or part of your agreement we reserve the right to charge an additional fee to cover the extra work involved in redrafting your consent order and other documents.

This is the form that must be completed by both of you and is sent to the court with the financial consent order. It is otherwise known as the “**statement of information for a financial remedy order**”

The information on this form must be up to date so if you are completing the form yourself you may need to update the information provided during mediation.

What we do not provide

Legal advice

It is important that you are aware that we do not provide legal advice. We will let you know if your agreement is likely be approved by the court. If at any time issues arise which you are uncertain about you must obtain legal advice or if relevant financial/tax advice.

Writing to the court on your behalf

We will not correspond with the court or any third party on your behalf. We provide you with “template letters” to use when writing to the court.

Mediation/discussions with each other

We are not mediators. If for any reason there is any part of your agreement which requires clarification we will ask you about this. **However we cannot become involved in any debate/discussions between you regarding what was or was not agreed in mediation or between you. We must remain neutral throughout and cannot “take sides”.** You will need to resolve any issues between you and then let us know what you have agreed. In some cases you may find it beneficial to return to mediation if you are unable to resolve these issues. **To avoid any misunderstanding and to keep the whole process transparent and as with mediation, we will send copies of all emails and documents to both of you and would ask that when contacting us you copy in your partner.**

Financial advice

We cannot provide any financial advice. We suggest that you seek advice from an IFA / pensions expert if appropriate to your circumstances.

Third parties

It is your responsibility to deal with the implementation of the financial order once it has been made. This includes, dealing with the transfer or sale of property or other assets and the implementation of a pension sharing order. You may need to instruct a conveyancer/solicitor to deal with the transfer of a property and instruct an IFA who specialises in pensions for advice. If so we would suggest that you arrange this as soon as possible to avoid delay. Conveyancers and financial advisors can be very busy so it is advisable to make these arrangements as soon as possible.



Terms of Business

Please read through the terms of business below carefully. Your use of our service assumes that you have read and accepted these terms and conditions.

As a couple you need to be sure that you wish to proceed before you instruct ILS so please both sign and date these TERMS OF BUSINESS and return them to us. We will start work for you as soon as we receive the signed "TOB" and payment dependent on which package you have chosen.

Support and Assistance

We offer an independent checking and drafting service via email. Our service is only suitable for those who have either:

- reached agreement following mediation and who have an Open Financial Statement (**OFS**) and have an agreed Memorandum of Understanding (**MOU**)
- Or who have reached their own agreement in relation to divorce and all financial issues (which has been recorded in writing and signed) and who require assistance with their divorce papers and financial documents to be submitted to the court.

More information about our service can be found at <https://www.independentlegalservices.info#services--prices>

Information we need from you

You will need to provide us with a copy of your **OFS & MOU** or **written agreement**. For those who have not gone through the mediation process we will need a **summary of both your personal and financial circumstances**.

If we are dealing with your divorce, we also need a **certified copy of your marriage certificate**.

We need this information in order to check/draft the documents required dependent on the package you have selected. You will need to be able to scan or send these documents to us as attachments by email or by sending us a clear photograph via your mobile device. You will also need to print out the documents we send to you by email.

You will be responsible for sending your divorce papers and other documents to the court and communicating with the court when required to do so. As you will be acting in person, we cannot communicate with the court on your behalf.

For full details of the documents and information we will require, please see our website at <https://www.independentlegalservices.info/information-we-need-from-you>

Email communication

We will make every effort to respond to your emails and enquiries within 48 hours (excluding Sundays and public holidays).



www.independentlegalservices.info

✉ contact@independentlegalservices.info - ☎ 0751 817 8977





Fees

Fees are payable in advance by bank transfer to Caroline Saunders - bank account details will be provided by email. You may also pay by card via our website at <https://independentlegalservices.info/pay-by-card>

Please note that if once we have prepared your documents you change all or part of your agreement or we have to update figures or revise information due to delay in you dealing with documents prepared for you, we do reserve the right to charge an additional fee to cover the extra work involved in redrafting your consent order and other documents.

The fees charged for our fixed fee service is charged for that service as a whole and no refund will be payable should you decide not to proceed with all or part of the service for whatever reason.

Customer Service and Complaints

We hope that you never have cause to complain but in the event that you have found some aspect of our service falls below an acceptable standard please contact us with details of your complaint and we will do all we can to remedy the problem.

Name: Name:

Signed: Signed:

Date: Date:

