Whitcombe Ashby Family Law LLP - E-Filing Tracker

FICTIONAL FIRM - ALL CLIENTS, CASE NUMBERS AND CONFIRMATION NUMBERS ARE INVENTED FOR A COURSE ASSIGNMENT. One row per filing (never one row per matter). Drop-downs are on every Status / Y-N / Type cell. Days to next action are calculated from the 'Tracker as at' date below (type =TODAY() to run live). See the 'Lists and Guide' tab.

Tracker as at 29/10/2026 *Simulation week of the fictional firm (blue cell = input).*

THE MATTER					THE DOCUMENT						THE SUBMISSION								THE O
Filing ID	Client and matter	Case number	Court / division / department	Supervising attorney	Document title as filed	Portal document category	Type	Refile of (Filing ID)	Filing deadline	Date filed	Time filed	Platform / portal	Filed by	Confirmation number	Fee paid by	Receipt saved (Y/N)	Billed to matter (Y/N)	Status	Rejection reason (if any)
F-001	Adeyemi v Adeyemi - Divorce (WA-2026-001)	ZZ26D00123	Family Court (online divorce)	Helena Whitcombe	Divorce application (online)	Divorce application	New filing			17/09/2026	10:42	MyHMCTS	Helena Whitcombe	DEMO-MH-0001	PBA	Y	Y	Accepted	
F-002	Kalu v Kalu - Financial remedy (WA-2026-002)	ZZ26D00456	Central Family Court	Helena Whitcombe	Form A - application for a financial order	Financial remedy - new application	New filing			06/10/2026	14:15	MyHMCTS	Helena Whitcombe	DEMO-MH-0002	PBA	Y	Y	Accepted	
F-003	Douglas v Douglas - Consent order, first attempt (WA-2026-003)	ZZ26D00678	Central Family Court	Helena Whitcombe	Draft consent order + D81	'Other' (wrong category selected)	New filing		14/10/2026	12/10/2026	16:05	MyHMCTS	Priya Nair	DEMO-MH-0003	PBA	Y	Y	Refiled	Rejected: wrong document category selected and the D81 uploaded separately from the draft order. Fixed and refiled as F-004.
F-004	Douglas v Douglas - Consent order, refiled (WA-2026-003)	ZZ26D00678	Central Family Court	Helena Whitcombe	Draft consent order + D81 (corrected, merged)	Financial remedy - consent order	Refile	F-003	14/10/2026	13/10/2026	09:20	MyHMCTS	Priya Nair	DEMO-MH-0004	PBA	Y	Y	Accepted	
F-005	Palmer v Palmer - Consent order (WA-2026-004)	ZZ26D00789	Central Family Court	Helena Whitcombe	Draft consent order + D81	Financial remedy - consent order	New filing		04/11/2026			MyHMCTS	Helena Whitcombe (to submit)		PBA	N	N	With attorney	

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FICTIONAL FIRM - ALL CLIENTS, CASE NUMBERS AN
calculated from the 'Tracker as at' date below (type =TOD

Tracker as at 29/10/2026

THE OUTCOME					WHAT HAPPENS NEXT							
Filing ID	**Client and matter**	**Stamped copy saved (Y/N)**	**Saved at (CMS path)**	**Served on, method and date**	**Proof / certificate of service filed**	**Response or opposition deadline**	**Hearing date, department, judge**	**Next action**	**Next action due**	**Days to next action**	**Alert**	**Owner**
F-001	Adeyemi v Adeyemi - Divorce (WA-2026-001)	Y	Clio > Adeyemi > Court filing > Adeyemi_DivorceApplication_Filed_2026-09-17.pdf	Court serves the application through the portal (Helena to confirm)	N/A - Helena to confirm			Check MyHMCTS for the next step	04/11/2026	6	Due within 7 days	Nkiruka (VLA)
F-002	Kalu v Kalu - Financial remedy (WA-2026-002)	Y	Clio > Kalu > Court filing > Kalu_FormA_Filed_2026-10-06.pdf	Hartley Drummond LLP (Neil Barker) - email - 08/10/2026 (service by email agreed in writing 01/10/2026)	Y - 09/10/2026	Per the court's directions (verify)	First Appointment 08/01/2027 10:00, Central Family Court, room TBC	Chase Mrs Kalu: bank statements (3rd request) and pension valuation; draft Form E to Helena by 20/11	06/11/2026	8	On track	Nkiruka (VLA)
F-003	Douglas v Douglas - Consent order, first attempt (WA-2026-003)	N	Clio > Douglas > Court filing > Douglas_RejectionNotice_Received_2026-10-12.pdf	N/A - rejected, not accepted	N/A			See F-004 (refiled 13/10/2026)				Nkiruka (VLA)
F-004	Douglas v Douglas - Consent order, refiled (WA-2026-003)	Y	Clio > Douglas > Court filing > Douglas_ConsentOrderAndD81_Filed_2026-10-13.pdf	Okoro & Frame (Leah Frame) - email - 14/10/2026	N/A - Helena to confirm			Check for the sealed order; close file note by 13/11	06/11/2026	8	On track	Nkiruka (VLA)
F-005	Palmer v Palmer - Consent order (WA-2026-004)	N	Clio > Palmer > Working > Palmer_ConsentOrder_ReadyForReview_2026-10-29.docx	Stanton Lowe LLP (Ravi Shah) - after filing				Helena reviews at Tuesday file review; submit Wednesday 04/11 after court	03/11/2026	5	Due within 7 days	Helena Whitcombe

Pre-Filing Checklist - the 12 lines run before every filing (tick in front of the file, not from memory)

Y = done, N = not done, N/A = not needed for this filing. Source of the 12 lines: Module 7 / Session 4 (E-Filing). FICTIONAL data.

Check	F-001	F-002	F-003	F-004	F-005
1. Correct document version received	Y	Y	Y	Y	Y
2. Attorney reviewed and approved	Y	Y	Y	Y	N
3. Redacted where required	Y	Y	Y	Y	N/A
4. Merged and bookmarked correctly	Y	Y	Y	Y	Y
5. File named to the firm's standard	Y	Y	Y	Y	Y
6. Required exhibits and forms included	Y	Y	Y	Y	Y
7. Proof / certificate of service attached, if needed	Y	Y	N/A	Y	N/A
8. Portal checked for deadlines and formatting rules	Y	Y	N	Y	Y
9. File size within the portal's cap	Y	Y	Y	Y	Y
10. Backup saved outside the portal	Y	Y	Y	Y	Y
11. CMS (Clio) updated with notes so far	Y	Y	Y	Y	Y
12. No spelling errors, no missing signatures	Y	Y	Y	Y	Y
Lines passed (Y or N/A) out of 12	**12**	**12**	**11**	**12**	**11**

Three checks, in this order, immediately before you submit

Pre-submit check	F-001	F-002	F-003	F-004	F-005
1. The document category is right (stop and check the court's list if no option obviously matches)	Y	Y	N	Y	
2. Case number and division read against the caption character by character	Y	Y	N	Y	
3. Every required attachment is present (proof of service, cover sheet, proposed order, D81 where needed)	Y	Y	N	Y	

After submitting: confirm it was timestamped before closing the portal.

F-005 has not been submitted yet, so its pre-submit checks are left blank.

Service and Deadlines - who was served, how, and the clocks that start running

Filing tells the court; service tells the other side. Terms such as 'proof / certificate of service' and the rule for each service method to be confirmed with Helena Whitcombe (England and Wales). FICTIONAL data.

Filing ID	Client and matter (auto)	Served on	Method	Date served	Proof / certificate of service filed	Response deadline	Days to response deadline	Hearing / listing	Notes
F-001	Adeyemi v Adeyemi - Divorce (WA-2026-001)	Court via portal (Helena to confirm)	Portal		N/A - Helena to confirm				Await next step from the court
F-002	Kalu v Kalu - Financial remedy (WA-2026-002)	Hartley Drummond LLP (Neil Barker)	Email	08/10/2026	Y - 09/10/2026			First Appointment 08/01/2027 10:00	Service by email agreed in writing 01/10/2026 (fictional)
F-003	Douglas v Douglas - Consent order, first attempt (WA-2026-003)	N/A - rejected, not accepted	-		N/A				Superseded by F-004
F-004	Douglas v Douglas - Consent order, refiled (WA-2026-003)	Okoro & Frame (Leah Frame)	Email	14/10/2026	N/A - Helena to confirm				Copy of accepted package sent for the other side's records
F-005	Palmer v Palmer - Consent order (WA-2026-004)	Stanton Lowe LLP (Ravi Shah) - after filing	Email						Serve only after acceptance and Helena's approval; email agreed 21/10/2026

Lists and Guide

Drop-down values (edit here, the other tabs follow)

Status	Type	Status colour key
Not started	New filing	Accepted
With attorney	Response	Rejected
Ready to file	Exhibit	Refiled
Submitted	Refile	With attorney
Accepted		
Rejected		
Refiled		
Closed		

How to use this tracker

1. One row per filing. A matter with nine filings has nine rows. A rejected filing and its refile are two rows, linked by 'Refile of'.

2. Fill the row left to right: matter, document, submission, outcome, what happens next.
3. Run the 12-line Pre-Filing Checklist (tab 2) before anything goes to the portal; do the three pre-submit checks last.

4. After submitting, confirm the timestamp, save the stamped copy as soon as it exists (until then Status = Submitted and Stamped copy = N).

5. Update Status from the drop-down. Row colours follow Status automatically.
6. Record service on the 'Service and Deadlines' tab and put every response deadline in the calendar the moment service is complete.

7. 'Next action due' turns amber within seven days and red when overdue. 'Days to...' columns are calculated from the 'Tracker as at' date (E-Filing Tracker!B4), which holds the simulation date; type =TODAY() there to run the tracker live.

Assumptions and notes

All names, case numbers (ZZ26...), confirmation numbers (DEMO-MH-...) and dates are invented. 'Associate solicitor' is a role in the fictional firm.

Court names are generic placeholders. Real portal wording for document categories must be checked in MyHMCTS before use.

Fees: shown only as 'PBA' (Payment by Account). Amounts are deliberately omitted; use the current court fee table.

The course specified the five column groups and the Status values (Session 4). The four tabs, the extra columns (Filing ID, Portal document category, Refile of, Days to next action) and the layout are my design choices.

Service terminology in England and Wales (e.g. certificate of service) and who may submit on MyHMCTS must be confirmed with Helena Whitcombe. I am an assistant; Helena submits.