Session 4 - Three emails for one filing

Matter WA-2026-004: Palmer v Palmer - consent order (financial remedy) | Case no. ZZ26D00789 | Central Family Court | All names and numbers are invented

EMAIL 1 - E-filing instructions (to whoever presses submit)

To: Helena Whitcombe (Managing Partner)

Subject: Palmer v Palmer (ZZ26D00789) - consent order ready to file on MyHMCTS - for review Tue 3 Nov

Hi Helena,

The consent order package for Palmer v Palmer is staged and ready for you to review at Tuesday's file review, and to submit on Wednesday 4 November after court. Everything needed is below.

Documents: draft consent order and D81, in Clio > Palmer > Working (Palmer_ConsentOrder_ReadyForReview_2026-10-29.docx and Palmer_D81_ReadyForReview_2026-10-29.pdf).

Court and division: Family Court, financial remedy - Central Family Court.

Case number: ZZ26D00789 (checked against the draft order caption).

Document category: financial remedy, consent order. Please check it against the portal list; our Douglas filing was rejected on 12/10 for the wrong category.

Deadline: no court deadline. Internal target: submit Wednesday 4 November 2026.

Fee: by PBA at the fee shown in the portal.

Checked: 12-line pre-filing checklist complete except your approval (tracker F-005, status 'With attorney').

After filing I will save the stamped copy, update the tracker and Clio, tell you, and diary the follow-up dates. Mr Palmer's final mediation is now Friday 6 November, 14:00.

Thanks, Nkiruka

EMAIL 2 - Filing confirmation (to the client, after the court has accepted it)

To: Andre Palmer (andre.palmer@mail.example)

Subject: Your consent order has been filed with the court - Palmer v Palmer

[Send only after Helena Whitcombe has approved this wording and the court has accepted the filing.]

Dear Mr Palmer,

I am writing on behalf of Helena Whitcombe to confirm that your consent order, with the form that goes with it, was filed with the court on Wednesday 4 November 2026 and the court has accepted it for processing.

What happens next: the court will look at the documents and we will tell you as soon as we hear anything. We do not have a date yet. There is nothing you need to do at the moment, apart from sending us your updated pension statement if you have not already done so.

If you have any questions, please reply to this email or call us on 020 7946 0100. I am not able to give legal advice, so I will pass any question about your case to Helena.

Kind regards, Nkiruka Esther Onyiri | Virtual Legal Assistant (supervised by Helena Whitcombe, Managing Partner) | Whitcombe Ashby Family Law LLP | First Floor, Ashby House, Rye Lane, London SE15 0ZZ | 020 7946 0100 | family@whitcombeashby.example

EMAIL 3 - E-service (to the other side)

To: Ravi Shah, Stanton Lowe LLP (ravi.shah@stantonlowe.example)

Subject: Palmer v Palmer (ZZ26D00789) - consent order and D81 as filed on 4 November 2026 - please confirm receipt

Dear Mr Shah,

On behalf of Helena Whitcombe, please find attached the consent order and D81 filed with the court on 4 November 2026 in Palmer v Palmer (case no. ZZ26D00789). They are sent by email as your firm agreed in writing on 21 October 2026.

Please confirm receipt by reply to this email.

Kind regards,

Nkiruka Esther Onyiri | Virtual Legal Assistant (supervised by Helena Whitcombe, Managing Partner) | Whitcombe Ashby Family Law LLP | First Floor, Ashby House, Rye Lane, London SE15 0ZZ | 020 7946 0100 | family@whitcombeashby.example