



Auto date Pension Documents on consent application
Release Date: 14th January 2025

Release description.

When consent orders are approved in consented cases, or consent within contested, the pension sharing annex are automatically sealed upon Judicial approve. But the date of approval must then be added manually by caseworkers.

Background.

When an application for consent order is made on the portal, either as a new Consented application or as a final consent order application within Contested proceedings, the pension options must be selected on the nature of application screen.

NATURE OF THE APPLICATION

The application is for:

The applicant is applying for an order by consent in terms of written agreement (a consent order). Within the draft consent order, the Applicant is applying to Court for;

- ☐ Maintenance Pending Suit
- ☐ Lump Sum Order
- ☐ Property Adjustment Order
- ☐ A settlement or a transfer of property for the benefit of the child(ren)
- ☐ Periodical Payment Order
- ☒ Pension Sharing Order
- ☒ Pension Compensation Sharing Order
- ☒ Pension Attachment Order
- ☒ Pension Compensation Attachment Order
- ☐ Variation Order

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Once of the pension options have been selected, parties or caseworkers will be presented with a screen to attach pension documents. All pension documents must be added in this way and not using the upload 'other documents'. Doing so will mean the documents will not be sealed or dated.

Consent Order

Consent Order Application

1684-2473-5510-0841 Bloggs vs Bloggs
Financial Remedy - Contested

PENSION DOCUMENTS

Pension Documents (Optional)

[Add new](#)

If the application contains an application for a pension sharing, pension compensation sharing, pension attachment or pension compensation attachment order, please upload the relevant pension form(s) from the list below

Pension Documents

[Remove](#)

Type of document (Optional)

Form P1

Document (Optional)

[Form_P1.pdf](#)

[Choose File](#) No file chosen

[Cancel upload](#)

System changes.

This process has now been updated, enabling all un-flattened PDF copies of Pension Sharing Annexes that have been approved by a Judge on both Consented and Contested cases to be dated, with the approval date being automatically added in the 'On' field.

Un-flattened PDFs are PDF documents which are editable and can be identified by all editable fields appearing in colour, as shown below. Flattened PDF documents on the other hand cannot be edited and all fields on these documents will appear white.

Pension Sharing Annex under [section 24B of the Matrimonial Causes Act 1973] [paragraph 15 of Schedule 5 to the Civil Partnership Act 2004]

| | |
|--|--|
| In the Family Court sitting at | |
| *[Principal Registry of the Family Division] | |
| Case No. (Always quote this) | |
| Transferor's Solicitor's reference | |
| Transferee's Solicitor's reference | |



Between (Applicant/
Petitioner)
and (Respondent)

Take Notice that:

On the court *(delete as appropriate)

- made a pension sharing order under Part IV of the Welfare Reform and Pensions Act 1999.
- [varied] [discharged] an order which included provision for pension sharing under Part IV of the Welfare Reform and Pensions Act 1999 dated .

This annex to the order provides the person responsible for the pension arrangement with the information

Limitations.

PDF copies of Pension Sharing Annexes which have been flattened will not benefit from this enhancement, as the system is not able to read the document to add the date in the appropriate place. As such all caseworkers must check that the Pension documents have been sealed and date before running the 'send order (consent)' event in Contested cases and 'send order' in Consented cases.

Any Pension documents which have not been automatically dated, will have to be manually dated by caseworkers.

PDF Documents are flattened when 'print to PDF' is used on the document.

Financial Remedy Service Team

Financial Remedy Service Team
HM Courts and Tribunals Service
HMCTSFfinancialremedy@justice.gov.uk