

Acknowledgment of Service

(Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents)

Name of court	
Claim no.	
Claimant (including ref.)	
Defendant (including ref.)	

Section A

Tick only **one** box

- ☐ I do not intend to contest the claim
- ☐ I intend to contest the amount of damages claimed but not the making of an order for damages
- ☐ I intend to contest the making of an order for damages
- ☐ I intend to dispute the court's jurisdiction
(Please note, any application must be filed within 14 days of the date on which you file this acknowledgment of service)
- ☐ I object to the use of the procedure in Practice Direction 8B. My reasons for objecting are:

--

Section B

I want the claim to be determined by the court:

Tick only **one** box

- ☐ on the papers only
(not applicable where the claimant is a child)
- ☐ at a hearing

Section C

Full name of defendant filing this acknowledgment

--

Section D

*[I believe] [The defendant believes] [The defendant's insurer believes] that the facts stated in this form are true.

*[I am duly authorised by the [defendant] [defendant's insurer] to sign this statement].

**delete as appropriate*

Signed

--

(To be signed by you, your insurer or by a solicitor on behalf of you or your insurer)

Position or
office held

--

(If signing on behalf of firm or company)

Dated

--	--	--	--	--	--	--	--	--	--

Phone no.

--

Give an address to which notices about this case can be sent to you

	<i>If applicable</i>	
	Fax no.	
	DX no.	
	Your ref.	
	E-mail	

Postcode

--	--	--	--	--	--	--	--

Notes for defendant - Acknowledgment of Service

(Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents)

Please read these notes carefully – they will help you to decide what to do about this claim.

- You have 14 days from the date on which you were served with the claim form to respond to the claim.
- If you do not return the acknowledgement of service, you will be allowed to attend any hearing of this claim but you will not be allowed to take part in the hearing unless the court gives you permission to do so.
- Court staff can tell you about procedures but they cannot give legal advice. If you need legal advice, you should contact a solicitor or Citizens Advice Bureau immediately.

Time for responding

This completed acknowledgement of service must be returned to the court office within 14 days of the date on which the claim form was served on you. If the claim form was:

- sent by post, the 14 days begins 2 days from the date of the postmark on the envelope.
- delivered or left at your address, the 14 days begins the day after it was delivered.
- handed to you personally, the 14 days begins on the day it was given to you.

Completing the acknowledgement of service

Section A

You can only choose **one** of the following options in this section.

- **not contesting the claim**
If you do not wish to contest the amount of damages sought by the claimant in the claim form.
- **contesting the amount of damages**
If you do wish to contest the amount of damages sought by the claimant in the claim form.
- **contesting an order for damages**
- **disputing the court's jurisdiction**
- **objecting to use of procedure**
If you believe that the claimant should not have issued the claim under Practice Direction 8B because:
 - you do not agree that the order for damages should be made, or
 - you dispute the court's jurisdiction; or
 - object to the use of the procedure in Practice Direction 8B

Where you object to the use of the procedure in Practice Direction 8B you should set out your reasons in the space provided. Where you intend to dispute the court's jurisdiction you should file an application disputing the court's jurisdiction within 14 days of filing your acknowledgment of service at the court.

Section B

You should state whether you want the claim to be determined by the court on the papers or at a hearing. A paper hearing is not applicable for a child claim.

Section C

Print your full name, or the full name of the defendant on whose behalf you are completing this form.

Section D

This must be signed by you, your solicitor, your insurer, your insurer's solicitor or your litigation friend, as appropriate.

Where the defendant is a registered company or a corporation the claim must be signed by either the director, treasurer, secretary, chief executive, manager or other officer of the company or (in the case of a corporation) the mayor, chairman, president or town clerk.

Evidence - general

If you wish to file written evidence permitted under paragraph 7.1 of Practice Direction 8B, you must send it to the court with your acknowledgement of service. Your written evidence must be verified by a statement of truth or the court may disallow it.

Serving other parties

You must send to any other party named on the claim form, copies of the acknowledgement of service at the same time as you file it with the court.

What happens next

On receipt of your acknowledgement of service, the court file will be referred to the judge for directions for the disposal of the claim. The court will contact you and tell you what to do next.