Notes for defendant on replying to the Part 7 claim form
(Circuit Commercial Court)

Please read these notes carefully - they will help you decide what to do about this claim.
Further information may be obtained from the **Circuit Commercial Court Guide**

Your response and what happens next

- In every case you should file the Acknowledgment of Service form N9(RCC).
- Complete the acknowledgment of service within the time stated on it and return it to the court name on form N9(RCC).
- If you do not file an acknowledgment of service, judgment may be entered against you. Additional costs and interest may be added to the amount claimed on the front of the claim form if judgment is entered against you.

Address where notices can be sent

- In the acknowledgment of service you must give an address to which notices and document relating to this claim must be sent.
- The address must be either the business address of your solicitor or your own residential or business address within the UK.
- If you fail to provide an address for service within the UK, your acknowledgment of service may be struck out and judgment may be entered against you.

Admitting the claim

If you admit the claim, send a written admission to the court with the acknowledgment of service.

Disputing the jurisdiction

If you wish to dispute the court's jurisdiction to try the claim you must:

- complete the acknowledgment of service form and send it to the court within *(14 days) ( ); and
- make any application to contest the court's jurisdiction as soon as possible and in any event within 28 days after filing your acknowledgment of service

Disputing the claim

If you wish to dispute the claim you must:

- file an acknowledgment of service within *(14 days) ( ); and
- serve a defence within the period stated in the acknowledgment of service

**Claimant should alter as appropriate if the claim form is to be served out of the jurisdiction together with the particulars of claim - see CPR rule 6.30*

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