Notes for Part 20 defendant on replying to the Part 20 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**

You must reply to this claim form within *(14 days)( ) of the date it was served on you. If the claim was
- sent by post, the date of service is taken as the second day after posting (see post mark);
- delivered or left at your address, the date of service will be the day after it was delivered;
- handed to you personally, the *(14 days)( ) begins on the day it was given to you.

If you do not reply, the claimant may ask the court to enter judgment against you.

You may either
- admit all or part of the claim; or
- dispute the claim.

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 you give 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 United Kingdom, your acknowledgment of service may be struck out and judgment may be entered against you.

Admitting all or part of 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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