

# Notice of Part Admission (specified amount)

To the Claimant[’s Solicitor]

|  |  |
|--|--|
| <b>Name of court</b>                               |  |
| <b>Claim No.</b>                                   |  |
| <b>Claimant</b><br><small>(including ref)</small>  |  |
| <b>Defendant</b><br><small>(including ref)</small> |  |
| <b>Defendant’s date of birth</b>                   |  |
| <b>Date</b>  |  |

The defendant has partly admitted your claim (see the attached forms N9A and N9B)

- **Please tell the court what you wish to do by completing the lower half of this form and returning it to the court on or before** \_\_\_\_\_ ]  
At the same time you must send a copy to the defendant. If you do not return this form to the court by the date shown, your claim will be stayed. No further action will be taken by the court until the form is received.
- You must tick box A or B. If you tick box B you must also complete the details in that part and part D.
- Remember to sign and date the notice.

**A  I DO NOT accept the defendant’s part admission**

If you tick this box the claim will proceed as a defended claim. If the defendant is an individual and lives in, or carries on business in, another court’s area, the claim may be transferred to that court. You and the defendant will be sent an allocation questionnaire and the date by which it must be returned to the court. The information you give will help a judge decide whether your case should be dealt with in the small claims, fast or multi-track. Leaflets telling you more about the tracks are available from the court office. You will be sent a notice of allocation setting out the judge’s decision.

**B  I ACCEPT the amount admitted by the defendant in satisfaction of my claim**

Tick only **one** box and follow the instructions given.

**I accept the defendant’s proposal for payment**

Complete all the judgment details at D. The court will enter judgment in accordance with the offer and will send the defendant an order to pay. You will also be sent a copy.

**The defendant has not made any proposal for payment**

Complete all the judgment details at D. Say how you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment. The court will send the defendant an order to pay. You will also be sent a copy.

**I do NOT accept the defendant’s proposal for payment**

Complete all the judgment details at D and say how you want the defendant to pay. Give your reasons for objecting to the defendant’s offer of payment in the space opposite. (Continue on the back of this form if necessary.) The court will fix a rate of payment and send the defendant an order to pay. You will also be sent a copy.

**C**

Defendant’s date of birth is not stated in the form of reply but is known to the claimant as

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Defendant’s date of birth is not stated in the form of reply and is not known to the claimant.

**D Judgment details**

If you are not accepting the defendant’s proposal for payment, say how you would like the judgment to be paid.

I would like the judgment to be paid

- (immediately)
- (by instalments of £ \_\_\_\_\_ per month)
- (in full by \_\_\_\_\_ )

|  |  |  |
|--|--|--|
| Amount of claim as admitted                                |  |  |
| Court fees entered on claim                                |  |  |
| Legal Representative’s costs (if any) on issuing claim     |  |  |
| <b>Sub Total</b>   |  |  |
| Legal Representative’s costs (if any) on entering judgment |  |  |
| <b>Sub Total</b>   |  |  |
| Deduct amount (if any) paid since issue .....              |  |  |
| <b>Amount payable by defendant</b>                         |  |  |

**I certify that the information given is correct**

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_