



Claim Form

Claimant

Address for sending documents and payments *(if different)*

Defendant

Particulars of Claim

The Claimant believes that the facts stated in this claim form are true and I am duly authorised by the claimant to sign this statement.

Signed _____
(Claimant)(Claimant's Legal Representative)

In the

Claim No.

Issue Date

Court Address

SEAL

Defendant

Important Note

- You have a limited time in which to reply to this claim form
- Please read all the guidance notes on the back of this form - they set out the time limits and tell you what you can do about the claim
- You can respond to this claim online. Log on to **www.moneyclaim.gov.uk**
- You will need the claim number *(see above)* and the following password XXXXXXXX

£

Amount claimed	
Court fee	
Legal Representative's costs	
Total amount	

Please read these notes carefully - they will help you decide what to do next.

Court staff can help you complete the reply forms and tell you about court procedures. They cannot give legal advice. If you need legal advice you should contact a solicitor or Citizens Advice Bureau immediately.

Do not ignore this claim form.
If you do nothing

Judgment may be entered against you without further notice.
This will make it difficult for you to get credit.

Time allowed to reply to this
claim

You must respond to this claim form within 14 days of the day of service (or particulars of claim if served separately). The attached forms may be used for that purpose. The day of service is taken as 5 days after the issue date shown overleaf.

If you agree with all of the
claim and wish to pay it now

Take or send the money, including any interest and costs, to the claimant. The address for payment is on the front of the claim form. You should ensure that the claimant receives the money within 14 days of the date of service. There is further information on how to pay below.

If you agree with all of the
claim and are asking for time
to pay

Complete the admission form (N9A) and send it direct to the claimant (see address on the front of the form to which documents are to be sent). Do not send a copy to the court. Entering an admission may result in judgment being entered against you.

If you admit only part of the
claim

Complete the admission form (N9A) and the defence form (N9B) and send them both to the court within 14 days of the date of service.

If you disagree with the claim
or if you want to make a claim
against the claimant
(counterclaim)

You must send either the completed acknowledgment of service form or a defence to the court within 14 days of the date of service. If you send the acknowledgment of service you must send a defence to the court to arrive no later than 28 days from the date of service.

Registration of Judgments: If this claim results in a judgment against you, details will be entered in a public register, the Register of Judgments, Orders and Fines. They will then be passed to credit reference agencies, which will supply them to credit grantors and others seeking information on your financial standing. **This will make it difficult for you to get credit.** A list of credit reference agencies is available from Registry Trust Limited, 173/175 Cleveland Street, London W1T 6QR.

Costs and Interest: Additional costs and interest may be added to the amount claimed on the front of the claim form if judgment is entered against you. If judgment is for £5,000 or more, or is in respect of a debt which attracts contractual or statutory interest for late payment, the claimant may be entitled to further interest.

How to Pay

- payments must be made to the person named at the address for payment box quoting any reference and the court case number
- do not bring or send payments to the court - they will not be accepted
- you should allow at least 4 days for your payments to reach the claimant or his representative
- make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- a leaflet giving further advice about payment can be obtained from any County Court hearing centre.
- if you need any further information you should contact the claimant or the claimant's representative