

# Offer to settle

(Section I – Part 36)

This form may be used to settle the whole or part of, or any issue that arises in, a claim, counterclaim, other additional claim, appeal or cross-appeal. It may also be used to settle detailed costs assessment proceedings.

A **Notice of acceptance** form is attached to this form should the offeree wish to use it.

**In the** (If proceedings have started)

**Claim No.** (or other ref.)

**Name of Claimant** (including ref.)

**Name of Defendant** (including ref.)

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**Before completing this form or responding to the offer  
please read the notes on pages 4 and 5**

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To the Offeree ('s legal representative) (Insert name and address)

**Take notice that** (insert name of party making the offer)

**makes this offer to settle pursuant to Part 36 of the Civil Procedure Rules 1998.**

This offer is intended to be a  defendant's  claimant's Part 36 offer.

If the offer is accepted within \_\_\_\_\_ days of service of this notice, the defendant will be liable for the claimant's costs in accordance with rule 36.13.

**Note:** Specify a period which, subject to rule 36.5(2), must be at least 21 days

The offer is to settle: *(tick as appropriate)*

the whole of  part of  a certain issue or issues in  
(give details over the page) (give details over the page)

the  
 claim  counterclaim  other additional claim  
 appeal  cross-appeal  detailed costs assessment proceedings

Please give details below of the offer you are making (If necessary continue on a separate sheet ensuring the claim number, if proceedings have started, is shown clearly)

[Empty box for details of the offer]

**The offer**  does  does not take into account  all  part of the following counterclaim (or other adverse claim):

[Empty box for counterclaim details]



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## SECTION 4

### Complete in ALL cases

Details of the party making the offer

Full name

Name of firm  
(if applicable)

Signed

Position held  
(If signing on behalf  
of a firm or company)

Offeror('s legal representative)

Date

<input type="text"/>					
Day	Month	Year			

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### IMPORTANT NOTES:

1. This form may be used to settle the whole or part of, or any issue that arises in, a claim, counterclaim, other additional claim, appeal or cross-appeal. It may also be used to settle detailed costs assessment proceedings.
2. When used to make a Part 36 offer in respect of an appeal, an appellant seeking to settle their appeal should make a claimant's offer while a respondent should make a defendant's offer. [See rule 36.4.]
3. When used to make a Part 36 offer in respect of a counterclaim or other additional claim or a cross-appeal in certain appeal proceedings:
  - the party bringing the counterclaim, additional claim or cross-appeal can make (a) a claimant's offer on such counterclaim, additional claim or cross-appeal; or (b) a defendant's offer on the claim or appeal; and
  - the party bringing the original claim or appeal can make (a) a claimant's offer on such claim or appeal; or (b) a defendant's offer on the counterclaim or cross-appeal.

In any case the offeror should make plain whether the offer takes into account any adverse claim. For example, when making an offer on a claim, state whether it takes into account the counterclaim. Equally when making an offer on a counterclaim, state whether it takes into account the claim. [See rules 36.2(3), 20.2 & 20.3 in respect of counterclaims and other additional claims. See rules 36.2(3) and 36.4 in respect of cross-appeals.]

4. When this form is used to make a Part 36 offer in detailed costs assessment proceedings, the receiving party in the assessment should make a claimant's offer while the paying party should make a defendant's offer. [See rule 47.20.]
5. In summary, Part 36 provides that:
  - A party making a defendant's offer is offering something to settle their opponent's claim, counterclaim, additional claim, appeal, cross-appeal or costs assessment proceedings and to accept a liability to pay costs.
  - A party making a claimant's offer is offering to accept something to settle their own claim, counterclaim, additional claim, appeal, cross-appeal or costs assessment proceedings on terms that their opponent pays their costs.
6. Part 6 of the Civil Procedure Rules makes detailed provision for the service of court documents.

# NOTICE OF ACCEPTANCE

## NOTES:

1. This form is suitable for the simple acceptance of the offer.
2. Where an offer relates only to part of the proceedings and the offeree wishes to abandon the balance of the claim then this should be made clear when accepting the offer.  
[See rule 36.13(2).]
3. See rule 36.15 where the offer was made by one or more but not all of the defendants.

<b>In the</b> (If proceedings have started)
<b>Claim No.</b> (or other ref.)
<b>Name of Claimant</b> (including ref.)
<b>Name of Defendant</b> (including ref.)

## To the Offeror/legal representative

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## Take notice that

 (insert name of party accepting the offer)

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**accepts this offer to settle pursuant to rule 36.11 of the Civil Procedure Rules 1998.**

## Details of the party accepting the offer

Full name 

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Name of firm (if applicable) 

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Signed 

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Position held (If signing on behalf of a firm or company) 

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Offeree('s legal representative)

Date 

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Day Month Year