

## **Notes for defendant on replying to the Part 7 claim form (Financial List)**

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

### **Your response and what happens next**

- In every case you should file either the Acknowledgment of Service form N9(CCFL) if the claim was issued in the Queen's Bench Division Commercial Court or the Acknowledgment of Service form N9(CHFL) if the claim was issued in the Chancery Division.
- Complete the acknowledgment of service within the time stated on it. All Financial List cases are managed by the Admiralty and Commercial Registry even if issued in the Chancery Division. You should therefore send the acknowledgment of service to the Admiralty and Commercial Registry, the Rolls Building, 7 Rolls Building, Fetter Lane, London EC4A 1NL.
- 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 European Lawyer or your own residential or business address within the UK or in any other European Economic Area (EEA) state.
- If you fail to provide an address for service within the UK or any other EEA state, 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*