

# Acknowledgment of Service

(Practice Direction 8B – Pre-Action Protocol for low value personal injury claims in road traffic accidents and low value personal injury employers’ liability and public liability claims)

Name of court	
Claim no.	
Claimant (including ref.)	
Defendant (including ref.)	

## Section A

Tick only **one** box

- I do not intend to contest the claim
- I intend to contest the amount of damages claimed but not the making of an order for damages
- I intend to contest the making of an order for damages
- I intend to dispute the court’s jurisdiction  
(Please note, any application must be filed within 14 days of the date on which you file this acknowledgment of service)
- I object to the use of the procedure in Practice Direction 8B. My reasons for objecting are:

## Section B

I want the claim to be determined by the court:

Tick only **one** box

- on the papers only  
(not applicable where the claimant is a child)
- at a hearing

## Section C

Full name of defendant filing this acknowledgment

## Statement of Truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

- I believe** that the facts stated in this form are true.
- The Defendant** believes that the facts stated in this form are true. **I am authorised** by the **defendant** to sign this statement.
- The Defendant** believes that the facts stated in this form are true. **I am authorised** by the **defendant's insurer** to sign this statement.

### Signature

- Defendant
- Litigation friend (where judgment creditor is a child or a patient)
- Defendant's legal representative (as defined by CPR 2.3(1))

### Date

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

Full name

Name of defendant's legal representative's firm

If signing on behalf of firm or company give position or office held

Give an address to which notices about this case can be sent to you

Building and street

Second line of address

Town or city

County (optional)

Postcode

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If applicable

Phone number

Fax phone number

DX number

Your Ref.

Email

# Notes for defendant - Acknowledgment of Service

(Practice Direction 8B – Pre-Action Protocol for low value personal injury claims in road traffic accidents and low value personal injury employers’ liability and public liability claims)

**Please read these notes carefully – they will help you to decide what to do about this claim.**

- You have 14 days from the date on which you were served with the claim form to respond to the claim.
- If you do not return the acknowledgment of service, you will be allowed to attend any hearing of this claim but you will not be allowed to take part in the hearing unless the court gives you permission to do so.
- Court staff can tell you about procedures but they cannot give legal advice. If you need legal advice, you should contact a solicitor or Citizens Advice Bureau immediately.

## Time for responding

This completed acknowledgment of service must be returned to the court office within 14 days of the date on which the claim form was served on you. If the claim form was:

- sent by post, the 14 days begins 2 business days from the date of the postmark on the envelope.
- delivered or left at your address, the 14 days begins the second business day after it was delivered.
- handed to you personally, the 14 days begins on the second business day after it was given to you.

## Completing the acknowledgment of service

### Section A

You can only choose **one** of the following options in this section.

- **not contesting the claim**  
If you do not wish to contest the claim.
- **contesting the amount of damages**  
If you do wish to contest the amount of damages sought by the claimant in the claim form.
- **contesting an order for damages**
- **disputing the courts jurisdiction**  
Where you intend to dispute the court’s jurisdiction you should file an application disputing the court’s jurisdiction within 14 days of filing your acknowledgment of service at the court.
- **objecting to use of the procedure**  
If you believe that the claimant should not have started proceedings under Practice Direction 8B you should set out your reasons in the space provided.

### Section B

You should state whether you want the claim to be determined by the court on the papers or at a hearing.

A paper hearing is not available for a child claim.

### Section C

Print your full name, or the full name of the defendant on whose behalf you are completing this form.

### Section D

This must be signed by you, your solicitor, your insurer, your insurer’s solicitor or your litigation friend, as appropriate.

### Evidence - general

You may only file further evidence as set out in Practice Direction 8B (paragraphs 8.2 and 11.3).

### Serving other parties

You must serve on any other party named on the claim form, copies of the acknowledgment of service at the same time as you file it with the court.

### What happens next

On receipt of your acknowledgment of service, the court file will be referred to the judge for directions for the determination of the claim. The court will contact you and tell you what to do next.