

Acknowledgment of Service

Claim under the Pre-Action Protocol for Personal Injury Claims below the Small Claims Limit in Road Traffic Accidents

Name of court

Claim number

Name of claimant (including any reference)

Name of defendant (including any reference)

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.
 - sent by post, the 14 days begins 2 business days from the date of the postmark on the envelope.
- If you do not return the acknowledgment of service, you will not be permitted to rely on any of the evidence provided by you which is contained in the relevant Court Pack.
- 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 immediately.

1. What is the Defendant's full name, if different from the name given on form **RTASC Q**?

Name

1.1 Where should documents about this claim be sent?

Building and street

Second line of address

Town or city

County (optional)

Postcode

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Phone number

DX number

Email

Ref:

Section A – Claim value dispute: no liability dispute, no non-protocol vehicle costs claim or uplift request

2. Tick as appropriate:

- Liability is not disputed
- The defendant disputes the amount of damages claimed
- The defendant contends that the procedure in this section should not be used because the claimant:
 - has started proceedings without following the procedure set out in the RTA Small Claims Protocol (give details in the box)
 - has left out material evidence that was provided under the RTA Small Claims Protocol (give details in the box)
 - has filed and served additional or new evidence with the claim form that was not provided under the RTA Small Claims Protocol (give details in the box)

Section B – Hearing

The defendant must complete this section if the claimant has requested a determination without a hearing.

3. Tick as appropriate:

- The defendant agrees with the claimant's request for a determination without a hearing;
- The defendant objects to the claimant's request for a determination without a hearing.

3.1 The names of the witnesses (including the defendant) that should give evidence at any hearing are as follows:

Section C – Evidence

4. Do you seek to rely on evidence not contained in the Court Pack?

Yes

No

4.1 Have you attached the evidence not included in the Court Pack to this form?

Yes, answer **(a)** and **(b)** below

No, answer **(a)**, **(b)** and **(c)** below

(a) The reason that the evidence was not produced as part of the steps taken under the RTA Small Claims Protocol is as follows:

(b) Summarise the evidence:

(c) It is not possible to attach the evidence to this form because:

Section D – 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 acknowledgment of service are true.
- The Defendant** believes that the facts stated in this acknowledgment of service are true. **I am authorised** by the defendant to sign this statement.
- The Insurer believes** that the facts stated in this acknowledgment of service are true.

Signature

- Defendant
- Insurer
- 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

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

Serving other parties

You must serve copies of the acknowledgment of service on any other party named on the claim form, 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 if either party has asked for permission to rely on further evidence. Otherwise, the court will set a date for the determination of the claim, either at a hearing or without a hearing if the parties have agreed to this. The court will contact you and tell you what to do next.