

Notice of allocation to the Multi-track

To [Claimant][Defendant][’s Solicitor]

In the	
Claim no.	
Claimant (including ref.)	
Defendant (including ref.)	
Date	

Seal

[Master][District Judge] has considered the statements of case and directions questionnaire filed and allocated the claim [counterclaim] to **the multi-track**.

Unless the Claimant [Defendant] does **by 4.00pm on the [dd/mm/yyyy]** pay to the court the trial fee of **£xx.xx** or file a properly completed application (i.e one which provides all the required information in the manner requested) for help with fees, then the claim [counterclaim] will be **struck out with effect from [dd/mm/yy] without further order[.]**

[If the claimant is to pay the fee insert:
and, unless the court orders otherwise, you will also be liable for the costs which the defendant has incurred.]

The [Master][District Judge] has ordered that:-

[The claim is being transferred to the [Civil Trial Centre at County Court]
[Division of the Royal Courts of Justice] where all future applications, correspondence and so on will be dealt with]

[The reason[s] the judge has given for allocation to this track [is][are] that .]

Notes:

- You and the other party, or parties, may agree to extend the time periods given in the directions **except**
 - where a rule, practice direction or court order requires a party to comply with a direction within a specified time **and** specifies the consequences of failing to comply;
 - where an extension of time will affect the date given for returning the pre-trial checklist or the date of the trial or trial period
- If you do not comply with these directions, any other party to the claim will be entitled to apply to the court for an order that your statement of case (claim or defence) be struck out
- Leaflets explaining more about what happens when your case is allocated to the Multi-track are available from the court office or online at <http://hmctsformfinder.justice.gov.uk> and search for leaflet EX305.

The court office at

is open between 10am and 4pm Monday to Friday. Address all communications to the Court Manager quoting the claim number.

(The trial fee is fee 2.1 in the current Civil Fees Order).

If your claim has been struck out, it will no longer exist. The hearing will be vacated, unless a counterclaim survives the claim being struck out.

If, following strike out of the claim the claimant or defendant wishes to start fresh proceedings a new claim must be filed together with the appropriate fee or application for help with fees.

Information and leaflets explaining more about how to pay a court fee or how to apply for a help with fees are available from the court office **or online at** <https://www.gov.uk/court-fees-what-they-are>

The trial fee is **non refundable**. If parties settle before the trial fee is due, the trial fee will not be payable. If a consent order settling the matter is requested after the trial fee has been paid, the consent order fee will still be payable.

Please note, unless you apply for help with fees, there will be no further correspondence from the court office regarding payment of the fee or warnings as to the consequences of non payment.

EXAMPLE