

Notice of Trial Date

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

To [Claimant][Defendant][Legal representative]

The trial of the above claim [counterclaim] will take place at [am][pm]

on the [] of []

at []

[Any application in the case must be made to the court where the case is to be tried.]

[Master][District Judge]..... has ordered that:

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.]

Note for fast track cases: At the end of the trial, in addition to deciding which party will pay the costs of the case, the judge will also normally assess the amount to be paid. All parties should ensure that they bring all relevant information in respect of their costs to the trial to enable the judge to carry out that assessment.

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