

Notice of Issue (specified amount)

To the Claimant ['s Solicitor]

Your claim was issued on [].
 The court sent it to the defendant by first class post on []
 and it will be deemed to be served on [].
 The defendant has until [] to reply.

The defendant may

- **Pay** you your total claim.
- **File an acknowledgment of service.** This will allow the defendant 28 days from the date of service of your particulars of claim to file a defence or contest the court's jurisdiction.
- **Dispute the whole claim.** The court will send you a copy of the defence.
- **Admit that all the money is owed.** The defendant will send you a completed admission form and you may ask the court to enter judgment using the request below.

Name of court	
The court office at	
is open between 10 am & 4 pm Monday to Friday Tel:	
Claim No.	
Claimant (including ref.)	
Defendant(s)	
Issue fee	£

- **Admit that only part of your claim is owed.** The court will send you a copy of the reply form and you will have to decide what to do next.
- **Not reply at all.** You may ask the court to enter judgment using the request below.

Note: If the claim is disputed and the defendant is an individual, the claim may be transferred to the defendant's local court.

For further information please turn over



Request for Judgment

- *Tick and complete either A or B. Remember to sign and date the form. Your signature certifies that the information you have given is correct.*
- *If the defendant has given an address on the form of admission to which correspondence should be sent, which is different from the address shown on the claim form, you must tell the court.*
- *Complete all the judgment details at D*

A
 The defendant has not filed an admission or defence to my claim or an application to contest the court's jurisdiction.

Decide how and when you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment.

B
 The defendant admits that all the money is owed

Tick only **one** box below and return the completed slip to the court.

- I accept the defendant's proposal for payment**
 Say how the defendant intends to pay. The court will send the defendant an order to pay. You will also be sent a copy.
- The defendant has not made any proposal for payment**
 Say how you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment. The court will send the defendant an order to pay. You will also be sent a copy.
- I do NOT accept the defendant's proposal for payment**

Say how you want the defendant to pay. Give your reasons for objecting to the defendant's offer of payment in Part E overleaf. Return this slip to the court **with the defendant's admission** (or a copy). The court will fix a rate of payment and send the defendant an order to pay. You will also be sent a copy.

I certify that the information given is correct

Signed **Dated** **Amount payable by defendant**
 (Claimant)(Claimant's Solicitor)(Litigation friend)

Name of court	
Claim No.	
Claimant (including ref.)	
Defendant(s) (including ref.)	

C Defendant's date of birth, if known

D	D	M	M	Y	Y	Y	Y
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D Judgment details

I would like the defendant to be ordered to pay
 (immediately)
 (by instalments of £ per month)
 (in full **by** _____)

Amount of claim as stated in claim form (including interest at date of issue)	
Interest since date of claim (if any).....	
Period From.....To.....	
Rate%	
Court fees shown on claim	
Solicitor's costs (if any) on issuing claim	
Sub Total	
Solicitor's costs (if any) on entering judgment	
Sub Total	
Deduct amount (if any) paid since issue	

Notes for Guidance

- The claim form must be served on the defendant within 4 months of the date of issue (6 months if you are serving outside England or Wales). You may be able to apply to extend the time for serving the claim form but the application must generally be made before the 4 month or 6 month period expires.
- If the defendant does not file an admission, defence or counterclaim; or if the defendant admits the whole claim with or without an offer of payment, you may ask for judgment. If you do not request judgment within 6 months of the end of the period for filing a defence, your claim will be stayed. This means that the only action you can take is to apply to a judge for an order lifting the stay.
- You should keep a record of any payments you receive from the defendant. If there is a hearing or you wish to take steps to enforce the judgment, you will need to satisfy the court about the balance outstanding. You should give the defendant a receipt and payment in cash should always be acknowledged. You should tell the defendant how much he owes if he asks.
- **You must inform the court IMMEDIATELY if you receive any payment before a hearing date or after you have sent a request for enforcement to the court.**
- Further information in leaflet form can be obtained free of charge from the court.

Part E

Objections to the defendant's proposal for payment

Claim Number