



Claim Form

Claimant

Address for sending documents and payments (if different)

Defendant

Particulars of claim

In the

Claim No.

Issue Date

Court address

County Court Business Centre
4th Floor St Katharine's House
21-27 St Katharine's Street
Northampton
NN1 2LH

Court phone number

0300 123 1056

SEAL

Defendant

Do you believe you, or a witness who will give evidence on your behalf, are vulnerable in any way which the court needs to consider? ☐ Yes ☐ No

If Yes, explain in what way you or the witness are vulnerable and what steps, support or adjustments you wish the court and the judge to consider.

Important note

- You have a limited time to reply to this claim form
- Read all the guidance notes on the back of this form – they set out the time limits and tell you what you can do about the claim

£

Amount claimed

Court fee

Legal Representative's costs

Total amount

Statement of truth – I understand that proceedings for contempt of court may be brought against a person 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 claim form are true.

☐ **The claimant believes** that the facts stated in this claim form are true. **I am authorised** by the claimant to sign this form.

Signature

☐ Claimant

☐ Claimant's legal representative (as defined by CPR 2.3(1))

Read these notes carefully – they will help you decide what to do next.

Court staff can help you complete the reply forms and tell you about court procedures. They cannot give legal advice. If you need legal advice you should contact a solicitor or Citizens Advice immediately.

Do not ignore this claim form. If you do nothing.	Judgment may be entered against you without further notice. This will make it difficult for you to get credit.
Time allowed to reply to this claim.	You must respond to this claim form within 14 days of the day of service (or particulars of claim if served separately) The attached forms may be used for that purpose. The day of service is taken as 5 days after the issue date shown overleaf.
If you agree with all of the claim and wish to pay it now.	Take or send the money, including any interest and costs, to the claimant. The address for payment is on the front of the claim form. You should ensure that the claimant receives the money within 14 days of the date of service.
If you agree with all of the claim and are asking for time to pay.	Complete the admission form (N9A) and send it direct to the claimant (see address on the front of the form to which documents are to be sent). Do not send a copy to the court. Entering an admission may result in judgment being entered against you.
If you admit only part of the claim.	Complete the admission form (N9A) and the defence form (N9B) and send them both to the court within 14 days of the date of service.
If you disagree with the claim or you want to make a claim against the claimant (counterclaim).	You must send either the completed acknowledgment of service form or a defence to the court within 14 days of the date of service. If you send the acknowledgment of service you must send a defence to the court to arrive no later than 28 days from the date of service.

Registration of Judgments: If this claim results in a judgment against you, details will be entered in a public register, the Register of Judgments, Orders and Fines. They will then be passed to credit reference agencies, which will supply them to credit grantors and others seeking information on your financial standing. **This will make it difficult for you to get credit.** A list of credit reference agencies is available from Registry Trust Limited, 3rd Floor, 12 Carthusian Street, London, EC1M 6EB.

Costs and Interest: Additional costs and interest may be added to the amount claimed on the front of the claim form if judgment is entered against you. If judgment is for £5,000 or more, or is in respect of a debt which attracts contractual or statutory interest for late payment, the claimant may be entitled to further interest.

How to pay

- Payments must be made to the person named at the address for payment box quoting any reference and the court case number.
- Do not bring or send payments to the court – they will not be accepted.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.