

Acknowledgment of service (Part 8 claim)

You have *(14 days) () from the date on which you were served with the claim form (see below) in which to respond to the claim by completing and returning this acknowledgment of service.

If you **do not** return this acknowledgment of service, you will be allowed to attend any hearing of the claim but you will not be allowed to take part in the hearing unless the court gives you permission to do so.

Time for responding

The completed acknowledgment of service must be returned to the court office within *(14 days) () of the date on which the claim form was served on you.

If the claim form was

- sent by post, the *(14 days) () begins 2 business days from the date of the postmark on the envelope.
- delivered or left at your address, the *(14 days) () begins the second business day after it was delivered.
- handed to you personally, the *(14 days) () begins on the second business day it was given to you.

Written evidence

If you wish to serve and file evidence in answer to the claimant's written evidence, you must send it to the court and to any other party within 28 days after filing an acknowledgment of service.

Where you intend to dispute jurisdiction, only evidence in support of your application under CPR Part 11 need be filed. Your application and evidence must be filed within 28 days after filing an acknowledgment of service.

Serving other parties

At the same time as you file your completed acknowledgment of service (and any written evidence) with the court, you must also send copies of both the form and any written evidence to any other party named on the claim form.

The Court office at the Admiralty and Commercial Court Listing Office, 7 Rolls Building, Fetter Lane, EC4A 1NL is open between 10 am and 4.30 pm Monday to Friday. When corresponding with the Court, please address forms or letters to the Listing Office and quote the claim number.

Name of court

High Court of Justice
Business and Property Division
Financial List

Claim number

Name of claimant(s) (including any reference)

Name of defendant(s)

Name of defendant returning this form

*claimant should alter where appropriate if the claim form is to be served out of the jurisdiction: see CPR Part 6.

**Further information
is available from the
Commercial Court Guide**

<https://www.judiciary.uk/guidance-and-resources/new-editions-of-the-commercial-court-guide-and-circuit-commercial-court-guide-published/>

The court may already have given directions or arranged a hearing. If so, you will have received a copy with the claim form. You should comply with any directions and attend any hearing in addition to completing, filing and serving your acknowledgment of service.

Which sections you need to complete

If you do not intend to contest the claim

Complete Section **A** and Section **E**

If you wish to contest the claim

Complete Section **B** and Section **E**

If you wish to dispute the court's jurisdiction

Complete Section **C** and Section **E**

If you believe the claimant should not have used this procedure

Complete Section **D** and Section **E**

Section A

☐ I do not intend to contest this claim

Give details of any order, direction, etc. you are seeking from the court.

Section B

- ☐ I intend to contest this claim
- ☐ The defendant intends to contest this claim

And (if applicable)

- ☐ I also seek(s)
- ☐ The defendant also seek(s)

the following different remedy to that claimed by the claimant:

Section B: If you seek a remedy different from that sought by the claimant, you should give full details in the space provided.

Section C

- ☐ I intend to dispute jurisdiction
- ☐ The defendant intends to dispute jurisdiction

(you should file your application within 28 days of the date on which you file this acknowledgment of service with the court)

Section C: You should file an application disputing the court's jurisdiction within 28 days of filing your acknowledgment of service at the court. The court will arrange a hearing date for the application and tell you and the claimant when and where to attend.

Section D

- ☐ I object to the claimant issuing under this procedure
- ☐ The defendant objects to the claimant issuing under this procedure

And (if applicable)

- ☐ my reasons for objecting are:
- ☐ the defendant's) reasons for objecting are:

Section D: If you believe that the claimant should not have issued the claim under Part 8 because:

- there is a substantial dispute of fact involved; and
- you do not agree that the rule or practice direction stated does provide for the claimant to use this procedure

you should set out your reasons in the space provided.

Section E

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 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.

Signature

☐ Defendant

☐ Litigation friend (where the defendant is a child or protected party)

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

Date

Day

Month

Year

Full name

Name of defendant's legal representative's firm

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

Statement of truth

This must be signed by you or by your solicitor.

Where the defendant is a registered company or a corporation the statement of truth must be signed by either the director, treasurer, secretary, chief executive, manager or other officer of the company or the company's solicitor or (in the case of a corporation which is not a registered company) any of the persons in the positions previously described or the mayor, chairman, president or town clerk or other similar officer of the corporation or the corporation's solicitor.

Defendant's or defendant's legal representative's address to which documents should be sent.

Building and street

Second line of address

Town or city

County (optional)

Postcode

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If applicable

Phone number

Fax number

DX number

Your Ref.

Email

What happens next

The claimant may, within 14 days of receiving any written evidence from you, file further evidence in reply. The case management procedure set out in the Commercial Court Guide will apply.

<https://www.judiciary.uk/guidance-and-resources/new-editions-of-the-commercial-court-guide-and-circuit-commercial-court-guide-published/>