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STATUTORY INSTRUMENTS

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**1995 No. 2839 (L.16)**

**COUNTY COURTS**

**PROCEDURE**

**The County Court (Forms) (Amendment No. 3) Rules 1995**

*Made* - - - - *2nd November 1995*

*Coming into force* - - *8th January 1996*

- 1.—(1) These Rules may be cited as the County Court (Forms) (Amendment No. 3) Rules 1995.  
(2) In these Rules, a form referred to by number means the form so numbered in the Schedule to the County Court (Forms) Rules 1982(1) and “the main Schedule” means that Schedule.
2. There shall be substituted in the main Schedule, for Forms N1, N1(D), N1(SPC), N2, N3, N4, N9, N9B, N9B(SPC), N10(HP/CCA), N92, N96 and N98 the forms contained in the Schedule to these Rules.
3. In Forms N18A and N19A, in the section entitled “Help and Advice”, for the words “Many solicitors will give up to half an hour’s advice for a fixed fee of £5, or you may be entitled to advice under the Legal Advice and Assistance Scheme”, there shall be substituted the words “You may be entitled to advice from a solicitor under the Legal Advice and Assistance Scheme.”.

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(1) S.I.1982/586, the relevant amendments are S.I. 1984/879, 1985/567, 1986/1505, 1988/279, 1989/886, 1918, 1990/517, 1991/1132, 1992/2040, 1993/712 and 2174.

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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The undersigned members of the Rule Committee, appointed by the Lord Chancellor under section 75 of the County Courts Act 1984<sup>(2)</sup>, having made these Rules, certify them and submit them to the Lord Chancellor.

*Frank J. White  
Neil Butler  
J. H. Wroath  
Helen Paling  
Margaret Wilby  
W. A. Vincent  
Henrietta Manners  
E. C. Gee  
R. J. Winstanley*

I allow these Rules, which shall come into force on 8th January 1996.

Dated 2nd November 1995


*Mackay of Clashfern, C.*

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(2) 1984 c. 28; section 75 was amended by the Courts and Legal Services Act 1990 (c. 41), sections 2(4) and 16 and Schedule 18, paragraph 47.

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## SCHEDULE

	County Court Summons	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Case Number</b></td> <td style="padding: 2px; font-size: 0.8em;"><i>Always quote this</i></td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>In the</b></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;"><b>County Court</b></td> </tr> <tr> <td colspan="2" style="padding: 2px; font-size: 0.8em;">The court office is open from 10am to 4pm Monday to Friday</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Telephone:</td> </tr> </table>	<b>Case Number</b>	<i>Always quote this</i>	<b>In the</b>		<b>County Court</b>		The court office is open from 10am to 4pm Monday to Friday		Telephone:	
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<b>In the</b>												
<b>County Court</b>												
The court office is open from 10am to 4pm Monday to Friday												
Telephone:												
<p><b>(1)</b> Plaintiff's full name and address</p>		<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 0.8em;">Seal</span> </div> <p style="font-size: 0.8em; margin: 5px 0;">This summons is only valid if sealed by the court If it is not sealed it should be reported to the court</p> <p style="font-weight: bold; font-size: 0.8em;">Keep this summons. You may need to refer to it</p>										
<p><b>(2)</b> Address for sending documents and payments <i>(if not as above)</i> Ref/Tel no.</p>												
<p><b>(3)</b> Defendant's full name <i>(eg Mr, Mrs or Miss where known)</i> and address Company no. <i>(where known)</i></p>												
What the plaintiff claims from you												
<p>Brief description of type of claim</p>												
Particulars of the plaintiff's claim against you												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Amount claimed</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Court fee</td> <td></td> </tr> <tr> <td style="padding: 2px;">Solicitor's costs</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>Total amount</b></td> <td></td> </tr> <tr> <td style="padding: 2px;">Summons issued on</td> <td></td> </tr> </table>	Amount claimed		Court fee		Solicitor's costs		<b>Total amount</b>		Summons issued on	
Amount claimed												
Court fee												
Solicitor's costs												
<b>Total amount</b>												
Summons issued on												
<p><b>Signed</b> Plaintiff or plaintiff's solicitor <i>(or see enclosed particulars of claim)</i></p>												

### What to do about this summons

**You have 21 days from the date of the postmark to reply to this summons**  
*(A limited company served at its registered office has 16 days to reply)*

**If this summons was delivered by hand, you have 14 days from the date it was delivered to reply**

**You can**

- dispute the claim
- make a claim against the plaintiff
- admit the claim and costs in full and offer to pay
- admit only part of the claim
- pay the total amount shown above

**You must read the information on the back of this form. It will tell you more about what to do.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

If you do nothing	<b>Judgment may be entered against you without further notice. This will make it difficult for you to get credit.</b>
If you dispute the claim	Complete the white defence form (N9B) and return it to the court office within the time allowed. The notes on the form explain what you should do. It is not enough to contact the plaintiff by telephone or letter.
If you want to make a claim against the plaintiff (counterclaim)	Complete boxes 5 and 6 on the white defence form (N9B) and return the form to the court office. The notes at box 5 explain what you should do.
If you admit all of the claim and you are asking for time to pay	Fill in the blue admission form (N9A). The notes on the form explain what you should do and where you should send the completed form. You must reply within the time allowed.
If you admit all of the claim and you wish to pay now	<b>Take or send the money including any interest and costs to the person named at box (2) on the front of the summons.</b> If there is no address in box (2), send the money to the address in box (1). You should ensure the plaintiff receives the money within the period given for reply. Read 'How to Pay' below.
If you admit only part of the claim	Fill in the white defence form (N9B) saying how much you admit, and why you dispute the balance. Then <b>either:</b> Pay the amount admitted as explained in the box above; <b>or</b> If you need time to pay fill in the blue admission form (N9A) and return the forms to the court office within the time allowed.

**Costs**

In addition to the solicitor's costs for issuing the summons, a plaintiff's solicitor is entitled to add further costs if the court enters judgment against you.

**Interest on judgments**

If judgment is entered against you and is for £5,000 or more the plaintiff may be entitled to interest on the total amount.

**Registration of judgments**

If the summons results in a judgment against you, your name and address may be entered in the Register of County Court Judgments. **This will make it difficult for you to get credit.** A leaflet giving further information can be obtained from the court.

**Further advice**

Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at **any** county court office or Citizens Advice Bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book. When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payments to reach the plaintiff or his representative.
- 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.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

**Certificate of service**  
To be completed on the court copy only

Served on

By posting on

Officer

Not served on (reasons)

N1 Default summons (fixed amount) (Order 3, rule 3(2)(b)) (11/95)

Printed by Satellite Press Limited

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



## County Court Summons

(1)  
Plaintiff's  
full name  
address

(2)  
Address for  
sending  
documents  
and payments  
*(if not as above)*  
Ref/Tel no.

(3)  
Defendant's  
full name  
*(eg Mr, Mrs or Miss  
where known)*  
and address  
Company no.  
*(where known)*

### What the plaintiff claims from you

Brief  
description  
of type of  
claim

Particulars of the plaintiff's claim against you

Signed  
Plaintiff or plaintiff's solicitor  
(or see enclosed particulars of claim)

Case Number	<i>Always quote this</i>
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In the	<b>County Court</b>
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The court office is open from 10am to 4pm Monday to Friday
Telephone:

seal

This summons is only valid if sealed by the court  
If it is not sealed it should be reported to the court  
**Keep this summons. You may need to refer to it**

Amount claimed

Court fee

Solicitor's costs

**Total amount**

Summons issued on


### What to do about this summons

**You have 21 days from the date of the postmark to reply to this summons**  
*(A limited company served at its registered office has 16 days to reply)*

**If this summons was delivered by hand, you have 14 days from the date it was delivered to reply**

You can

- dispute the claim
- make a claim against the plaintiff
- admit the claim and costs in full and offer to pay
- admit only part of the claim
- pay the total amount shown above

**You must read the information on the back of this form. It will tell you more about what to do.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Please read this page: it will help you deal with the summons**

**General information**

Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at any county court office or Citizens Advice Bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book. When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.

**If you dispute all or part of the claim**

*You may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, Citizens Advice Bureau, legal advice centre or firm of solicitors displaying the legal aid sign.*

- Say how much you dispute on the enclosed form for defending the claim and return it to the court office within the time allowed. It is not enough to contact the plaintiff by letter or telephone. The court will arrange a hearing and will tell you what to do next.
- If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim and pay the amount admitted to the court.
- If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the court unless you dispute having to pay them. Explain your reasons.
- If the court named on the summons is not your local county court, your case will automatically be transferred to your local county court.
- A claim for £3,000 or less will normally be dealt with by arbitration under the small claims procedure.

**If you want to make a claim against the plaintiff**

*This is called a counterclaim*

Fill in the part of the enclosed form headed 'Counterclaim'. If your claim is for more than the plaintiff's claim you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will usually be a hearing. The court will tell you what to do next.

**If you admit owing all the claim**

Either pay the total amount - see **Payments into Court** on this page;  
Or, if you require time to pay, fill in the part of the enclosed form for admitting the claim and return it to the court. You must reply within the time allowed. Give details of how you propose to pay the claim.

If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay.

If your offer is not accepted, the court will fix a rate of payment based on the details given in your form of admission and the plaintiff's comments. Judgment will be entered and you will be sent an order telling you how and when to pay.

**If you do nothing**

**Judgment may be entered against you without further notice. This will make it difficult for you to get credit.**

**Costs**

In addition to the solicitor's costs for issuing the summons, a plaintiff's solicitor is entitled to add further costs if the court enters judgment against you.

**Registration of judgments**

If the summons results in a judgment against you, your name and address may be entered in the Register of County Court Judgments. **This will make it difficult for you to get credit.** A leaflet giving further information can be obtained from the court.

**Interest on judgments**

If judgment is entered against you and is for £5,000 or more the plaintiff may be entitled to interest on the full amount.

**Payments into Court**

**You can pay the court by calling at the court office which is open 10am to 4pm Monday to Friday**

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.  
*Please bring this form with you.*

**By post**

You may only pay by:

- postal order
- banker's or giro draft
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.  
This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court **cannot** accept stamps or payments by bank and giro credit transfers.

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff**

**To be completed on the court copy only**

Served on \_\_\_\_\_

By posting on \_\_\_\_\_

Officer \_\_\_\_\_

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Not served on (reasons) \_\_\_\_\_

N1(D) Default summons (fixed amount, plaintiff under disability) (Order 3, rule 3(2)(b))

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



# County Court Summons

Case Number

(Always quote this)

In the  
County Court

(1)

Plaintiff's  
full name  
address

(2)

Address for  
service and  
payment  
(if not as above)  
Tel no.  
Reference

(3)

Defendant(s)  
name  
address

## What the plaintiff claims from you

Brief  
description  
of type of  
claim

Particulars of the plaintiff's claim against you

Amount claimed

Court fee

Solicitor's costs

**Total amount**

Summons issued on

.....

## What to do about this summons

You can

- dispute the claim
- make a claim against the plaintiff
- admit the claim in full and offer to pay
- pay the total amount shown above
- admit only part of the claim

For information on what to do or if you need further advice, please turn over.

Plaintiff (s solicitor)

NI (SPC) Default summons (fixed amount) (Order 3, rule 3(2) (b)) Keep this summons, you may need to refer to it

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**You have 22 days from the date of issue of this summons to reply**

*(A limited company served at its registered office has 17 days to reply.)*

If you do nothing	<b>Judgment may be entered against you without further notice.</b>
If you dispute the claim	Complete the white defence form (N9B) and return it to the court office. The notes on the form explain what you should do.
If you want to make a claim against the plaintiff (counterclaim)	Complete boxes 5 and 6 on the white defence form (N9B) and return the form to the court office. The notes at 5 explain what you should do.
If you admit all of the claim and you are asking for time to pay	Fill in the blue admission form (N9A). The notes on the form explain what you should do and where you should send the completed form.
If you admit all of the claim and you wish to pay now	<b>Take or send the money to the person named at box (2) on the front of the summons.</b> If there is no address in box (2), send the money to the address in box (1). Read How to Pay below.
If you admit only part of the claim	Fill in the white defence form (N9B) saying how much you admit, then <b>either:</b> Pay the amount admitted as explained in the box above; <b>or</b> Fill in the blue admission form (N9A) if you need time to pay.

**Interest on Judgments**

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount

**Registration of Judgments**

If the summons results in a judgment against you, your name and address may be entered in the Register of County Court Judgments. **This may make it difficult for you to get credit.** A leaflet giving further information can be obtained from the court.

**Further Advice**

You can get help to complete the reply forms and information about court procedures at **any** county court office or citizens' advice bureau. The address and telephone number of your local court is listed under "Courts" in the phone book.


When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.

**How to pay**

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payments to reach the plaintiff or his representative.
- 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
- A leaflet giving further advice about payments can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.



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## County Court Summons

**(1) Plaintiff's full name and address**

**(2) Address for sending documents and payments (if not as above) Ref/Tel no.**

**(3) Defendant's full name and address (eg Mr, Mrs or Miss where known) Company no. (where known)**

**Case Number** Always quote this

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**In the**

**County Court**

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The court office is open from 10am to 4pm Monday to Friday

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Telephone:

This summons is only valid if sealed by the court  
If it is not sealed it should be reported to the court

**Keep this summons. You may need to refer to it**

**What the plaintiff claims from you**

Brief description of type of claim

Particulars of the plaintiff's claim against you

My claim is worth                      £5,000 or less                       over £5,000

**Total claim over £3,000 and/or damages for personal injury claims over £1,000**

I would like my case decided by                      trial                       arbitration

**Signed**  
Plaintiff or plaintiff's solicitor  
(or see enclosed particulars of claim)

Amount claimed see particulars

Court fee		
Solicitor's costs		
<b>Total amount</b>		

Summons issued on \_\_\_\_\_

**What to do about this summons**

**You have 21 days from the date of the postmark to reply to this summons**  
*(A limited company served at its registered office has 16 days to reply)*

**If this summons was delivered by hand, you have 14 days from the date it was delivered to reply**

**You can**

- dispute the claim
- make a claim against the plaintiff
- admit the claim and costs in full and offer to pay
- admit only part of the claim
- pay the total amount shown above

**You must read the information on the back of this form. It will tell you more about what to do.**

N2 Default summons (amount not fixed) (Order 3, rule 3(2)(b)) (11.95) Printed by Saatchi Press Limited

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Please read this page: it will help you deal with the summons**

**If you dispute all or part of the claim**

You may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, Citizens Advice Bureau, legal advice centre or firm of solicitors displaying the legal aid sign.

- Say how much you dispute on the enclosed form for defending the claim and return it to the court office within the time allowed. It is not enough to contact the plaintiff by letter or telephone. The court will arrange a hearing and/or will tell you what to do next.
- If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim and either pay the amount admitted to the court or make an offer of payment.
- If the court named on the summons is not your local county court, and/or the court for the area where the reason for the claim arose, you may write to the court named asking for the case to be transferred to the county court of your choice. You must explain your reasons for wanting the transfer. However, if the case is transferred and you later lose the case, you may have to pay more in costs.

**How the claim will be dealt with if defended**

If the total the plaintiff is claiming is £3,000 or less and/or the claim for damages for personal injury is worth £1,000 or less, it will be dealt with by arbitration (small claims procedure) unless the court decides the case is too difficult to be dealt with in this informal way. Costs and the grounds for setting aside an arbitration award are strictly limited. If the claim is not dealt with by arbitration, costs, including the costs of help from a legal representative, may be allowed.

If the total the plaintiff is claiming is more than £3,000 and/or he or she is claiming more than £1,000 for damages for personal injury, it can still be dealt with by arbitration if you or the plaintiff ask for it and the court approves. If your claim is dealt with by arbitration in these circumstances, costs may be allowed.

**If you want to make a claim against the plaintiff**

*This is called a counterclaim*

Fill in the part of the enclosed form headed 'Counterclaim'. If your claim is for more than the plaintiff's claim you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will usually be a hearing. The court will tell you what to do next.

**If you admit owing all the claim**

- If the claim is for more than £3,000 and/or includes a claim for damages for personal injury for more than £1,000, you may make a payment into court to compensate the plaintiff (see **Payments into Court** box). The figure of £3,000 includes interest claimed under contract but **excludes** costs and interest claimed under section 69 of the County Courts Act 1984. Send a notice or letter with your payment, saying that it is in satisfaction of the claim. If the plaintiff accepts the amount paid, he is also entitled to payment of his costs.

- **If you need time to pay**, complete the enclosed form of admission and give details of how you propose to pay the plaintiff. You must reply within the time allowed. If your offer is accepted, the court will send an order telling you how to pay. If it is not accepted, the court will fix a rate of payment based on the details given in your form of admission and the plaintiff's comments. Judgment will be entered and you will be sent an order telling you how and when to pay.

- **If the plaintiff does not accept the amount paid or offered**, the court will fix a hearing to decide how much you must pay to compensate the plaintiff. The court will tell you when the hearing, which you should attend, will take place.

N2 Default summons (amount not fixed) (Order 3, rule 3(2)(b))

**If you do nothing**

**Judgment may be entered against you. This will make it difficult for you to get credit.**

**General information**

Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at any county court office or Citizens Advice Bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book. When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.

**Costs**

In addition to the solicitor's costs for issuing the summons, you may have more costs to pay if the court enters judgment against you.

**Registration of judgments**

If the summons results in a judgment against you, your name and address may be entered in the Register of County Court Judgments. **This will make it difficult for you to get credit.** A leaflet giving further information can be obtained from the court.

**Interest on judgments**

If judgment is entered against you and is for £5,000 or more the plaintiff may be entitled to interest on the full amount.

**Payments into Court**

**You can pay the court by calling at the court office which is open 10am to 4pm Monday to Friday**

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

*Please bring this form with you.*

**By post**

You may only pay by:

- postal order
- banker's or giro draft
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court **cannot** accept stamps or payments by bank and giro credit transfers.

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff**

**To be completed on the court copy only**

Served on

By posting on

Officer

Not served on (reasons)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



**Fixed Date Summons  
Pre-Trial Review**

(1)  
Plaintiff's  
full name  
address

(2)  
Address for  
sending  
documents  
and payments  
*(if not as above)*  
Ref/Tel no.

(3)  
Defendant's  
full name  
*(eg Mr, Mrs or Miss  
where known)*  
and address  
Company no.  
*(where known)*

<b>Case Number</b>	<i>Always quote this</i>
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<b>In the  County Court</b>
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The court office is open from 10am to 4pm Monday to Friday

Telephone:

seal

This summons is only valid if sealed by the court  
If it is not sealed it should be reported to the court  
**Keep this summons. You may need to refer to it**

**To the defendant**

- The plaintiff claims \_\_\_\_\_ (see particulars enclosed)

Court fee  
Solicitor's costs

**Total amount**

Summons issued on


- The district judge will consider giving directions for the determination of this action

on \_\_\_\_\_ at \_\_\_\_\_ am/pm

at \_\_\_\_\_

when you are summoned to attend. Failure to attend may result in judgment being entered against you.

**Important - you must read the information on the back of this form. It will tell you more about what to do.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Please read this page: it will help you deal with the summons**

**You have 21 days from the date of the postmark to reply to this summons.** (A limited company served at its registered office has 16 days to reply.) **If this summons was delivered by hand, you have 14 days from the date it was delivered to reply.**

- **If you dispute the claim or any part of it,** return the enclosed form of defence to the court stating clearly how much you dispute and your reasons for doing so. You must return it within the time allowed. It is not enough to contact the plaintiff by letter or telephone. If you dispute only part of the claim, you should also fill in the form of admission. If there is a money claim pay the amount you admit to the address for payment overleaf.
- **If you want to make a claim against the plaintiff,** (called a counterclaim) complete and return to the court the enclosed form of counterclaim giving details of your claim. If your claim is for more than the plaintiff's claim you may have to pay a fee - the court will let you know.
- **If there is a claim for money and you admit the claim or part of it,** pay the amount admitted and the costs to the address for payment overleaf (see **How to Pay** box). If you need time to pay, complete the enclosed form of admission. You must reply within the time allowed.
- **Unless you pay or make an admission and proposal for payment which the plaintiff accepts,** you should attend court at the time and place stated on the summons. Be prepared to give the court information about the nature of your case. The court will then give directions as to how the action is to be dealt with. If you intend to ask the court for any particular direction, you should give notice of your intention to the court and the plaintiff. If you do not attend as stated on the summons, judgment may be entered against you.

**General information**

Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at any county court office or Citizens Advice Bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book. When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.

**N3** Fixed date summons (pre-trial review)

- If you intend to defend this claim and the court named on the summons is not your local county court, and/or the court for the area where the reason for the claim arose, you may write to the court named, asking for the case to be transferred to your local county court and explaining your reasons. However, if the case is transferred and you later lose the case, you may have to pay more in costs.

**If you do nothing and there is a money claim Judgment may be entered against you without further notice. This will make it difficult for you to get credit.**

**Costs**

In addition to the solicitor's costs for issuing the summons, you may have more costs to pay if the court enters judgment against you. Any delay in payment or in returning the enclosed form may add to the costs.

**Registration of judgments**

If the summons results in a judgment against you for money, your name and address may be entered in the Register of County Court Judgments. **This will make it difficult for you to get credit.** A leaflet giving further information can be obtained from the court.

**Interest on judgments**

If judgment is entered against you and is for £5,000 or more, the plaintiff may be entitled to interest on the full amount.

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their references and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure 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.
- A leaflet giving further advice about payment may be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

CASE NO. \_\_\_\_\_

**Certificate of Service**  
I certify that the summons of which this is a true copy was served by me on (date)

Service was effected (tick and complete whichever applies)

- by posting it to the defendant on the address stated on the summons.
- by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.
- by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.
- by delivering it to the defendant personally (or to

apparently not less than 16 years old, who promised to give it to the defendant on the same day)  
(or on )  
at the address stated on the summons (or at )

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

**OR**  
I certify that the summons has not been served for the following reasons:

\_\_\_\_\_  
Bailiff/Officer of the Court

\_\_\_\_\_  
Bailiff/Officer of the Court

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



**Fixed Date Summons**

(1)  
Plaintiff's  
full name  
address

(2)  
Address for  
sending  
documents  
and payments  
(if not as above)  
Ref/Tel no.

(3)  
Defendant's  
full name  
(eg Mr, Mrs or Miss  
where known)  
and address  
Company no.  
(where known)

<b>Case Number</b>	<small>Always quote this</small>
--------------------	----------------------------------

<b>In the  County Court</b>
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<small>The court office is open from 10am to 4pm Monday to Friday</small>
Telephone:

This summons is only valid if sealed by the court  
If it is not sealed it should be reported to the court  
**Keep this summons. You may need to refer to it**

**To the defendant**

• The plaintiff claims ..... (see particulars enclosed)

Court fee  
Solicitor's costs

**Total amount**

Summons issued on


• **The claim will be heard**

on  at  am/pm

at

when you are summoned to attend. Failure to attend may result in judgment being entered against you.

**Important - you must read the information on the back of this form. It will tell you more about what to do.**

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Please read this page: it will help you deal with the summons**

You have 21 days from the date of the postmark to reply to this summons. (A limited company served at its registered office has 16 days to reply.) If this summons was delivered by hand, you have 14 days from the date it was delivered to reply.

**General information**

Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at any county court office or Citizens Advice Bureau.

The address and telephone number of your local court is listed under 'Courts' in the phone book.

When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.

**If you do nothing**

Judgment may be entered against you without further notice. This may make it difficult for you to get credit.

**Costs**

In addition to the solicitor's costs for issuing the summons, you may have to pay more costs if the court enters judgment against you. Any delay in payment or in returning the enclosed form may add to the costs.

**Registration of judgments**

If the summons results in a judgment against you for money, your name and address may be entered in the Register of County Court Judgments. This will make it difficult for you to get credit. A leaflet giving further information can be obtained from the court.

**Interest on judgments**

If judgment is entered against you and is for £5,000 or more, the plaintiff may be entitled to interest on the full amount.

**How to Pay**

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their references and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure 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.
- A leaflet giving further advice about payment may be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

N4 Fixed date summons

CASE NO. \_\_\_\_\_

**Certificate of Service**  
I certify that the summons of which this is a true copy was served by me on (date)

**Service was effected** (tick and complete whichever applies)

- by posting it to the defendant on the address stated on the summons.
- by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.
- by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.
- by delivering it to the defendant personally (or to

apparently not less than 16 years old, who promised to give it to the defendant on the same day) (or on )

at the address stated on the summons (or at )

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

Bailiff/Officer of the Court

OR  
I certify that the summons has not been served for the following reasons:

Bailiff/Officer of the Court

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form for Replying to a Summons**

- Read the notes on the summons before completing this form
- Tick the correct boxes and give the other details asked for
- Send or take this completed and signed form immediately to the court office shown on the summons
- You should keep your copy of the summons
- For details of where and how to pay see the summons

What is your full name? (BLOCK CAPITALS)

Surname

Forenames

Mr  Mrs  Miss  Ms

How much of the claim do you admit?

- All of it (complete only sections 1 and 2)
- Part of it (sections 1,2,3,4,5) Amount £ :
- None of it (complete sections 3,4 and 5 overleaf)

**Section 1 Offer of payment**

I offer to pay the amount admitted on (date)  
or for the reasons set out below

I cannot pay the amount admitted in one instalment  
but I can pay by monthly instalments of £ :

Fill in the next section as fully as possible. Your answers will help the plaintiff decide whether your offer is realistic and ought to be accepted. Your answers will also help the court, if necessary, to fix a rate of payment that you can afford.

**Section 2 Income and outgoings**

a. Employment I am

- Unemployed
- A pensioner
- Self employed as
- Employed as a

My employer is

Employer's address:

b. Income specify period: weekly, fortnightly, monthly etc.

My usual take home pay £ :  
 Child benefit(s) total £ :  
 Other state benefit(s) total £ :  
 My pension(s) total £ :  
 Other people living in my home give me £ :  
 Other income (give details) £ :

continue on a separate sheet if necessary – put the case number in the top right hand corner

Give an address to which notices about this case should be sent to you	I declare that the details I have given above are true to the best of my knowledge
	Signed (to be signed by you or by your solicitor)
	Position (if signing on behalf of firm or company)
	Dated

In the		County Court
Case Number	Always quote this	
Plaintiff (including reference)		
Defendant		

c. Bank account and savings

- I do not have a bank account
  - I have a bank account
- The account is  in credit  overdrawn by £ :

- I do not have a savings account
- I have a savings account

The amount in the account is £ :

d. Dependants (people you look after financially)

Number of dependants  
(give ages of children)

e. Outgoings

I make regular payments as follows:

	weekly	monthly	£	:
Mortgage	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Rent	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Mail order	<input type="checkbox"/>	<input type="checkbox"/>	£	:
TV rental/licence	<input type="checkbox"/>	<input type="checkbox"/>	£	:
HP repayments	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Court orders	<input type="checkbox"/>	<input type="checkbox"/>	£	:

specify period: yearly, quarterly, etc.

Gas £ :  
 Electricity £ :  
 Council tax £ :  
 Water charges £ :

Other regular payments (give details below)

£ :

Credit card and other debts (please list)

Of the payments above, I am behind with payments to

£ :

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Case No. ....

**Section 3 Defending the claim: defence**

Fill in this part of the form only if you wish to defend the claim or part of the claim.

- a. How much of the plaintiff's claim do you dispute?
- All of it
- Part of it  give amount £ .....

If you dispute only part of the claim, you must complete sections 1 and 2 overleaf and part b. below.

- b. What are your reasons for disputing the claim?

**Section 4 Making a claim against the plaintiff: counterclaim**

Fill in this part of the form only if you wish to make a claim against the plaintiff.

If your claim against the plaintiff is for more than his claim against you, you may have to pay a fee. Ask at the court office whether a fee is payable.

- a. What is the nature of the claim you wish to make against the plaintiff?
- b. If your claim is for a specific sum of money, how much are you claiming? £ .....
- c. What are your reasons for making the claim?

continue on a separate sheet if necessary – put the case number in the top right hand corner

**Section 5 Arbitration under the small claims procedure**

**How the claim will be dealt with if defended**

If the total the plaintiff is claiming is £3,000 or less, it will be dealt with by arbitration (small claims procedure) unless the court decides the case is too difficult to be dealt with in this informal way. Costs and the grounds for setting aside an arbitration award are strictly limited. If the claim is not dealt with by arbitration, costs, including the costs of help from a legal representative, may be allowed.

If the total the plaintiff is claiming is more than £3,000, it can still be dealt with by arbitration if you or the plaintiff ask for it and the court approves. If your claim is dealt with by arbitration in these circumstances, costs may be allowed.

Please tick this box if you would like the claim dealt with by arbitration

Give an address to which notices about this case should be sent to you   Postcode <input type="text"/>	Signed (to be signed by you or by your solicitor)
	Position (if signing on behalf of firm or company)
	Dated



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Defence and Counterclaim

### When to fill in this form

- Only fill in this form if you wish to dispute all or part of the claim **and/or** make a claim against the plaintiff (counterclaim).

### How to fill in this form

- Please check that the correct case details are shown on this form. You must ensure that all the boxes at the top right of this form are completed. You can obtain the correct names and numbers from the summons. The court cannot trace your case without this information.
- Follow the instructions given in each section. Tick the correct boxes and give the other details asked for.
- If you wish only to make a claim against the plaintiff (counterclaim) go to section 5.
- Complete and sign section 6 before returning this form.

### Where to send this form

- Send or take this form immediately to the court office at the address shown above.
- If you admit part of the claim and you are asking for time to pay, you will also need to fill in the blue admission form (N9A) and send **both** reply forms to the court.
- Keep the summons and a copy of this defence; you may need them.

### Legal Aid

- You may be entitled to legal aid. Ask about the legal aid scheme at any county court office, Citizens Advice Bureau, legal advice centre or firm of solicitors displaying the legal aid sign.



### What happens next

- If you complete box 3 on this form, the court will ask the plaintiff to confirm that he has received payment. If he tells the court that you have not paid, the court will tell you what you should do.
- If you complete box 4 or 5, the court will tell you what you should do.
- If the summons is not from your local county court, it will automatically be transferred to your local court.

### 1 How much of the claim do you dispute?

I dispute the full amount claimed (go to section 2)

or

I admit the amount of £

If you dispute only part of the claim you must **either**:

- pay the amount admitted to the person named at the address for payment in box (2) on the front of the summons or if there is no address in box (2), send the money to the address in box (1) (see How to Pay on the back of the summons). Then send this defence to the court.

or

- complete the blue admission form and this defence form and send them to the court.

Tick whichever applies

I paid the amount admitted on (date)

or

I enclose the completed form of admission  
(go to section 2)

In the	
County Court	
Case Number	Always quote this
Plaintiff (including ref.)	
Defendant	

The court office is open from 10am to 4pm Monday to Friday

### 2 Arbitration under the small claims procedure

#### How the claim will be dealt with if defended

If the total the plaintiff is claiming is £3,000 or less, it will be dealt with by arbitration (small claims procedure) unless the court decides the case is too difficult to be dealt with in this informal way. Costs and the grounds for setting aside an arbitration award are strictly limited. If the claim is not dealt with by arbitration, costs, including the costs of help from a legal representative, may be allowed.

If the total the plaintiff is claiming is more than £3,000, it can still be dealt with by arbitration if you or the plaintiff ask for it and the court approves. If your claim is dealt with by arbitration in these circumstances, costs may be allowed.

Please tick this box if you would like the claim dealt with by arbitration.

(go on to section 3)

### 3 Do you dispute this claim because you have already paid it? Tick whichever applies

No (go to section 4)

Yes I paid £  to the plaintiff

on  (before the summons was issued - see summons)

Give details of where and how you paid it in the box below (then go to section 6)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Case No.

**4 If you dispute the claim for reasons other than payment, what are your reasons?**

Use the box below to give full details (If you need to continue on a separate sheet, put the case number in the top right hand corner)

**5 If you wish to make a claim against the plaintiff (counterclaim)**

If your claim is for a specific sum of money, how much are you claiming?

£

- If your claim against the plaintiff is for more than the plaintiff's claim against you, you may have to pay a fee. Ask at your local court office whether a fee is payable.
- You may not be able to make a counterclaim where the plaintiff is the Crown (eg a Government Department). Ask at your local county court office for further information.

**What are your reasons for making the counterclaim?**

- Use the box opposite to give full details. (If you need to continue on a separate sheet, put the case number in the top right hand corner.)

(go on to section 6)

**6 Signed**

(To be signed by you or by your solicitor)

**Position**  
(if signing on behalf of firm or company)

**Give an address to which notices about this case can be sent to you**

Postcode

**Dated**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Defence and Counterclaim

### When to fill in this form

- Only fill in this form if you wish to dispute all or part of the claim **and/or** make a claim against the plaintiff (counterclaim).

### How to fill in this form

- Follow the instructions given in each section. Tick the correct boxes and give the other details asked for.
- If you wish only to make a claim against the plaintiff (counterclaim) go to section 5.
- Complete and sign section 6 before returning this form.

### Where to send this form

- Send or take this form immediately to the court office at the address shown above.
- If you admit part of the claim and you are asking for time to pay, you will also need to fill in the blue admission form (N9A) and send **both** reply forms to the court.
- Keep the summons and a copy of this defence; you may need them.

### Legal Aid

- You may be entitled to legal aid. Ask about the legal aid scheme at any county court office, citizen's advice bureau, legal advice centre or firm of solicitors displaying this legal aid sign.



### What happens next

- If you complete box 3 on this form, the court will ask the plaintiff to confirm that he has received payment. If he tells the court that you have not paid, the court will tell you what you should do.
- If you complete box 4 or 5, the court will tell you what you should do.
- If the summons is not from your local county court, it will automatically be transferred to your local court.

### 1 How much of the claim do you dispute?

I dispute the full amount claimed (go to section 2) or

I admit the amount of £  and I dispute the balance

If you dispute only part of the claim you must **either**:

- pay the amount admitted to the person named at the address for payment in box (2) on the front of the summons or if there is no address in box (2), send the money to the address in box (1) (see How to Pay on the back of the summons). Then send this defence to the court.

or

- complete the blue admission form and send it to the court with this defence.

Tick whichever applies

I paid the amount admitted on

or

I enclose the completed form of admission

(go to section 2)

<b>In the County Court</b>	
<b>Case Number</b> (Always quote this)	
<b>Plaintiff</b> (reference)	
<b>Defendant</b>	

### 2 Arbitration under the small claims procedure

#### How the claim will be dealt with if defended

If the claim is for **£1,000** or less it will be dealt with by arbitration (small claims procedure) unless the court decides the case is too difficult to be dealt with in this informal way. Costs and the grounds for setting aside an arbitration award are strictly limited. If the claim is for **£1,000** or less and is not dealt with by arbitration, costs, including the costs of a legal representative, may be allowed.

If the claim is for **over £1,000** it can still be dealt with by arbitration if either you or the plaintiff asks for it and the court approves. If the claim is dealt with by arbitration in these circumstances, costs may be allowed.

Please tick this box if the claim is worth over **£1,000** and you would like it dealt with by arbitration.

(go on to section 3)

### 3 Do you dispute this claim because you have already paid it? Tick whichever applies

No (go to section 4)

Yes I paid £  to the plaintiff on  (before the summons was issued)

Give details of where and how you paid it in the box below (then go to section 6)

**N9B (SPC) Form of defence and counterclaim to accompany Form N1 (SPC) (Order 9, rule 2)**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Case No.

**4 If you dispute the claim for reasons other than payment, what are your reasons?**

Use the box below to give full details. (If you need to continue on a separate sheet, put the case number in the top right hand corner.)

**5 If you wish to make a claim against the plaintiff (counterclaim)**

If your claim is for a specific sum of money, how much are you claiming? £

- If your claim against the plaintiff is for more than the plaintiff's claim against you, you may have to pay a fee. Ask at your local court office whether a fee is payable.
- You may not be able to make a counterclaim where the plaintiff is the Crown (e.g. a Government Department). Ask at your local county court office for further information.

**What are your reasons for making the counterclaim?**

- Use the box opposite to give full details. (If you need to continue on a separate sheet, put the case number in the top right hand corner.)

(go on to section 6)

**6 Signed**

(To be signed by you or by your solicitor)

**Position**  
(firm or company)

Give an address to which notices about this case can be sent to you

**Dated**

Postcode

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form for Replying to a Summons  
(return of goods)**

- Read the notes on the summons before completing this form
- Tick the correct boxes and give the other details asked for
- Send or take this completed and signed form immediately to the court office shown on the summons
- You should keep your copy of the summons
- For details of where and how to pay see the summons

**What is your full name? (BLOCK CAPITALS)**

Surname

Forenames

Mr  Mrs  Miss  Ms

**How much of the claim do you admit?**

All of it (complete only sections 1 and 2)

Part of it (sections 1, 2, 3, 4, 5) Amount £ :

None of it (complete sections 3, 4, and 5 overleaf)

Are the goods in your possession? Yes  No

If the claim is under an Hire Purchase or Conditional Sale agreement:

I understand that if the plaintiff accepts my offer of payment by instalments the court will make an order for the return of the goods but the plaintiff will not be able to enforce this order so long as I pay the instalments punctually.

**Section 1 Offer of payment**

I offer to pay the amount admitted on (date)

or for the reasons set out below

I cannot pay the amount admitted in one instalment but I can pay by monthly instalments of £ :

Fill in the next section as fully as possible. Your answers will help the plaintiff decide whether your offer is realistic and ought to be accepted. Your answers will also help the court, if necessary, to fix a rate of payment that you can afford.

**Section 2 Income and outgoings**

a. Employment I am

Unemployed

A pensioner

Self employed as

Employed as a

My employer is

Employer's address:

<b>In the</b>	
<b>County Court</b>	
<b>Case Number</b>	<small>Always quote this</small>
<b>Plaintiff</b> (including reference)	
<b>Defendant</b>	

b. Income specify period: weekly, fortnightly, monthly etc.

My usual take home pay £ :

Child benefit(s) total £ :

Other state benefit(s) total £ :

My pension(s) total £ :

Other people living in my

home give me £ :

Other income (give details) £ :

c. Bank account and savings

I do not have a bank account

I have a bank account

The account is in credit  overdrawn  by £ :

I do not have a savings account

I have a savings account

The amount in the account is £ :

d. Dependants (people you look after financially)

Number of dependants

(give ages of children)

e. Outgoings

	weekly	monthly		
Mortgage		<input type="checkbox"/>	£	:
Rent	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Mail order	<input type="checkbox"/>	<input type="checkbox"/>	£	:
TV rental/licence	<input type="checkbox"/>	<input type="checkbox"/>	£	:
HP repayments	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Court orders	<input type="checkbox"/>	<input type="checkbox"/>	£	:

specify period: yearly, quarterly etc.

Gas £ :

Electricity £ :

Council tax £ :

Water charges £ :

Other regular payments: (give details below) £ :

Credit card and other debts: (please list) £ :

Of payments above, I am behind with payments to

£ :

continue on a separate sheet if necessary — put the case number in the top right hand corner

<p><b>Give an address to which notices about this case should be sent to you</b></p> <p>Postcode</p>	<p><b>I declare that the details I have given above are true to the best of my knowledge</b></p> <p><b>Signed</b> (to be signed by you or by your solicitor)</p> <p><b>Position</b> (if signing on behalf of firm or company)</p> <p><b>Dated</b></p>
--	---

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Case No.....

**Section 3 Defending the claim: defence**

Fill in this part of the form if you wish to defend the claim or part of the claim.

a. How much of the plaintiff's claim do you dispute?

All of it

Part of it  Give amount £

If you dispute only part of the claim, you must complete sections 1 and 2 overleaf and part b. below.

b. What are your reasons for disputing the claim?

**Section 4 Making a claim against the plaintiff: counterclaim**

Fill in this part of the form only if you wish to make a claim against the plaintiff.

If your claim against the plaintiff is more than his claim against you, you may have to pay a fee. Ask at the court office whether a fee is payable.

a. What is the nature of the claim you wish to make against the plaintiff?

b. If your claim is for a specific sum of money, how much are you claiming?

£

c. What are your reasons for making the claim?

continue on a separate sheet if necessary - put the case number in the top right hand corner

**Section 5 Arbitration under the small claims procedure**

**How the claim will be dealt with if defended**

If the total the plaintiff is claiming is £3,000 or less, it will be dealt with by arbitration (small claims procedure) unless the court decides the case is too difficult to be dealt with in this informal way. Costs and the grounds for setting aside an arbitration award are strictly limited. If the claim is not dealt with by arbitration, costs, including the costs of help from a legal representative, may be allowed.

If the total the plaintiff is claiming is more than £3,000, it can still be dealt with by arbitration if you or the plaintiff ask for it and the court approves. If your claim is dealt with by arbitration in these circumstances, costs may be allowed.

Please tick this box if you would like the claim dealt with by arbitration

<p>Give an address to which notices about this case can be sent to you</p>	<p>Signed (to be signed by you or by your solicitor)</p>
	<p>Position (if signing on behalf of firm or company)</p>
<p>Postcode <input type="text"/></p>	<p>Dated</p>

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Application for an administration order

Please read the notes for guidance (form N270) before completing this form. Complete all details in black ink.

In the	
<b>County Court</b>	
Application Number	<i>For court use only</i>

### Part A: statement of means

◆ Please complete the following statement of means as fully as possible. Continue on a separate sheet if necessary.

#### 1 Personal details

Full name

Full address

Mr  Mrs  Miss  Ms

Married  Single  Other (specify)

Age

#### 2 Dependants (people you look after financially)

Number of children in each age group

under 11  11-15  16-17  18 & over

Other dependants (give details)

#### 3 Bank/Building society accounts and savings

I have a current account

The account is in credit by  £

The account is overdrawn by  £

I have a savings or deposit account

The amount in the account is  £

I have other savings or investments (give details)

#### 4 Employment

Complete all the boxes that apply. If you are not in paid employment and are not seeking work eg a homemaker, you should say so in the unemployment section.

I am employed as a

My employer (include address)

My works number and/or pay reference

Jobs other than main job (give details)

I have been unemployed for (say how long)

Do you have any reason to believe that you may be able to obtain employment within the next three months?

I am self employed as a

Give details of:  
(a) contracts and other work in hand

(b) any sums due for work done  £

I receive a pension

#### 5 Property

I live in  rented property

my own property  lodgings

jointly owned property  other eg with parents

£  amount due under a mortgage/charges against property

£  value of property

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**Statement of means - income and expenditure**

◆ Important: It will help the court if you give all sums for income and expenditure as either monthly or weekly figures. Try not to mix the two.

**6. Income**

See page 2 of the notes for guidance before completing this section

	<i>specify weekly/monthly</i>		<i>specify weekly/monthly</i>	
My usual take home pay	£	Sub total brought forward	£	
My partner contributes to the expenses listed in section 7	£		Income support <i>(see notes for guidance)</i>	£
Others living in my home give me	£		Child benefit(s)	£
My pension(s)	£	Other state benefits <i>(specify)</i>		£
Other income <i>(give details)</i>	£			£
	£			£
<b>Sub total</b>	£	<b>Total</b>		£

**7. Regular expenses and arrears**

See page 3 of the notes for guidance before completing any part of this section

**(a) Regular payments**

Enter the amount you usually spend or must pay for each item, weekly or monthly *(please complete each entry, write n/a if not applicable)*

**(b) Total arrears**

If you are in arrears with any of the items in the regular payments column (a), enter the total arrears owed in column (b). Full details should be given in the list of creditors *(see notes for guidance)*

**(c) Regular arrears payments**

If you are paying off the arrears shown in column (b) show how much you are paying weekly or monthly in column (c). Do not include these amounts as regular payments in column (a).

	<i>weeks/monthly</i>		<i>weekly/monthly</i>
Rent	£	£	£
Mortgage/home loan	£	£	£
Second mortgage/secured loan	£	£	£
Life insurance/endowment	£	£	£
House contents insurance	£	£	£
Council tax/community charge arrears	£	£	£
Maintenance/child support	£	£	£
Water/sewerage charges	£	£	£
Ground rent/service charge	£	£	£
Gas (or other fuel eg coal, oil)	£	£	£
Electricity	£	£	£
TV rental / licence	£	£	£
Magistrates' Court fine(s)	£	£	£
DSS Social Fund Loan/overpaid benefit	£	£	£
Telephone <i>(line, phone rental, essential calls only)</i>	£	£	£
Child care	£	£	£
Food and household essentials	£	£	£
Clothing	£	£	£
Laundry	£	£	£
Travelling expenses <i>(essential eg work, school)</i>	£	£	£
School meals/meals at work	£	£	£
Prescriptions/dentists/optician	£	£	£
Others <i>(eg hire purchase)</i> <i>(see notes for guidance)</i>	£	£	£
	£	£	£
	£	£	£
	£	£	£
<b>7a Total expenses</b>	£	<b>7b Total arrears</b>	£
	per w/m		



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<b>Part B: list of creditors</b> <small>(see page 4 of the notes on this form)</small>			
Applicant's name		Application Number	<small>1st court use only</small>
Name of creditor, if known, and address to which payment should be sent. Give reference/account number. If judgment debt, also state court and case number <small>(see example 3 in notes for guidance)</small>	If someone else is jointly responsible for part of this debt give details (eg guarantor, joint account etc)	Amount outstanding	
		£	p
<b>Sub total</b>			



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**Summons in Personam  
Admiralty Jurisdiction**  
(fixed amount)

(1)  
**Plaintiff's  
full name  
address**

(2)  
**Address for  
sending  
documents  
and payments**  
*(if not as above)*  
**Ref/Tel no.**

(3)  
**Defendant's  
full name**  
*(eg Mr, Mrs or Miss  
where known)*  
**and address  
Company no.**  
*(where known)*

<b>Case Number</b>	<small>Always quote this</small>	
<b>In the</b>		
<b>County Court</b>		
The court office is open from 10am to 4pm Monday to Friday		
Telephone:		

seal

This summons is only valid if sealed by the court  
If it is not sealed it should be reported to the court  
**Keep this summons. You may need to refer to it**

**To the defendant**

- The plaintiff claims \_\_\_\_\_ (see particulars enclosed)

Court fee

Solicitor's costs

**Total amount**

Summons issued on


- What you should do**

You have 21 days from the date of the postmark to reply to this summons. *(A limited company served at its registered office has 16 days to reply.)* If this summons was delivered by hand, you have 14 days from the date it was delivered to reply.

You should **either**:

- send the court a defence, counterclaim or admission using the enclosed form
- or**
- pay the total amount of the claim and costs to the person named at the address for payment (above)  
(see also **How to Pay** notes overleaf)

**If you do nothing**, judgment may be entered against you and enforcement proceedings may be commenced without further notice.

**Important - you must read the information on the back of this form. It will tell you more about what to do.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Please read this page: it will help you deal with the summons**

**You have 21 days from the date of the postmark to reply to this summons.** (A limited company served at its registered office has 16 days to reply.) **If this summons was delivered by hand, you have 14 days from the date it was delivered to reply.**

- **If you dispute all or part of the claim,** return the enclosed form to the court office within the time allowed. State clearly how much you dispute and your reasons for doing so. If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim. Pay the amount admitted to the address for payment. If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the address for payment unless you dispute having to pay them. Explain your reasons. If you send a defence you may have to attend court. You will be told when to come to court.
- **If you want to make a claim against the plaintiff,** (called a counterclaim) complete and return the enclosed form of counterclaim giving details of your claim. If your claim is for more than the plaintiff's claim you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you what to do next.
- **If you admit all or part of the claim,** pay the amount admitted and the costs to the address for payment overleaf (see **How to Pay** box). If you need time to pay, complete the enclosed form of admission. You must reply within the time allowed. If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay. If your offer is not accepted, the court will fix a rate of payment based on the details given in your form of admission and the plaintiff's comments.

**General information**

- Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at **any** county court office or Citizens Advice Bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book. When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.
- If you intend to defend this claim and the court named on this summons is not your local county court, you may write to the court named asking for the case to be transferred to your nearest county court with Admiralty jurisdiction and explaining your reasons. However, if the action is transferred and you later lose the case, you may have to pay more in costs.
- In addition to the solicitor's costs for issuing the summons, a plaintiff's solicitor is entitled to add further costs if the court enters judgment against you. Any delay in payment or in returning the enclosed form may add to the costs.
- If judgment is entered against you and is for £5,000 or more, the plaintiff may be entitled to interest on the full amount.

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their references and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow **at least 4 days** for your payment to reach the plaintiff or his representative.
- Make sure 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.
- A leaflet giving further advice about payment may be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

**N96** Summons in personam (fixed amount)(Admiralty jurisdiction)

CASE NO. \_\_\_\_\_

**Certificate of Service**  
I certify that the summons of which this is a true copy was served by me on (date)

Service was effected (tick and complete whichever applies)

- by posting it to the defendant on at the address stated on the summons.
- by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.
- by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.
- by delivering it to the defendant personally (or to

apparently not less than 16 years old, who promised to give it to the defendant on the same day) )

at the address stated on the summons (or at )

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

**OR**  
I certify that the summons has not been served for the following reasons:  
*Bailiff/Officer of the Court*

*Bailiff/Officer of the Court*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



**Summons in Personam  
Admiralty Jurisdiction**  
(amount not fixed)

(1)  
Plaintiff's  
full name  
address

--

(2)  
Address for  
sending  
documents  
and payments  
*(if not as above)*  
Ref/Tel no.

--

(3)  
Defendant's  
full name  
*(eg Mr, Mrs or Miss  
where known)*  
and address  
Company no.  
*(where known)*

--

<b>Case Number</b>	<small>Always quote this</small>	
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<b>In the County Court</b>
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The court office is open from 10am to 4pm Monday to Friday
Telephone:

seal

This summons is only valid if sealed by the court  
If it is not sealed it should be reported to the court  
**Keep this summons. You may need to refer to it**

**To the defendant**

- **The plaintiff claims** \_\_\_\_\_ (see particulars enclosed)

Court fee  
Solicitor's costs  
**Total amount**


Summons issued on

- **What you should do**

You have 21 days from the date of the postmark to reply to this summons. *(A limited company served at its registered office has 16 days to reply.)* If this summons was delivered by hand, you have 14 days from the date it was delivered to reply.

You should

- send the court a defence, counterclaim or admission using the enclosed form

**If you do nothing**, judgment may be obtained against you without further notice (except in claims involving salvage or towage).

**Important - you must read the information on the back of this form. It will tell you more about what to do.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Please read this page: it will help you deal with the summons**

You have 21 days from the date of the postmark to reply to this summons. (A limited company served at its registered office has 16 days to reply.) If this summons was delivered by hand, you have 14 days from the date it was delivered to reply.

- If you dispute all or part of the claim, return the enclosed form of defence to the court office within the time allowed. State clearly how much you dispute and your reasons for doing so. If you send a defence you may have to attend court. You will be told when to come to court.
- If you want to make a claim against the plaintiff, (called a counterclaim) complete and return the enclosed form of counterclaim giving details of your claim. If your claim is for more than the plaintiff's claim you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you what to do next.
- If you admit all or part of the claim, pay the amount admitted and the costs into court (see **Payments into Court** box). If you need time to pay, complete the enclosed form of admission. You must reply within the time allowed. If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay. If your offer is not accepted, the court will fix a rate of payment based on the details given in your form of admission and the plaintiff's comments.

**General information**

- Court staff cannot give you advice on points of law, but you can get help to complete the reply forms and information about court procedures at any county court office or Citizens Advice Bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book. When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the whole of the case number which appears at the top right corner on the front of this form; the court is unable to trace your case without it.
- If you intend to defend this claim and the court named on this summons is not your local county court, you may write to the court named asking for the case to be transferred to your nearest county court with Admiralty jurisdiction and explaining your reasons. However, if the action is transferred and you later lose the case, you may have to pay more in costs.
- In addition to the solicitor's costs for issuing the summons, a plaintiff's solicitor is entitled to add further costs if the court enters judgment against you. Any delay in payment or in returning the enclosed form may add to the costs.
- If judgment is entered against you and is for £5,000 or more, the plaintiff may be entitled to interest on the full amount.

**N98** Summons in personam (amount not fixed)(Admiralty jurisdiction)

**Payments into Court**

You can pay the court by calling at the court office which is open 10am to 4pm Monday to Friday

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

Please bring this form with you.

**By post**

You may only pay by:

- postal order
- banker's or giro draft
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court **cannot** accept stamps or payments by bank and giro credit transfers.

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff**

CASE NO. \_\_\_\_\_

**Certificate of Service**  
I certify that the summons of which this is a true copy was served by me on (date)

Service was effected (tick and complete with letter applies)

- by posting it to the defendant on \_\_\_\_\_ at the address stated on the summons.
- by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.
- by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.
- by delivering it to the defendant personally (or to \_\_\_\_\_

apparently not less than 16 years old, who promised to give it to the defendant on the same day) \_\_\_\_\_ )  
(or on \_\_\_\_\_ )  
at the address stated on the summons (or at \_\_\_\_\_ )

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because: \_\_\_\_\_

**OR**  
I certify that the summons has not been served for the following reasons: \_\_\_\_\_  
Bailiff/Officer of the Court

Bailiff/Officer of the Court

## **EXPLANATORY NOTE**

*(This note is not part of the Rules)*

These Rules amend the County Court (Forms) Rules 1982 so as to:

- (a) substitute new forms of summons and of defence following the increase in the small claims limit and to make other miscellaneous amendments to those forms (rule 2);
- (b) to substitute a new Form N92 (application for administration order) (rule 2); and
- (c) revise an outdated note on the notices of hearing in arbitrations (rule 3).