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STATUTORY INSTRUMENTS

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**1989 No. 886 (L.10)**

**COUNTY COURTS**

**PROCEDURE**

**The County Court (Forms) (Amendment) Rules 1989**

*Made* - - - - *19th May 1989*

*Coming into force* - - *18th July 1989*

**1.—**(1) These Rules may be cited as the County Court (Forms) (Amendment) Rules 1989.

(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 N.1, N.2 and N.12 (and N.12 where it appears in forms N.3, N.4, N.5, N.6, N.7, N.96, N.97, N.98 and N.99), the forms contained in Schedule 1 to these Rules.

**3.** For form N.30 in the main Schedule, there shall be substituted the forms contained in Schedule 2 to these Rules.

We, the undersigned members of the Rule Committee appointed by the Lord Chancellor under section 75 of the County Courts Act 1984(2), having by virtue of the powers vested in us in that

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(1) S.I.1982/586; the relevant amending instruments are S.I. 1983/1715, 1986/1505.

(2) 1984 c. 28.

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behalf made the foregoing Rules, do hereby certify the same under our hands and submit them to the Lord Chancellor accordingly.

*C. S. Stuart-White,  
R. Lockett,  
A. N. Fricker,  
R. Greenslade,  
Patrick Eccles,  
Gillian Stuart-Brown,  
Deirdre McKinney,  
R. E. Hammerton,  
K. H. P. Wilkinson,  
Timothy Stow,  
R. C. Newport.*

I allow these Rules, which shall come into force on 18th July 1989.

Dated 19th May 1989

*Mackay of Clashfern, C.*

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## SCHEDULE 1

Rule 2

## DEFAULT SUMMONS (FIXED AMOUNT) (Order 3, rule 3(2)(b))



## County Court Summons

**Plaintiff's**  
Full name  
Address

**Plaintiff's**  
solicitor  
Address  
Ref/tel no.

**Defendant's**  
Name  
Address

Always quote this case number

<b>Case Number</b>	<input type="text"/>
<b>In the</b>	
<b>County Court</b>	

The Court office at

is open from 10am to 4pm Monday to Friday

Seal

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

## What the Plaintiff claims from you

Give brief  
description of  
type of claim  
e.g. price of  
goods

Particulars of the plaintiff's claim against you

If the defendant does not live within the district of  
the court, the plaintiff states that the cause of  
action arose:

Plaintiff's Claim

Court fee

Solicitor's Costs

Total Amount

Issued on

## What you should do

Within 14 days from the date of service  
(which is explained overleaf), you should  
either

- **pay the Total Amount into court; or**
- **admit the claim and make an offer of payment, by filling in the front of the attached form and returning it to the court;**
- or*
- **defend the claim by filling in the back of the attached form and returning it to the court.**

If you do nothing judgment may be given  
against you, and enforcement proceedings  
may be commenced without further notice.  
**For more information on what to do  
next, please read the back of the form.**

Signed  
Plaintiff's solicitor  
(or see attached form "Particulars of Claim")

*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 admit owing all the claim**

Either pay the total amount into court - see 'How to pay' on this page;  
Or fill in the part of the attached form for admitting the claim and return it to the court. Give details of how you propose to pay the claim.

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

If your offer is not accepted, the court may either:

- (1) Enter judgment and tell you how to pay or
- (2) Arrange a hearing which you should attend.

You will be told what the court has decided.

**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 in the part of the attached form for defending the claim and return it to the court. The court will arrange a hearing and will tell you when you should attend.
- 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 into 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 into court unless you dispute having to pay them. Explain your reasons.
- If the court named on the summons is not your local county court, you may write to the court named requesting that the case 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.
- A claim for less than £500 will normally be dealt with by arbitration under the Small Claims Procedure. A free booklet about the Small Claims Procedure is available from any county court office.

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

*This is known as a counterclaim*

Fill in the part of the attached 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 be a hearing. The court will tell you when to attend.

To be completed on the court copy only

Served on:

By posting on:

Officer:

This summons was returned by the Post Office marked gone away on:

N1 Default summons (fixed amount)

**General information**

- If you received this summons through the post the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the attached form at any county court office or citizens advice bureau.
- If the summons results in a judgment being made against you and £10 or more is unpaid one month after judgment, your name and address will be entered in the Register of County Court Judgments. This may make it difficult for you to get credit. When the money is paid in full you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. There is a small fee for this.
- If the total amount is not paid in full to the court within 14 days after the date of service of this summons, you may have to pay more in costs. Please address all forms or letters to the Chief Clerk
- Always quote the whole of the case number which appears at the top right corner of the front of this form; the court is unable to trace this summons without it.

**How to pay**

**By calling at the court office which is open 10 am to 4 pm Monday to Friday.**

You must pay by:

- cash,
- banker's or giro draft,
- cheque supported by a cheque card,
- other 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,
- 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.**

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

	<h2 style="margin: 0;">County Court Summons</h2>	<p style="font-size: small;">Always quote this case number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center; font-weight: bold;">Case Number</td> <td style="width: 85%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <b>In the</b>   <div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;"></div> <b>County Court</b> </td> </tr> </table> <p>The Court office at</p> <p style="text-align: center;">is open from 10am to 4pm Monday to Friday</p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Seal </div> <p style="font-size: x-small; margin-top: 10px;">This summons is only valid if sealed by the court. If it is not sealed it should be sent to the court.</p> </div>	Case Number		<b>In the</b>  <div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;"></div> <b>County Court</b>	
Case Number						
<b>In the</b>  <div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;"></div> <b>County Court</b>						
<b>Plaintiff's</b> Full name Address	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>					
<b>Plaintiff's</b> solicitor Address Ref/tel no.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
<b>Defendant's</b> Name Address	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>					

<h3 style="margin: 0;">What the Plaintiff claims from you</h3>		<p style="font-size: x-small;">If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>						
<p style="font-size: x-small;">Give brief description of type of claim</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Particulars of the plaintiff's claim against you</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>							
<p>Plaintiff's Claim : see particulars</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: right; font-weight: bold;">Court fee</td> <td style="width: 40%;"></td> </tr> <tr> <td style="text-align: right; font-weight: bold;">Solicitor's Costs</td> <td></td> </tr> <tr> <td style="text-align: right; font-weight: bold;">Total</td> <td></td> </tr> </table> <p style="text-align: right;">Issued on _____</p>		Court fee		Solicitor's Costs		Total		<h3 style="margin: 0;">What you should do</h3> <p style="font-size: x-small;">Within 14 days from the date of service (which is explained overleaf), you should either</p> <ul style="list-style-type: none"> <li><b>admit the claim</b> and make an offer of payment, by filling in the front of the attached form and returning it to the court;</li> <li style="text-align: center; font-size: x-small;">or</li> <li><b>defend the claim</b> by filling in the back of the attached form and returning it to the court.</li> </ul> <p style="font-size: x-small;"><b>If you do nothing</b> judgment may be given against you.</p> <p style="font-size: x-small;"><b>For more information on what to do next, please read the back of the form.</b></p>
Court fee								
Solicitor's Costs								
Total								
<p>Signed Plaintiff's solicitor (or see attached form "Particulars of Claim")</p>								

FORM N2 Default Summons (amount not fixed) Order 3 Rule 3(2)(b)

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

**If you admit the claim or any part of it**

You may pay an appropriate amount into court to compensate the plaintiff; If the plaintiff accepts the amount paid he is also entitled to apply for his costs.

If you require time to pay complete the attached form of admission and give details of how you propose to pay the plaintiff. If that offer is accepted the court will send an order telling you how to pay. If it is not accepted, the court may either:

- (1) Enter judgment and tell you how to pay or
- (2) Arrange a hearing which you should attend.

You will be told what the court has decided.

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 will take place, which you should attend.

**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 in the part of the attached form for defending the claim and return it to the court. The court will arrange a hearing and will tell you when you should attend.
- 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 into court.
- If the court named on the summons is not your local county court, you may write to the court named requesting that the case 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.
- A claim for less than £500 will normally be dealt with by arbitration under the Small Claims Procedure. A free booklet about the Small Claims Procedure is available from any county court office.

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

*This is known as a counterclaim*

Fill in the part of the attached 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 be a hearing. The court will tell you when to attend.

To be completed on the court copy only

Served on:

By posting on:

Officer:

This summons was returned by the Post Office marked gone away on:

**General information**

- If you received this summons through the post the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the attached form at any county court office or citizens advice bureau.
- If the summons results in a judgment being made against you and £10 or more is unpaid one month after judgment, your name and address will be entered in the Register of County Court Judgments. This may make it difficult for you to get credit. When the money is paid in full you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. There is a small fee for this.
- Please address all forms or letters to the Chief Clerk
- Always quote the whole of the case number which appears at the top right corner of the front of this form; the court is unable to trace this summons without it.

**How to pay**

**By calling at the court office which is open 10 am to 4 pm Monday to Friday.**

You must pay by:

- cash,
- banker's or giro draft,
- cheque supported by a cheque card,
- other 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,
- 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.**

N2 Default summons (amount not fixed)

(Page 2)

CERTIFICATE OF SERVICE (Order 7, rule 6(1)(a) and (2))

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**Certificate of Service**

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

**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.
- ☐ At the address stated on the summons (or at \_\_\_\_\_ 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 \_\_\_\_\_
- ☐ 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*

FORM N12 Certificate of service Order 7 Rule 6 (1)(a) and (2)

SCHEDULE 2

Rule 3

JUDGMENT FOR PLAINTIFF (PAYMENT BY INSTALMENT) (*Order 22, rule 1(1)*)

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

**Judgment for Plaintiff  
(Payment by instalment)**  
Order 22 Rule 1 (1)

Plaintiff

Case No.

In the

County Court

Address all communications to the Chief Clerk  
and quote the above case number

The Court Office at

is open from 10 am to 4 pm Monday to Friday

Defendant



**It is Adjudged** that the Plaintiff do recover against the Defendant

The sum of £ P  
and  
amounting together to the sum of  
And (the Defendant having paid the sum of  
**It is Ordered** that the Defendant do pay the sum of  
by instalments of  
the first instalment to be paid on or before the  
Dated

For debt (or damages)

for costs.

into Court or to the Plaintiff

into the Office of this Court

for every calendar month

**Take Notice**

Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment.

This judgment will be registered in the Register of County Court Judgments if £10 or more is unpaid one month after the date of the judgment, your name will be entered in the Register of County Court Judgments. This may make it difficult for you to get credit. When the money is paid in full you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. There is a small fee for this.

**How to pay**

By calling at the court office which is open 10 am to 4 pm Monday to Friday.

You must pay by:

- cash,
- banker's or giro draft,
- cheque supported by a cheque card,
- 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.

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

By post You may only pay by:

- postal order,
- banker's or giro draft,
- 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 the form,
- enclose a self addressed envelope so that the court can return this form with a receipt

FORM N30 Judgment for plaintiff

JUDGMENT FOR PLAINTIFF (SINGLE PAYMENT) (Order 22, rule 1(1))



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

<p><b>Judgment for Plaintiff (Single Payment)</b> Order 22 Rule 1 (1)</p> <p>Plaintiff <div style="border: 1px solid black; width: 200px; height: 60px; display: inline-block; vertical-align: middle;"></div></p>  <p>Defendant <div style="border: 1px solid black; width: 200px; height: 60px; display: inline-block; vertical-align: middle;"></div></p> <p style="text-align: center;"><b>It is Adjudged</b> that the Plaintiff do recover against the Defendant</p> <table style="width: 100%;"><tr><td style="width: 40%; text-align: right;">The sum of</td><td style="width: 20%; text-align: center;">£      P</td><td style="width: 40%;"></td></tr><tr><td style="text-align: right;">and</td><td></td><td>For debt (or damages)</td></tr><tr><td style="text-align: right;">amounting together to the sum of</td><td></td><td>for costs.</td></tr><tr><td style="text-align: right;">And (the Defendant having paid the sum of</td><td></td><td>into Court or to the Plaintiff</td></tr><tr><td style="text-align: right;"><b>It is Ordered</b> that the Defendant do pay the sum of</td><td></td><td>into the Office of this Court</td></tr></table> <table style="width: 100%;"><tr><td style="width: 40%; text-align: right;">Dated</td><td style="width: 20%;"><div style="border: 1px solid black; width: 80px; height: 20px;"></div></td><td style="width: 40%; text-align: right;">on or before the</td><td style="width: 20%;"><div style="border: 1px solid black; width: 80px; height: 20px;"></div></td></tr></table> <p><b>Take Notice</b> Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more is unpaid one month after the date of the judgment, your name will be entered in the Register of County Court Judgments. This may make it difficult for you to get credit. When the money is paid in full you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. There is a small fee for this.</p> <div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;"><b>How to pay</b></p><table style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;"><p><b>By calling at the court office which is open 10 am to 4 pm Monday to Friday.</b></p><p>You must pay by:</p><ul style="list-style-type: none"><li>• cash,</li><li>• banker's or giro draft,</li><li>• cheque supported by a cheque card,</li><li>• cheques may be accepted, subject to clearance, if the Chief Clerk agrees.</li></ul><p><small>Cheques and drafts must be made payable to HM Paymaster General and crossed.</small></p><p><small>Please bring this form with you.</small></p><p><b>The court cannot accept stamps or payments by bank and giro credit transfers.</b></p></td><td style="width: 50%; vertical-align: top;"><p><b>By post</b> You may only pay by:</p><ul style="list-style-type: none"><li>• postal order,</li><li>• banker's or giro draft,</li><li>• cheques may be accepted, subject to clearance, if the Chief Clerk agrees.</li></ul><p><b>The payment must be made out to HM Paymaster General and crossed</b></p><p><b>This method of payment is at your own risk. And you must:</b></p><ul style="list-style-type: none"><li>• pay the postage,</li><li>• enclose the form,</li><li>• enclose a self addressed envelope so that the court can return this form with a receipt.</li></ul></td></tr></table></div>	The sum of	£      P		and		For debt (or damages)	amounting together to the sum of		for costs.	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<b>In the</b>																												
<b>County Court</b>																												

**FORM N30(1) Judgment for plaintiff**

JUDGMENT FOR PLAINTIFF – DISPOSAL (WITHOUT HEARING) (SINGLE PAYMENT OR INSTALMENT) (Order 9, rule 3)

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

<p><b>Judgment for Plaintiff - Disposal</b> (without hearing)  <b>( Single payment or instalment )</b>  <b>Order 9 Rule 3</b></p> <p><b>Plaintiff</b></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;"><b>Case No.</b></td> <td style="width: 80%;"></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 10px;"> <b>In the</b>   <b>County Court</b> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> The Court Office at   is open from 10 am to 4 pm Monday to Friday  <b>Always quote the above case number</b> </td> </tr> </table>	<b>Case No.</b>		<b>In the</b>  <b>County Court</b>		The Court Office at  is open from 10 am to 4 pm Monday to Friday <b>Always quote the above case number</b>	
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<p><b>Defendant</b></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p><b>If either party objects</b> to the terms for payment contained in this order, they must notify the court in writing of their objection within 14 days of the date of service of this form (the date of service is 2 working days after the date of posting as shown by the post mark). The court will arrange a hearing and inform both parties of the date.</p>
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**The Court having considered the papers received from the parties**

**It is Adjudged that the Plaintiff do recover against the Defendant**

	£	P	
The sum of			for debt (or damages)
and			for costs.
amounting together to the sum of			
And (the Defendant having paid the sum of			into Court or to the Plaintiff
<b>It is Ordered that the Defendant do pay the sum of</b>			into the Office of this Court
by instalments of			for every calendar month
			the first instalment to be paid on or before the

Dated

**Take Notice**

Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more is unpaid one month after the date of the judgment. This may make it difficult for you to get credit. When the money is paid in full you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. There is a small fee for this.

**How to pay**

<p><b>By calling at the court office</b> which is open 10 am to 4 pm Monday to Friday.</p> <p>You must pay by:</p> <ul style="list-style-type: none"> <li>• cash,</li> <li>• banker's or giro draft,</li> <li>• cheque supported by a cheque card,</li> <li>• cheques may be accepted, subject to clearance, if the Chief Clerk agrees.</li> </ul> <p>Cheques and drafts must be made payable to HM Paymaster General and crossed.  Please bring this form with you.</p> <p><b>The court cannot accept stamps or payments by bank and giro credit transfers.</b></p>	<p><b>By post</b> You may only pay by:</p> <ul style="list-style-type: none"> <li>• postal order,</li> <li>• banker's or giro draft,</li> <li>• cheques may be accepted, subject to clearance, if the Chief Clerk agrees.</li> </ul> <p>The payment must be made out to HM Paymaster General and crossed</p> <p>This method of payment is at your own risk. And you must:</p> <ul style="list-style-type: none"> <li>• pay the postage,</li> <li>• enclose the form,</li> <li>• enclose a self addressed envelope so that the court can return this form with a receipt.</li> </ul>
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FORM N30(2) Judgment for plaintiff (disposal without hearing)

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## EXPLANATORY NOTE

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

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

- (a) to substitute new forms of default summons (fixed amount) (N.1), default summons (amount not fixed) (N.2) and certificate of service (N.12) (*rule 2*); and
- (b) to provide new forms of judgment for plaintiff (N.30, N.30(1) and N.30(2)) (*rule 3*).