

## SCHEDULE 1

### **Procedural steps on service of an additional claim form on a non-party**

**20.12.**—(1) Where an additional claim form is served on a person who is not already a party it must be accompanied by—

- (a) a form for defending the claim;
  - (b) a form for admitting the claim;
  - (c) a form for acknowledging service; and
  - (d) a copy of—
    - (i) every statement of case which has already been served in the proceedings; and
    - (ii) such other documents as the court may direct.
- (2) A copy of the additional claim form must be served on every existing party.