

Response Pack

You should read the 'notes for defendant' attached to the claim form which will tell you when and where to send the forms

Included in this pack are:

- either **Admission Form N9A** (if the claim is for a specified amount) or **Admission Form N9C** (if the claim is for an unspecified amount or is not a claim for money)
- either **Defence and Counterclaim Form N9B** (if the claim is for a specified amount) or **Defence and Counterclaim Form N9D** (if the claim is for an unspecified amount or is not a claim for money)
- **Acknowledgment of service** (see below)

Complete

If you admit the claim or the amount claimed and/or you want time to pay

the admission form

If you admit part of the claim

the admission form and the defence form

If you dispute the whole claim or wish to make a claim (a counterclaim) against the claimant

the defence form

If you need 28 days (rather than 14) from the date of service to prepare your defence, or wish to contest the court's jurisdiction

the acknowledgment of service

If you do nothing, judgment may be entered against you

Acknowledgment of Service

Defendant's full name if different from the name given on the claim form

In the

Claim No.

Claimant
(including ref.)

Defendant

Address to which documents about this claim should be sent (including reference if appropriate)

if applicable

fax no.

DX no.

Ref. no.

Tel. no.

Postcode

e-mail

Tick the appropriate box

1. I intend to defend all of this claim ☐
2. I intend to defend part of this claim ☐
3. I intend to contest jurisdiction ☐

Signed

(Defendant)(Defendant's solicitor)
(Litigation friend)

Position or office held

(if signing on behalf of firm or company)

Date

If you file an acknowledgment of service but do not file a defence within 28 days of the date of service of the claim form, or particulars of claim if served separately, judgment may be entered against you.

If you do not file an application within 28 days of the date of service of the claim form, or particulars of claim if served separately, it will be assumed that you accept the court's jurisdiction and judgment may be entered against you.

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.