

Acknowledgment of Service

(Part 8 costs-only claim)

Tick and complete sections A - C as appropriate.

In all cases you must complete sections D and E.

In the	
Claim No.	
Claimant (including ref)	
Defendant	

Section A

☐ I do not intend to contest this claim

Section B

☐ I intend to contest the amount of costs claimed but not the making of an order for costs

Section C

I intend to

☐ contest the making of an order for costs

or

☐ seek a different remedy

or

☐ dispute the court's jurisdiction
(Please note, any application must be filed within 14 days of the date on which you file this acknowledgment of service)

Section D

Full name of defendant filing this acknowledgment

Section E

Signed

(To be signed by you or by your solicitor or litigation friend)

*(I believe)(The defendant believes) that the facts stated in this form are true. *I am duly authorised by the defendant to sign this statement

**delete as appropriate*

Position or office held

(if signing on behalf of firm or company)

Date

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

Postcode

Tel. no.

if applicable

Ref. no.

fax no.

DX no.

e-mail

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.