

Section 3

Respondent's name and address

Give the respondent's full name, address and contact details. The court will need this information to be able to send correspondence and other papers to the respondent. If the respondent has a solicitor, give the solicitor's address and contact details.

If there is more than one respondent, list their names, addresses and contact details on a separate sheet of paper. Write the claim number on it and attach it securely to your notice.

Tick the appropriate box to let the court know if separate details are attached.

Section 4

Time estimate for the appeal hearing

You do not need to complete this section if your appeal is being made to the Court of Appeal in London.

Please give an estimate of how long you believe it will take you to present your case to the court at the appeal hearing. The court needs this information to assess how much of a judge's time to allow.