

Brief details of claim

Note: The facts and full details about your claim and whether or not you are claiming interest, should be set out in the ‘particulars of claim’ (see note under ‘Particulars of Claim’).

You must set out under **this** heading:

- a concise statement of the nature of your claim
- the remedy you are seeking e.g. payment of money; an order for return of goods or their value; an order to prevent a person doing an act; damages for personal injuries.

Value

If you are claiming a **fixed amount of money** (a ‘specified amount’) write the amount in the box at the bottom right-hand corner of the claim form against ‘amount claimed’.

If you are not claiming a fixed amount of money (an ‘unspecified amount’) under ‘Value’ write “I expect to recover” followed by whichever of the following applies to your claim:

- “not more than £5,000” **or**
- “more than £5,000 but not more than £15,000” **or**
- “more than £15,000”

If you are **not able** to put a value on your claim, write “I cannot say how much I expect to recover”.

Personal injuries

If your claim is for ‘not more than £5,000’ and includes a claim for personal injuries, you must also write “My claim includes a claim for personal injuries and the amount I expect to recover as damages for pain, suffering and loss of amenity is” followed by either:

- “not more than £1,000” **or**
- “more than £1,000”

Housing disrepair

If your claim is for ‘not more than £5,000’ and includes a claim for housing disrepair relating to residential premises, you must also write “My claim includes a claim against my landlord for housing disrepair relating to residential premises. The cost of the repairs or other work is estimated to be” followed by either:

- “not more than £1,000” **or**
- “more than £1,000”

If within this claim, you are making a claim for other damages, you must also write:

“I expect to recover as damages” followed by either:

- “not more than £1,000” **or**
- “more than £1,000”

Issuing in the High Court

You may only issue in the High Court if one of the following statements applies to your claim:-

“By law, my claim must be issued in the High Court. The Act which provides this is(specify Act)”

or

“I expect to recover more than £15,000”

or

“My claim includes a claim for personal injuries and the value of the claim is £50,000 or more”

or

“My claim needs to be in a specialist High Court list, namely.....(state which list)”.

If one of the statements does apply and you wish to, or must by law, issue your claim in the High Court, write the words “I wish my claim to issue in the High Court because” followed by the relevant statement e.g. “I wish my claim to issue in the High Court because my claim includes a claim for personal injuries and the value of my claim is £50,000 or more.”

Defendant's name and address

Enter in this box the full names and address of the defendant receiving the claim form (ie. one claim form for each defendant). If the defendant is to be served outside England and Wales, you may need to obtain the court’s permission.

Particulars of claim

You may include your particulars of claim on the claim form in the space provided or in a separate document which you should head ‘Particulars of Claim’. It should include the names of the parties, the court, the claim number and your address for service and also contain a statement of truth. You should keep a copy for yourself, provide one for the court and one for each defendant. Separate particulars of claim can either be served

- with the claim form **or**
- within 14 days after the date on which the claim form was served.

If your particulars of claim are served separately from the claim form, they must be served with the forms on which the defendant may reply to your claim.

Your particulars of claim must include

- a concise statement of the facts on which you rely
- a statement (if applicable) to the effect that you are seeking aggravated damages or exemplary damages
- details of any interest which you are claiming
- any other matters required for your type of claim as set out in the relevant practice direction

Address for documents

Insert in this box the address at which you wish to receive documents and/or payments, if different from the address you have already given under the heading ‘Claimant’. The address must be in England or Wales. If you are willing to accept service by DX, fax or e-mail, add details.

Statement of truth

This must be signed by you, by your solicitor or your litigation friend, as appropriate.

Where the claimant is a registered company or a corporation the claim must be signed by either the director, treasurer, secretary, chief executive, manager or other officer of the company or (in the case of a corporation) the mayor, chairman, president or town clerk.