

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

Value

Note:-

If you are issuing your Part 20 claim in the High Court, you do not have to give a statement of value.

If you are issuing in the county court and 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 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"

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 costs of the repairs and other work is estimated to be" followed by either:

- "not more than £1,000"**or**
- "more than £1,000"

I expect to recover as damages in respect of repairs and other work followed by either:

- "not more than £1,000"**or**
- "more than £1,000"

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

Defendant's name and address

Enter in this box the full names and address of the Part 20 defendant receiving the claim form (ie. one claim form for each Part 20 defendant). If the defendant is to be served outside of 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, one for each defendant and one for all other parties in the main claim. Separate particulars of claim **must** be served with the claim form. You should also attach copies of all statements of case already served in the main claim for service on the defendant.

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 you give must be either that of your solicitors or your residential or business address and must be in England or Wales. If you live or carry on business outside England and Wales, you can give some other address within England and Wales.

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.