

a company registered in England and Wales or a Limited Liability Partnership

In the case of a registered company or limited liability partnership, you must enter the full name of the company or partnership followed by the appropriate suffix, i.e. Ltd, Plc, LLP. You must provide an address, including postcode which is either the company's registered office or any place of business in England and Wales that has a real, or the most, connection with the claim e.g. a shop where goods were bought.

a corporation (other than a company)

enter the full name of the corporation and any suffix if appropriate and the address including postcode in England and Wales which is either its principal office or any other place where the corporation carries on activities and which has a real connection with the claim.

an overseas company (defined by s744 of the Companies Act 1985)

You must enter the company's full name and any suffix if appropriate and address including postcode. The address must either be the registered address under s691 of the Act or the address of the place of business having a real, or the most, connection with the claim.

under 18 write '(a child by Mr Joe Bloggs his litigation friend)' after the name. If the child is conducting proceedings on their own behalf write '(a child)' after the child's name.

a patient within the meaning of the Mental Health Act 1983 write '(by Mr Joe Bloggs his litigation friend)' after the patient's name.

Brief details 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;

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'

Defendant's name and address

Enter in this box the title, full names, address and postcode 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 must set out under this heading:

- 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

Statement of truth

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

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.