

## Notice of offer to settle

(Section 1 - Part 36)

To the Offeree ('s Solicitor) *(Insert name and address)*

<b>Name of court</b> <i>(If proceedings have started)</i>	
<b>Claim No.</b> <small>(or other ref)</small>	
<b>Claimant</b> <small>(including ref)</small>	
<b>Defendant</b> <small>(including ref)</small>	

**Take notice** the (defendant)(claimant) offers to settle the claim. This offer is intended to have the consequences of Section 1 Part 36. If the offer is accepted within \_\_\_\_\_ days (must be at least 21 days) of service of this notice the defendant will be liable for the claimant's costs in accordance with Rule 36.10 of the Civil Procedure Rules.

The offer is to settle:

*(tick as appropriate)*

- ☐ the whole of the claim
- ☐ part of the claim *(give details below)*
- ☐ a certain issue or issues in the claim *(give details below)*

The offer is:

*(Insert details - expand box as necessary)*

**Note:** Rule 36.5 specifies details that must be included in an offer including periodical payments of damages for future pecuniary loss.

Rule 36.11 requires that an offer by a defendant to pay a sum of money (other than periodical payments) must be paid within 14 days of acceptance.

- ☐ It (does)(does not) take into account all(part) of the following counterclaim:

*(give details of the counterclaim)*