

## General notes on completing the notice

Set out below are notes to help you fill in the form. You should read the notes to each section carefully before you begin to complete that particular section.

Use a separate sheet if you need more space for your answers marking clearly which section the information refers to. Write the claim or case number on it, sign and date it and attach it securely to the notice.

If you do not have all the information to complete your respondent's notice (or any documents that you need to file with it), you must **not** allow this to delay sending or taking it to the appeal court within the correct time. Complete the form as fully as possible and provide what documents you have. The notes to Section 9 will explain more about what you have to do in these circumstances.

Enter the appeal court's reference number in the top right hand corner of the respondent's notice. This number will appear on the top left hand side of the appellant's notice.

### Section 1

#### Details of claim or case

Give the name of the court or tribunal whose order is being appealed, the number of the case or claim, and the title of the claim or case, eg. 'John Smith v Eric James'. You can take these details from the order being appealed.

Indicate, by ticking the appropriate box, which party you were in those proceedings.