



Claim Form

In the **NOTE 1 AND BELOW;** **NOTE 2** ←

for court use only

Claim No.	
Issue date	

←

Note 1: See CPR PD 7 paras. 2 and 4 generally. Examples:
 1. In the High Court of Justice Queens Bench Division: if the case is being issued in the High Court in London
 2. In the High Court of Justice in the Sheffield District Registry: if the case is being issued in the High Court but in a district registry
 3. In the Manchester County Court: if the case is being issued in this chosen County Court

Note 2: The court will insert the claim and issue number on the claim form once the papers and the fee are presented to the court for issue.

Claimant

NOTE 3

Note 3: The claimants full name and address should be inserted. See CPR PD 16 para 2 generally on the way litigants must be described.



Defendant(s)

NOTE 4

Note 4: The defendants full name and address should be inserted. See CPR PD 16 para. 2 generally. If there is more than one defendant consideration should be given whether they should be described generically as, 'defendants' or individually as, '1st Defendant, 2nd Defendant etc.'. The generic title, 'defendants', will be used when the cause of action against each defendant is the same, the 2nd form, '1st defendant etc' will be used when the cause of action against each is different or when for ease of responding to the claim each defendant needs to be identified. A good example when the second option will be used is in a road traffic accident claim against the driver of the other vehicle and that drivers employers. The allegations against the driver would be that he was negligent, the allegation against the employer would be that it was liable not because it was negligent but because it was vicariously liable for the acts of its employee.

Brief details of claim

NOTE 5

Note 5: This is to enable the court office issuing the claim to see at a glance the nature of the action (for example : 'contract' or 'tort'). This part of the claim form thus needs to give very brief details of the nature of the action. This should not be more than a few lines. For example: 'For the price of goods sold and delivered' is a debt recovery action.

Value

NOTE 6

Note 6: All claim forms (unless they are lodged in the Commercial Court) should have some detail as to the value of the action in such a way that the Court is able to track the action. It is acceptable to state the bands of the tracks, ie 'more than £5,000 but less than £15,000' or state the specific sum claimed. In a 'specified sum' claim, the sum of interest being claimed must also be stated either here or in the section above ('Brief details of Claim').

Note 8: The amount here, in a specified claim, is the sum plus interest. In a non-specified claim, the amount is noted as 'TBA' (to be assessed).

Note 9: See Civil Proceedings Fees Order 2004 Schedule 1.

Note 10: For specified sum claims see CPR 45.2 - 45.5. For unspecified sum claims the costs are noted as 'TBA'.

Defendant's name and address

NOTE 7

Note 7: The details of the Defendant together with address for service should be included. Where there is more than one Defendant. If there is more than one defendant there needs to be a claim form for each Defendant and each claim form will have the details of each Defendant to be served.

	£
Amount claimed	NOTE 8
Court fee	NOTE 9
Solicitor's costs	NOTE 10
Total amount	