

SAMPLE DOCUMENT G

**Notice of Issue
(specified amount)**

To the Claimant ['s Solicitor]

Your claim was issued on [].
 The court sent it to the defendant by first class post on []
 and it will be deemed to be served on [].
 The defendant has until [] to reply.

The defendant may

- Pay you your total claim.
- File an acknowledgment of service. This will allow the defendant 28 days from the date of service of your particulars of claim to file a defence or contest the court's jurisdiction.
- Dispute the whole claim. The court will send you a copy of the defence.
- Admit that all the money is owed. The defendant will send you a completed admission form and you may ask the court to enter judgment using the request below.

In the	
The court office at	
Claim No.	
Claimant <small>(include Ref.)</small>	
Defendant(s)	
Issue fee	£

- Admit that only part of your claim is owed. The court will send you a copy of the reply form and you will have to decide what to do next.
- Not reply at all. You may ask the court to enter judgment using the request below.

Note: If the claim is disputed and the defendant is an individual, the claim may be transferred to the defendant's local court.

✂ For further information please turn over

Request for Judgment

- Tick and complete either A or B. Remember to sign and date the form. Your signature certifies that the information you have given is correct.
- If the defendant has given an address on the form of admission to which correspondence should be sent, which is different from the address shown on the claim form, you must tell the court.
- Complete all the judgment details at C

A
 The defendant has not filed an admission or defence to my claim or an application to contest the court's jurisdiction.

Decide how and when you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment.

B
 The defendant admits that all the money is owed
 Tick only one box below and return the completed slip to the court

- I accept the defendant's proposal for payment
 Say how the defendant intends to pay. The court will send the defendant an order to pay. You will also be sent a copy.
- The defendant has not made any proposal for payment
 Say how you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment. The court will send the defendant an order to pay. You will also be sent a copy.
- I do NOT accept the defendant's proposal for payment
 Say how you want the defendant to pay. Give your reasons for objecting to the defendant's offer of payment in Part D overleaf. Return this slip to the court with the defendant's admission (or a copy). The court will fix a rate of payment and send the defendant an order to pay. You will also be sent a copy.

I certify that the information given is correct

Signed Dated
 (Claimant)(Claimant's Solicitor)(Litigation friend)

In the	
Claim No.	
Claimant <small>(include Ref.)</small>	
<small>(include Ref.)</small>	

C Judgment details

I would like the defendant to be ordered to pay
 (immediately)
 (by instalments of £ per month)
 (in full by)

Amount of claim as stated in claim form
 (including interest at date of issue)

Interest since date of claim (if any).....
 Period From.....To.....

Rate

Court fees shown on claim

Sub Total

Solicitor's costs (if any) on issuing claim

Solicitor's costs (if any) on entering judgment

Sub Total

Deduct amount (if any) paid since issue

Amount payable by defendant
