Response pack

You should read the 'notes for defendant' attached to the claim form which will tell you when and where to send the forms.

Included in this pack are:

- either **Admission Form N9A** (if the claim is for a specified amount)

or **Admission Form N9C** (if the claim is for an unspecified amount or is not a claim for money)

- either **Defence and Counterclaim Form N9B** (if the claim is for a specified amount)

or **Defence and Counterclaim Form N9D** (if the claim is for an unspecified amount or is not a claim for money)

- **Acknowledgment of service** (see below)

	Complete
If you admit the claim or the amount claimed and/or you want time to pay	the admission form
If you admit part of the claim	the admission form and the defence form
If you dispute the whole claim or wish to make a claim (a counterclaim) against the claimant	the defence form
If you need 28 days (rather than 14) from the date of service to prepare your defence, or wish to contest the court's jurisdiction	the acknowledgment of service
If you do nothing, judgment may be entered against you	

Acknowledgment of service

Defendant's full name if different from the name given on the claim form

In the	
Claim No.	
Claimant (including ref.)	
Defendant	

Address to which documents about this claim should be sent (including reference if appropriate)

Postcode

If applicable	
Telephone no.	
Fax no.	
DX no.	
Your ref.	

E-mail	

Tick the appropriate box

1. I intend to defend all of this claim ☐
2. I intend to defend part of this claim ☐
3. I intend to contest jurisdiction ☐

(My) (Defendant's) date of birth is

☐☐/☐☐/☐☐☐☐

If you file an acknowledgment of service but do not file a defence within 28 days of the date of service of the claim form, or particulars of claim if served separately, judgment may be entered against you.

If you do not file an application to dispute the jurisdiction of the court within 14 days of the date of filing this acknowledgment of service, it will be assumed that you accept the court's jurisdiction and judgment may be entered against you.

If served outside the jurisdiction see CPR rule 6.35 and 6.37(5).

Signed

(Defendant) (Defendant's legal representative) (Litigation friend)

Position or office held (if signing on behalf of firm or company)

Date ☐☐/☐☐/☐☐☐☐

For further details of the courts www.gov.uk/find-court-tribunal. When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.

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