



The Petty Debts Court CLAIM SUMMARY (GUIDANCE NOTES)

DEFENDANT: Person(s) or limited company owing the money (title + name in full for each)
Contact number: If limited company: Director or company secretary name and number
Email address: If limited company: Director or company secretary email address

PLAINTIFF: Person(s) or limited company claiming the money (title + name in full for each)
Contact number: If limited company: Director or company secretary name and number
Email address: If limited company: Director or company secretary email address

If the Director wishes someone to receive correspondence on their behalf, they should inform the Court in writing. Some documentation may require a signature of the Director/Co. Secretary (i.e. Pleadings)

Actioning the Defendant to pay the sum of £ amount claimed (without interest or costs) which the Plaintiff claims to be due in respect of:

Please give a brief description of what your claim is for (an unpaid invoice, a personal loan, the sale of a car, defective works, rental arrears, etc) including relevant dates.

Use the exact same wording as the Summons. This is a legal requirement

together with interest (if applicable) and costs.

The summons in these proceedings to appear in the Petty Debts Court on Wednesday of 20..... was posted by me in a letter addressed to the Defendant at:

Defendant's full address.

on of 20.....

(Signed) Greffier

The Greffier will sign this document.