



The Petty Debts Court SUMMONS (GUIDANCE NOTES)

DEFENDANT: Person(s) or limited company owing the money (title + name in full for each).

ADDRESS: Their last known address (if trading as or limited company, name and address must be as registered with JFSC - check the website).

You are required to appear in:

THE PETTY DEBTS COURT

The Magistrate's Court, Union Street, St. Helier, Jersey

on Wednesday the day of 20..... at 10 a.m.

to defend the claim, details of which appear below.

(court date to be given by the Greffier)

IF YOU DO NOT APPEAR, JUDGMENT MAY BE GIVEN IN YOUR ABSENCE.

PLAINTIFF: Person(s) or limited company claiming the money (title + name in full for each).

ADDRESS: your address (if trading as or limited company, name and address must be as registered with JFSC - check the website).

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 Claim Summary – This is a legal requirement.

You will stop this going to Court if before the date given above you pay the sum of £ total a), b), c) and d) being:

- a) The amount claimed of £ amount claimed (without interest or costs);
- b) Interest on the said amount at the Court rate up to the Court date above being the sum of £ leave blank if unsure;
- c) Fixed costs in the sum of £ refer to court costs overleaf; and
- d) Court fees in the sum of £ refer to court fees overleaf.

Dated of 20.....

Date you will bring the Summons to the Greffe.

(Signed) please sign Plaintiff

If you agree that you owe the sum claimed above, you should contact the Plaintiff immediately to arrange payment

To have your claim processed, please bring the following to the Petty Debts Court Greffier:

- ✓ **Claim Summary (not dated or signed)**
- ✓ **1 Summons for each Defendant (dated and signed by the Plaintiff)**
- ✓ **Copy of the claim letter (7/14 days)**
- ✓ **1 stamped addressed envelope per Defendant**
- ✓ **A debit or credit card to pay your Court fee (if you have paid online at Gov.je, please bring your receipt)**

Court fees:

Your Claim Amount	You will Pay
Up to £100.00	£7.00
£100.01 to £500.00	£18.00
£500.01 to £1,000.00	£43.00
£1,000.01 to £5,000.00	£104.00
£5,000.01 to £10,000.00	£151.00
£10,000.01 to £15,000.00	£191.00
£15,000.01 to £25,000.00	£255.00
£25,000.01 to £30,000.00	£383.00

Fixed costs:

Your Claim Amount	You may claim
Up to £100.00	£30.00
£100.01 to £500.00	£60.00
£500.01 to £1,000.00	£120.00
£1,000.01 to £2,500.00	£180.00
£2,500.01 to £10,000.00	£240.00
£10,000.01 to £30,000.00	£300.00