

# *In the Petty Debts Court*

**BETWEEN**

[Click and type name]

**PLAINTIFF**

**AND**

[Click and type name]

**DEFENDANT**

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## **STATEMENT OF CLAIM**

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The complaint of [ ] [*“the Plaintiff”*] is brought against [ ] [*“the Defendant”*]

- 1. If the Plaintiff is suing as an assignee set out when the Plaintiff became as assignee.*
- 2. If the Defendant is not an individual describe the legal status of the Defendant.*
- 3. Set out the terms of the agreement.*
- 4. Set out whether the agreement was in writing or oral.*
- 5. If the agreement was in writing, identify all written documents which you say contain the agreement.*
- 6. If the agreement was oral, set out all conversations when you reached agreement, who took part and a summary of what was said.*
- 7. Set out what you say the Defendant should have done under the agreement.*
- 8. Set out what the Defendant either did not do, or did incorrectly, describing the key events in date order.*
- 9. Set out what loss you claim, identifying each category of loss.*

### **AND the Plaintiff claims:**

1. Payment of the said amount of [ ].
2. Interest on the said amount (only if claimed).
3. The costs of the present action.

Dated this [ ] day of [ ] 20[ ]