

**PETTY DEBTS COURT**  
**GUIDANCE NOTES**  
**SUMMONS**

**DEFENDANT:** person(s), person(s) trading as 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 their website).

**COURT DATE & TIME:**

ask the Greffier for the next available court date. A specific time to attend will be allocated on Monday before the court date and emailed to the parties.

**PLAINTIFF:** person(s), person(s) trading as 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 their website).

**Actioning the Defendant to pay the sum of £ amount claimed (without interest or costs) which the Plaintiff claims is due in respect of:** give a brief description of what your claim is for (an unpaid invoice, a personal loan, defective works, rental arrears, etc) including relevant dates.

***Please use the exact same wording as on 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) + d) being:**

- a) **the amount claimed of £ amount claimed only (without interest or costs);**
- b) **interest on the said amount at the Court rate up to the date given above being the sum of £ ; leave blank unless you are claiming contractual interest – if you wish to claim contractual interest, please call the Greffier;**
- c) **fixed costs in the sum of £ see “what will it cost?” section; and**
- d) **Court fees in the sum of £ see “what will it cost?” section.**

**Dated the ..... day of ..... 20 .....**

**Date you will bring the Summons to the Greffe**

**(Signed)..... Plaintiff**

Please sign here

**PETTY DEBTS COURT**  
**GUIDANCE NOTES**  
**CLAIM SUMMARY**

**DEFENDANT:** person(s), person(s) trading as or limited company owing the money (title and name in full for each).

**Contact number:** please give any telephone number(s) you might have for the defendant.

**Email address:** this will be used to advise the person of the time of the first hearing.

**PLAINTIFF:** person(s), person(s) trading as or limited company claiming the money (title and name in full for each).

**Contact number:** please give your preferred telephone number.

**Email address:** this will be used to advise you of the time of the first hearing.

**Actioning the Defendant to pay the sum of £ amount claimed without interest, fees or costs which the Plaintiff claims is due in respect of:** give a brief description of what your claim is for (an unpaid invoice, a personal loan, defective works, rental arrears, etc) including relevant dates, together with interest (if applicable) and costs.

***Please use the exact same wording as on the Summons – This is a legal requirement***

The summons in these proceedings to appear in the Petty Debts Court on Wednesday, the ..... day of ..... 20..... (date as advised by the Greffier) was posted by me in a letter addressed to the Defendant at: defendant's full address.

on the ..... day of ..... 20.....

(Signed) ..... Greffier

***The Greffier will date and sign this document***