

Defence and Counterclaim

(specified amount)

Name of court County Court Business Centre Online Court	
Claim No.	
Claimant (including ref.)	
Defendant	

- Fill in this form if you wish to dispute all or part of the claim and/or make a claim against the claimant (known as a counterclaim).
- You have a **limited number of days** to complete and return this form to the court.
- Before completing this form, please read the notes for guidance attached to the claim form.
- Please ensure that all boxes at the top right of this form are completed. You can obtain the correct names and number from the claim form. The court cannot trace your case without this information.

How to complete this form

- Complete **sections 1 and 2**. Tick all the boxes that apply and give any other details asked for.
- Set out your defence in **section 3**. If necessary continue on a separate piece of paper making sure that the claim number is clearly shown on it. In your defence you must state which of the claimant's allegations you deny and why. **If you fail to deny an allegation it may be taken that you admit it.**
- If you dispute only some of the allegations you must:
 - specify which you admit and which you deny; and
 - give your own version of events if different from the claimant's.
- If you wish to make a claim against the claimant (known as a counterclaim) complete **section 4**.
- Complete and sign **section 5** before sending this form to the court. Keep a copy of the claim form and this form.

Where to send this form, once filled in

Civil Money Claims
St. Katharine's House
21-27 St. Katharine's Street
Northampton
NN1 2LH

1. How much of the claim do you dispute?

☐ I dispute the full amount claimed as shown on the claim form (OCPN1).

or

☐ I admit the amount of £

If you dispute only part of the claim you must **either**:

- pay the amount admitted to the person named at the address for payment on the claim form (see How to Pay in the notes on the back of, or attached to, the claim form (OCPN1)). Then send this completed defence form (OCON9B) to the court.

or

- complete the admission form (OCON9A) **and** this defence form (OCON9B) and send them to the court.

☐ I paid the amount admitted on

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or

☐ I enclose the completed Admission form (OCON9A) (*go to section 2*)

2. Do you dispute this claim because you have already paid it?

☐ **No**, *go to section 3*

☐ **Yes**, I paid claimant

£

on

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(*before the claim form was issued*)

Give details of where and how you paid it in the box below (*then go to section 5*)

3. Defence (If you need to continue on a separate sheet put the claim number in the top right hand corner.)

4. If you want to make a claim against the claimant (known as a counterclaim)

- To start your counterclaim, you will have to pay a fee. Court staff can tell you how much you have to pay.
- You may not be able to make a counterclaim where the claimant is the Crown (e.g. a Government Department). Ask at your local county court office for further information if you are not sure if the claimant is the Crown.

If your claim is for a specific sum of money, how much are you claiming? £

I enclose the counterclaim fee of £

My claim is for *(please specify nature of claim)*

What are your reasons for making the counterclaim?

If you need to continue on a separate sheet put the claim number in the top right hand corner.

Claim No.	
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5. Statement of Truth

I believe that the facts stated in this form are true.

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Date

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Your date of birth

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

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

<div>Postcode</div> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								If applicable	
	Phone no.								
	DX no.								
Your ref.									

E-mail	
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