

Admission

(specified amount)

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

- You have a **limited number of days** to complete and return this form
- Before completing this form, please read the notes for guidance attached to the claim form

When to fill in this form

- You are admitting all of the claim
- You are admitting part of the claim. (You should also complete the Defence form - OCON9B).

How to fill in this form

- Tick the correct boxes and give as much information as you can. Then complete the Statement of Truth. If necessary provide details on a separate sheet add the claim number and attach it to this form.
- If you wish to make an offer of payment complete box 11. If you make no offer the claimant will decide how much and when you should pay.
- **If you are not an individual**, you should ensure you attach a financial statement showing your companies profit, loss, assets and liabilities to support any offer of payment made in box 11. Ensure you tick the correct box and complete sections 1, 9 (if applicable) and 12. If you are a Limited Company, the claimant is under no obligation to accept your offer.

Where to send this form, once filled in

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

How much of the claim do you admit?

- ☐ I admit the full amount claimed as shown on the claim form
or
☐ I admit the amount of £

1. Personal details**Surname****Forename**☐ Mr ☐ Mrs ☐ Miss☐ Ms ☐ Married ☐ Single☐ Other
(specify)**Date of birth**

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Address**Phone no.****2. Dependants** *(people you look after financially)***Number of children in each age group** under 11 11-15 16-17 18 & over**Other dependants**
*(give details)***3. Employment**☐ **I am employed as a**

My employer is

Jobs other than main job *(give details)*☐ **I am self employed as a**Annual turnover is £ ☐ **I am not** in arrears with my national insurance contributions, income tax and VAT☐ **I am** in arrears and I owe £

Give details of:

(a) contracts and other work in hand

(b) any sums due for work done

☐ **I have been unemployed for** years months☐ **I am a pensioner****4. Bank account and savings**☐ **I have a bank account**☐ The account is **in credit** by £ ☐ The account is **overdrawn** by £ ☐ **I have a savings or building society account**The amount in the account is £ **5. Residence****I live in** ☐ my own house ☐ lodgings☐ my jointly owned house ☐ council accommodation☐ rented accommodation

6. Income

My usual take home pay (*including overtime, commission, bonuses etc.*)

£	per
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Income support

£	per
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Child benefit(s)

£	per
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Other state benefit(s)

£	per
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My pension(s)

£	per
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Others living in my home give me

£	per
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Other income (*give details below*)

	£	per
	£	per
	£	per

Total income £ per

7. Expenses

(Do not include any payments made by other members of the household out of their own income)

I have regular expenses as follows:

Mortgage (*including second mortgage*)

£	per
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Rent

£	per
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Council tax

£	per
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Gas

£	per
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Electricity

£	per
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Water charges

£	per
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TV rental and licence

£	per
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HP repayments

£	per
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Mail order

£	per
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Housekeeping, food, school meals

£	per
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Travelling expenses

£	per
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Children's clothing

£	per
---	-----

Maintenance payments

£	per
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Others (*not court orders or credit debts listed in boxes 9 and 10*)

	£	per
	£	per
	£	per

Total expenses £ per

8. Priority debts

(This section is for arrears only. Do not include regular expenses listed in box 7.)

Rent arrears	£	per
Mortgage arrears	£	per
Council tax/Community Charge arrears	£	per
Water charges arrears	£	per
Fuel debts: Gas	£	per
Electricity	£	per
Other	£	per
Maintenance arrears	£	per

Others (give details below)

	£	per
	£	per

Total priority debts £ per

9. Court orders

Court	Claim No.		
		£	per
		£	per
		£	per
Total court order instalments		£	per

Of the payments opposite, I am behind with payments to (please list)

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10. Credit debts

Loans and credit card debts (please list)

	£	per
	£	per
	£	per

Of the payments opposite, I am behind with payments to (please list)

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11. Offer of payment

☐ I can pay the amount admitted in full on

or

☐ I can pay by monthly instalments of £

If you cannot pay immediately, please give brief reasons below

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12. Declaration

I declare that the details I have given are true to the best of my knowledge

Signed

Date

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

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