

**Admission**

(specified amount)

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

- 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**

- email this form to:

**moneyclaims@hmcts.gsi.gov.uk**

**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
---	-----

Council tax

£	per
---	-----

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
---	-----

Mail order

£	per
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Housekeeping, food, school meals

£	per
---	-----

Travelling expenses

£	per
---	-----

Children's clothing

£	per
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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

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

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**Email your completed form to:**  
moneyclaims@hmcts.gsi.gov.uk