



HM Courts &
Tribunals Service

Courts and Tribunals Service Centre

Telephone: **0300 123 7050**

(Monday to Friday, 9am to 5pm)

Call charges: www.gov.uk/call-charges

Sir John Doe

1

London

E1 6AN

Case number:

000MC054

Respond by:

4pm 21 July 2025

Dear Sir John Doe

23 June 2025

You have been named as a respondent in a money claims case

We are contacting you because Test Inc has made a money claim against you for 1500 including interest and the claim fee. The claim is enclosed with this letter.

A money claim is when someone says you owe them money and takes legal action against you to get it back.

What you need to do

You must respond to the claim, by telling us whether you agree with the claim or not. You can do this yourself or you can pay a solicitor to do it for you.

How to respond yourself

Create, or sign-in to, a money claims account.

Go to: www.gov.uk/hmcts/respond-money-claim

1. **Respond to claim** <https://civil-citizen-ui.aat.platform.hmcts.net/first-contact/start>
2. **Enter the claim number** 000MC054
3. **Enter the security code** XJYKT6AXANE6 (this code can only be used once)
4. **Create an account** - after creating an account you'll be sent an email with a link to verify your account, or **sign-in to your existing account** – do not create a new account

How your solicitor can respond for you

Your solicitor should create, or sign-in to, a MyHMCTS account.

They must go to: <https://www.gov.uk/guidance/myhmcts-online-case-management-for-legal-professionals>. They'll need to enter (or use) the 16-digit reference 1750673380913156 to register with MyHMCTS.



Response deadline

You should create a money claims account to respond or request more time.

You must do this by **4pm 21 July 2025**

After you respond

You can check on the progress of this case by logging in to your online account.

When there is an update to the claim you will be notified by email.

Help if you need support to claim online

You can phone the Digital Support helpline if you:

- do not feel confident using the internet
- do not have access to a computer or smartphone

Digital Support helpline

Telephone: 03300 160051

Monday to Friday, 9am to 5pm

Closed on bank holidays

Text FORM to 60777 and someone will call you back

If you would like to respond by post please go to <https://www.gov.uk/respond-to-court-claim-for-money/respond-to-a-claim-by-post>

Yours sincerely

Courts and Tribunals Service Centre team

HM Courts and Tribunals Service



Claim form

Claim number: 000MC054



Received on: 23 June 2025 at 10:09 AM

Issued on: 23 Jun 2025

1. Claimant details

| | |
|-------------------|-------------------------|
| Organisation name | Test Inc |
| Contact person | claimant contact person |

Address

1
London
E1 6AN

2. Defendant details

Organisation name

Sir John Doe

Contact person

| | |
|---------|-----------------------|
| Address | 1 London E1 6AN |
|---------|-----------------------|

| | |
|------------------|--------------------------------|
| Telephone number | 07777777777 |
| Email address | civilmoneyclaimsdemo@gmail.com |

3. Claim

| | |
|--------------------|-----|
| Reason for claim | asd |
| Timeline of events | |

| | |
|--------------------------|-----|
| Evidence type | |
| Contracts and agreements | asd |

4. Claim amount details

| | |
|--|----------|
| Claim amount items | |
| sdf | £1000.00 |
| Total interest | £0 |
| How interest was calculated | |
| Interest end date | |
| Interest rate claimed | |
| Explanation of rate claimed | |
| Date interest claimed from | |
| Explanation of date interest is claimed from | |

5. Total amount

| | |
|--|----------|
| Claim amount | £1500.00 |
| Total interested claim to date of submission | £0 |
| Claim fee | £35.00 |
| Total | £1535.00 |

6. Statement of truth

I believe that the facts stated in this claim form are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Test Inc

23 June 2025
