Shape

Description automatically generated with medium confidence

**Courts and Tribunals Service Centre**

Telephone: **0300 123 7050**

(Monday to Friday, 9am to 5pm)

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

Case number:

**<<claimReferenceNumber>>**

Respond by:

**4pm <<responseDeadline>>**

<<defendant.partyName>>

<< defendant.primaryAddress.AddressLine1>>

<<cs\_{ defendant.primaryAddress.AddressLine2 != null}>>

<< defendant.primaryAddress.AddressLine2>>

<<es\_>>

<<cs\_{ defendant.primaryAddress.AddressLine3 != null}>>

<< defendant.primaryAddress.AddressLine3>>

<<es\_>>

<<defendant.primaryAddress.PostTown>>

<<cs\_{ defendant.primaryAddress.County != null}>>

<< defendant.primaryAddress.County>>

<<es\_>>

<<cs\_{ defendant.primaryAddressCountry!= null}>>

<< defendant.primaryAddress.Country>>

<<es\_>>

<<defendant.primaryAddress.PostCode>>

Dear <<defendant.partyName>> <<issueDate>>

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

We are contacting you because << claimantName>> has made a money claim against you for <<totalAmountOfClaim>> 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** <<respondToClaimUrl>>
2. **Enter the claim number** <<claimReferenceNumber>>
3. **Enter the security code** <<pin>> (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 must respond**

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

They must go to: [**https://www.gov.uk/guidance/myhmcts-online-case-management-for-legal-professionals**.](https://www.gov.uk/guidance/myhmcts-online-case-management-for-legal-professionals.) Your solicitor will then respond for you.

# Response deadline



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

You must do this by **4pm <<responseDeadline>>**

**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**