|  |  |
| --- | --- |
| **In the County Court at**  **Online Civil Money Claims** | |
| **Claim Number** | << caseNumber>> |
| **Claimant**  (Including ref) | **<<rs\_applicant>>**  << name >><<es\_>><<applicantReference >> |
| **Defendant**  (Including ref) | <<respondent1Name>><<cs\_{respondent1Ref!=null}>>  <<respondent1Ref>><<es\_>>  <<cs\_{respondent2Name!=null}>>  << respondent2Name>>  <<es\_>><<cs\_{respondent2Ref!=null}>>  <<respondent2Ref>><<es\_>> |
| **Date** | << {dateFormat($nowUTC ,‘d MMMM yyyy’)}>> |

**Judgment against Defendant**

(in default)

|  |
| --- |
| **<< respondent.name >>**  <<cs\_{respondent.primaryAddress.AddressLine1!=null}>><<respondent.primaryAddress.AddressLine1>><<es\_>><<cs\_{!isBlank(respondent.primaryAddress.AddressLine2)}>>  <<respondent.primaryAddress.AddressLine2>><<es\_>><<cs\_{!isBlank(respondent.primaryAddress.AddressLine3)}>>  <<respondent.primaryAddress.AddressLine3>><<es\_>><<cs\_{!isBlank(respondent.primaryAddress.PostTown)}>>  <<respondent.primaryAddress.PostTown>><<es\_>>  <<respondent.primaryAddress.PostCode>><<cs\_{!isBlank(respondent.primaryAddress.Country)}>>  <<respondent.primaryAddress.Country>><<es\_>> |



**To the Defendant**

You did not respond to a money claim that was made against you by the claimant named above.

It is therefore ordered that you must pay the claimant **£<<debt>>** for debt (and interest to date of judgment) and **£<<costs>>** for the costs.

|  |
| --- |
| **£<<totalCost>>** |

You must pay the claimant the total of immediately.

**If you do not pay**

**If you ignore this order the claimant can ask a court to authorise the collection of any outstanding debt by using any appropriate enforcement method. If this happens further costs will be added. If your circumstances change and you cannot pay, read the enclosed letter for information on what to do.**

|  |  |  |
| --- | --- | --- |
| **Information for the defendant**  If you did not reply to the claim form and believe judgment has been entered wrongly in default, you may apply to the court office giving your reasons why the judgment should be set aside. An application form is available for you to use and you will need to pay a fee. A hearing may be arranged and you will be told when and where it will take place. If you live in, or carry on business in another court's area, the claim may be transferred to that court.  If judgment is for £5,000 or more or is in respect of a debt which attracts contractual or statutory interest for late payment, the claimant may be entitled to further interest.  **Address for Payment**   |  | | --- | | **<< claimantLR.name >>**  <<cs\_{claimantLR.primaryAddress.AddressLine1!=null}>><<claimantLR.primaryAddress.AddressLine1>><<es\_>><<cs\_{!isBlank(claimantLR.primaryAddress.AddressLine2)}>>  <<claimantLR.primaryAddress.AddressLine2>><<es\_>><<cs\_{!isBlank(claimantLR.primaryAddress.AddressLine3)}>>  <<claimantLR.primaryAddress.AddressLine3>><<es\_>><<cs\_{!isBlank(claimantLR.primaryAddress.PostTown)}>>  <<claimantLR.primaryAddress.PostTown>><<es\_>>  <<claimantLR.primaryAddress.PostCode>><<cs\_{!isBlank(claimantLR.primaryAddress.Country)}>>  <<claimantLR.primaryAddress.Country>><<es\_>> | | Details of this judgment will be entered in a public register, the Register of Judgments, Orders and Fines. They will then be passed to credit reference agencies, who will supply them to credit grantors and others seeking information on your financial standing. **This will make it difficult for you to get credit**. A list of credit reference agencies is available from Registry Trust Ltd, 173/175 Cleveland Street, London, WITGQR.  **If you pay in full within one month**, you can ask the court to cancel the entry on the Register. You will need to give the court proof of payment. If you also want a Certificate of Cancellation from the court, there is a fee for this. If you pay the debt in full after one month, you can ask the court to mark the entry as satisfied and, for a fee, obtain a Certificate of Satisfaction to prove that the debt has been Paid.  **How to Pay**  • **Payment(s) must be made to the person named at the address for payments giving the claimant's reference and claim number**  **• DO NOT bring or send payments to the court - they will not be accepted**  • You should allow at least 4 days for your payment to reach the claimant  (defendant) or his representative.  • Make sure that you keep records and can account for all payments made Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.  • Leaflet on registered judgments, how to pay and what to do if you cannot pay are available from the court |