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Description automatically generated HMCTS CMC

PO Box 12747

Harlow

CM20 9RA

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| <<partyName>>  <<cs\_{partyAddressAddressLine1!=null}>>  << partyAddressAddressLine1>>  <<es\_>><<cs\_{ partyAddressAddressLine2!=null}>>  << partyAddressAddressLine2>>  <<es\_>><<cs\_{ partyAddressAddressLine3!= null}>>  << partyAddresAddressLine3>>  <<es\_>><<cs\_{ partyAddressPostTown!= null}>>  << partyAddressPostTown>>  <<es\_>><<cs\_{ partyAddressPostCode!=null}>>  << partyAddressPostCode>><<es\_>> |  |
|  |  |

Dear <<partyName>>,

We’ve attached a court order to this letter which tells you the actions you must take before the hearing, for claim number <<claimReferenceNumber>>.

You must read the order and do what it tells you by the deadline. If you don’t, your claim or defence may be struck out.

**Help and support**

Telephone: 0300 123 7050

Monday to Friday, 8.30am to 5pm

Find out about call charges: <https://www.gov.uk/call-charges>

Email: [contactocmc@justice.gov.uk](mailto:contactocmc@justice.gov.uk)

**HM Courts & Tribunal Service**