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Description automatically generated HMCTS CMC

PO Box 12747

Harlow

CM20 9RA

0300 123 7050

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| --- | --- | --- | --- | --- |
|  | |  | | |
| <<partyName>>  <<cs\_{partyAddressAddressLine1!=null}>>  << partyAddressAddressLine1>>  <<es\_>><<cs\_{ partyAddressAddressLine2!=null}>>  << partyAddressAddressLine2>>  <<es\_>><<cs\_{ partyAddressAddressLine3!= null}>>  << partyAddressAddressLine3>>  <<es\_>><<cs\_{ partyAddressPostTown!= null}>>  << partyAddressPostTown>>  <<es\_>><<cs\_{ partyAddressPostCode!=null}>>  << partyAddressPostCode>>  <<es\_>> | | Claim number: <<claimNumber>>  <<{dateFormat($nowUTC ,‘d MMMM yyyy’)}>> | | |
|  | |  | | |
| <<{dateFormat($nowUTC ,‘d MMMM yyyy’)}>> | **In the County Court at <<courtName>>** | | Case number: <<claimNumber>> |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| <<cr\_{isMultiParty=='No'}>> |  | |  |
| Parties | <<claimant1Name>> | | Claimant |
|  | <<defendant1Name>> | | Defendant |
| <<er\_>> |  | |  |
|  |  | |  |
| <<cr\_{isMultiParty=='Yes'}>> | | | |
| Parties | <<claimant1Name>> | | Claimant 1 |
| <<cr\_{ claimant2Name !=null}>> |  | |  |
|  | <<claimant2Name>> | | Claimant 2 |
| <<er\_>> |  | |  |
|  | <<defendant1Name>> | | Defendant 1 |
| <<cr\_{ defendant2Name!=null}>> |  | |  |
|  | <<defendant2Name>> | | Defendant 2 |
| <<er\_>> |  | |  |
| <<er\_>> |  | |  |
|  | | | |

**Request for information**

Date: <<submittedOn>>

**THE COURT RECORDS THAT:**

<<judgeRecital>>

**Judge’s request for information:**

<<judgeComments>>

You should respond to the request for information by **4pm** on **<<dateBy>>.**