|  |  |
| --- | --- |
| **In the county court at <<hearingSiteName>>** | |
| **Claim number** | **<<**caseNumber>> |
| **Date** | <<{dateFormat(creationDate, ‘dd MMMM yyyy’, ‘yyyy-MM-dd’)}>> |



**Notice of <<{titleCase(title)}>>**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | <<claimant>> | 1st Claimant | Reference number: <<claimantReference>> | | <<cs\_{claimant2!=null}>>  <<claimant2>>  <<es\_{claimant2!=null}>> | <<cs\_{claimant2!=null}>>  2nd Claimant  <<es\_{claimant2!=null}>> | <<cs\_{claimant2!=null}>>  Reference number: <<claimant2Reference>>  <<es\_{claimant2!=null}>> | | <<defendant>> | 1st Defendant | Reference number: <<defendantReference>> | | <<cs\_{defendant2!=null}>><<defendant2>>  <<es\_{defendant2!=null}>> | <<cs\_{defendant2!=null}>>  2nd Defendant  <<es\_{defendant2!=null}>> | <<cs\_{defendant2!=null}>>  Reference number: <<defendant2Reference>>  <<es\_{defendant2!=null}>> | |

In the County Court at <<caseManagementLocation>>

The <<hearingType>> of the claimant’s claim will take place on

**<<hearingDays>>**

at <<hearingLocation>>

<<cs\_{partiesAttendingInPerson!=null && partiesAttendingByTelephone==null && partiesAttendingByVideo==null}>>

in person

<<es\_{partiesAttendingInPerson!=null && partiesAttendingByTelephone==null && partiesAttendingByVideo==null}>>

<<cs\_{partiesAttendingInPerson==null && partiesAttendingByTelephone==null && partiesAttendingByVideo!=null}>>

by video (CVP)

<<es\_{partiesAttendingInPerson==null && partiesAttendingByTelephone==null && partiesAttendingByVideo!=null}>>

<<cs\_{partiesAttendingInPerson==null && partiesAttendingByTelephone!=null && partiesAttendingByVideo==null}>>

by telephone (CVP Audio)

<<es\_{partiesAttendingInPerson==null && partiesAttendingByTelephone!=null && partiesAttendingByVideo==null}>>

<<cs\_{partiesAttendingInPerson!=null}>>

**Attending in person**

<<partiesAttendingInPerson>>

<<es\_{partiesAttendingInPerson!=null}>>

<<cs\_{partiesAttendingByTelephone!=null}>>

**Attending by telephone**

<<partiesAttendingByTelephone>>

<<es\_{partiesAttendingByTelephone!=null}>>

<<cs\_{partiesAttendingByVideo!=null}>>

**Attending by video**

<<partiesAttendingByVideo>>

<<es\_{partiesAttendingByVideo!=null}>>

**The time allocated for the <<hearingType>> is <<totalHearingDuration >>.**

<<cs\_{feeAmount!=null}>>

**<<{titleCase(hearingType)}>> fees**

The <<hearingType>> fee is <<feeAmount>> which must be paid by <<{dateFormat(hearingDueDate, ‘dd MMMM yyyy’, ‘yyyy-MM-dd’)}>>, by the claimant.The payment must be submitted by midnight on <<{dateFormat(hearingDueDate, ‘dd MMMM yyyy’, ‘yyyy-MM-dd’)}>>.

You can get help with fees if you are eligible. You must provide your help with fees reference by midnight on <<{dateFormat(hearingDueDate, ‘dd MMMM yyyy’, ‘yyyy-MM-dd’)}>>

To find out if you are eligible for help with fees, visit: <https://www.gov.uk/get-help-with-court-fees>.

If the claimant fails to pay on time the claim will be struck out straight away and the claimant might have to pay the defendant's costs.

<<es\_>>

**Telling the court about changes to your case**

You must tell the court straight away if your case has settled before the <<hearingType>>. You can do this by signing into your account.

If you need to make any changes to your case, sign into your account to request a change. You may have to pay a fee.

For example, if you can no longer attend or the <<hearingType>> length needs changing.

**Delays on the day**

On the day, if you attend in person, your <<hearingType>> might be delayed due to other <<hearingType>>s starting at the same time as yours. Your <<hearingType>> may last longer than you expect, and you should make sure you are able to stay at court for the rest of the day after your <<hearingType>> time, if needed.

Your <<hearingType>> date and venue could be changed at short notice; the court will contact you if this happens.

**Sharing the <<hearingType>> bundle**

A <<hearingType>> bundle will be created in the Online Claims Portal for use by the parties and the judge at the <<hearingType>>.

The claimant must ensure a paper version of the bundle is available to be used on the day by parties or witnesses.

A paper copy must also be made available to any party or witness attending the <<hearingType>> by phone or video.

If the claimant is unrepresented and the defendant is legally represented, then the defendant must provide the paper bundle as outlined above.

**Asking for reasonable adjustments or special facilities**

If you need any reasonable adjustments or special facilities to help you during the <<hearingType>>, you should let the court know at least 14 days before the <<hearingType>>.

Reasonable adjustments or special facilities can include wheelchair access, a language interpreter or hearing loop.

You can find out what facilities your local court has by visiting: <https://www.gov.uk/find-court-tribunal>

<<cs\_{partiesAttendingInPerson!=null}>>

**When to arrive at court for your <<hearingType>>**

If you are attending court in person, you must arrive up to an hour before your <<hearingType>> starts to allow for security checks. For more information about what to expect when coming to court, and how to contact the court if you have safety concerns,  
visit <https://www.gov.uk/guidance/what-to-expect-coming-to-a-court-or-tribunal>.

If you are late, your <<hearingType>> might start without you and your case could be decided without you.

<<es\_{partiesAttendingInPerson!=null}>>

<<cs\_{partiesAttendingByTelephone!=null || partiesAttendingByVideo!=null}>>

**How you attend a phone or video <<hearingType>>**

If you are attending the <<hearingType>> remotely, your <<hearingType>> will be held by phone or video (cloud video platform).

You will be sent the instructions on how to join before the <<hearingType>>. If you are late, your <<hearingType>> might start without you and your case could be decided without you.

You can find out more about joining a <<hearingType>> by phone or video here:

<https://www.gov.uk/guidance/what-to-expect-when-joining-a-telephone-or-video-hearing>

If you need to change how you attend, you must ask the court at least 7 days before the <<hearingType>> date.

It is up to the court if you will be allowed to change how you attend the <<hearingType>> and you may have to pay a fee.

<<es\_{partiesAttendingByTelephone!=null || partiesAttendingByVideo!=null}>>