



## The Petty Debts Court CLAIM SUMMARY (GUIDANCE NOTES)

**DEFENDANT:** Person(s) or limited company owing the money (title + name in full for each).

Contact number:

Email address:

**PLAINTIFF:** Person(s) or limited company claiming the money (title + name in full for each).

Contact number:

Email address:

Actioning the Defendant to pay the sum of £ amount claimed (without interest or costs) which the Plaintiff claims in respect of:

Please give a brief description of what your claim is for (an unpaid invoice, a personal loan, the sale of a car, defective works, rental arrears, etc) including relevant dates.

**Use the exact same wording as the Summons – This is a legal requirement.**

together with interest (if applicable) and costs.

The summons in these proceedings to appear in the Petty Debts Court on Wednesday, the ..... day of ..... 20..... was posted by me in a letter addressed to the Defendant at:

**Defendant's full address.**

on the ..... day of ..... 20.....

(Signed) ..... Greffier

**Do not date or sign this document.**