



The Petty Debts Court SUMMONS (GUIDANCE NOTES)

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

ADDRESS: Their last known address (if trading as or limited company, name and address must be as registered with JFSC - check the website).

You are required to appear in:

THE PETTY DEBTS COURT

The Magistrate's Court, Union Street, St. Helier, Jersey

on Wednesday the day of 20..... at See overleaf (1).

to defend the claim, details of which appear below.

(court date to be given by the Greffier)

You must call the Petty Debts Court Greffier on 440081 or email at pdcc@courts.je to confirm you will attend.
The Greffier will advise what time you must come to court.

IF YOU DO NOT APPEAR, JUDGMENT MAY BE GIVEN IN YOUR ABSENCE.

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

ADDRESS: your address (if trading as or limited company, name and address must be as registered with JFSC - check the website).

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 Claim Summary – This is a legal requirement.

You will stop this going to Court if before the date given above you pay the sum of £ total a), b), c) and d) being:

- a) The amount claimed of £ amount claimed (without interest or costs);
- b) Interest on the said amount at the Court rate up to the date given above being the sum of £ ; leave blank unless you're claiming contractual interest;
- c) Fixed costs in the sum of £ refer to court costs overleaf (2); and
- d) Court fees in the sum of £ refer to court fees overleaf (2) which can be deducted if payment is made five days before the date given above.

Dated the day of 20.....
Date you will bring the Summons to the Greffe.

(Signed) please sign Plaintiff

(1) On receipt of the Summons, the Defendant must call the Petty Debts Court Greffier on 440081 or email pdcc@courts.je to confirm attendance.

On the Monday before the court date, both Plaintiff and Defendant will be allocated a time slot to attend, please make sure you are available on the date given.

To have your claim processed, please bring the following to the Petty Debts Court Greffier:

- ✓ Claim Summary (not dated or signed)
- ✓ 1 Summons for each Defendant (dated and signed by Plaintiff) plus 1 copy of each
- ✓ Copy of Letter Before Action (7/14 days)
- ✓ 1 stamped addressed envelope per Defendant
- ✓ Payment of your court fee; a court receipt which you can buy from States Treasury at Customer and Local Services, La Motte Street, cheque or cash. Please check the leaflet to find what court fee is owed

Court fees:

(2)

Your Claim Amount	You will Pay
Up to £100.00	£7.00
£100.01 to £500.00	£15.00
£500.01 to £1,000.00	£30.00
£1,000.01 to £5,000.00	£80.00
£5,000.01 to £10,000.00	£120.00
£10,000.01 to £15,000.00	£150.00
£15,000.01 to £25,000.00	£200.00
£25,000.01 to £30,000.00	£300.00

Fixed costs:

Your Claim Amount	You may claim
Up to £100.00	£30.00
£100.01 to £500.00	£60.00
£500.01 to £1,000.00	£120.00
£1,000.01 to £2,500.00	£180.00
£2,500.01 to £10,000.00	£240.00
£10,000.01 to £30,000.00	£300.00