

How to respond to a civil claim

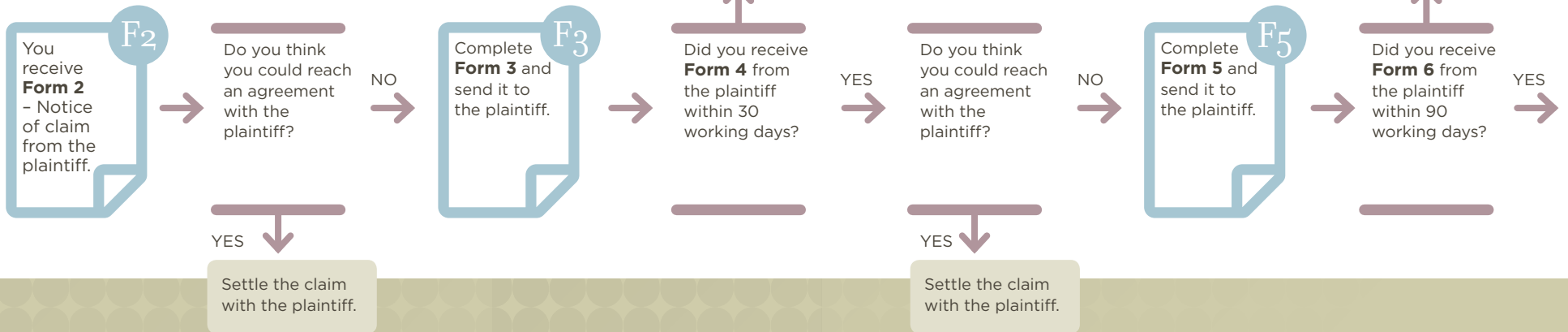
YOU WILL NEED TO REFER TO THE FORMS FOR MORE INFORMATION ABOUT THIS PROCESS.

Plaintiff: the person who makes the civil claim.

Defendant: the person who the claim is against.

District Court: the place where the claim is filed and where the case will be heard if it ends up in court.

START HERE



This means the plaintiff's claim has come to an end.

NO
Did you receive **Form 4** from the plaintiff within 30 working days?

YES

Do you think you could reach an agreement with the plaintiff?

YES

Settle the claim with the plaintiff.

Complete **Form 5** and send it to the plaintiff.

NO

NO
Did you receive **Form 6** from the plaintiff within 90 working days?

YES

This means the plaintiff's claim has come to an end.

If you do not serve Form 5 within 30 working days, the plaintiff may apply for judgment against you.

The District Court will contact you with the next steps in the process. This may involve a court appearance.