



**Rule 90 of the Royal Court Civil Rules, 2007 – Form B**

**SUMMONS FORM**

**[When leave has been granted by the Bailiff, two copies of this Form, together with the Cause Form and details of the claim, must be delivered by the Claimant to HM Sergeant for service on the Defendant. The minimum fee for service is £60.]**

**SERGEANT  
AT THE INSTANCE OF**

**[Enter here your name and address as claimant]**

.....  
.....  
.....

**SUMMON**

**[Enter here the name and address of the defendant]**

.....  
.....  
.....

To appear in the Royal Court at 9.30 a.m. on Friday.....

.....201.....

[Enter above the date on which you wish the summons to be returnable before the Court. This date should not be entered until after the Bailiff has granted leave to you as Claimant to sign the summons].

CONTINUED..



### **EITHER**

[If the claim is for a sum of money]

To see the Claimant apply to the Court to order the Defendant to pay to the Claimant the sum of [Enter the sum in writing and in figures].....

.....  
As shown on the attached statement of facts.

And the Claimant claims interest and costs.

### **OR**

[If the claim is for other than a sum of money]

To see the Claimant apply to the Court for an order in the attached terms, and the Claimant claims costs.

**[Attach a written statement of the material facts on which you rely as Claimant. The same statement must be attached to the Cause Form]**

### **NOTICE TO DEFENDANT**

1. *If you do not appear before the Royal Court at the date and time stated in this summons the Court may give judgment against you.*
2. *When you appear before the Court you have three options: -*
  - (i) *You can consent to judgment for all or part of the sum claimed*
  - (ii) *You can apply for an adjournment on showing good cause, for example that you need further time to consult an Advocate*
  - (iii) *You can indicate that you will defend the action in whole or in part. The action may then be placed on the Pleading List.*
3. *You will be required to give an address for service (which must be in Guernsey) at which future summonses and notices can be served on you by being delivered to that address by HM Sergeant.*
4. *You must then table your defences in writing by delivering them to the Greffe not later than 9.15am on the 28<sup>th</sup> day after the action was placed on the Pleading List ("the relevant Friday sitting"). You must lodge three copies at the Greffe (each with a copy of the Plaintiff's cause attached) and at the same time you must serve a copy on the Plaintiff.*
5. *If you fail to table your defences (as required by Rule 16 of the Royal Court Civil Rules, 2007) the Plaintiff may, without further notice to you, apply to the Royal Court, at the relevant Friday sitting at 9.30am (or at any later date) for judgment to be awarded against you.*
6. *The period of time within which you must file your defences may be extended by up to three months, by agreement in writing between you and the Plaintiff.*



7. *If you cannot agree such an extension with the Plaintiff you may apply in writing to the Royal Court for an extension beyond the standard 28 day period. You must lodge that application with the Greffe, and copy it to the Plaintiff, not later than 4.00pm one clear working day prior to the relevant Friday sitting. You must then attend before the Royal Court at 9.30am at the relevant Friday sitting to make your application.*
8. ***This is a matter on which you should take independent legal advice. You should also refer generally to the Royal Court Civil Rules, 2007.***

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