

PETTY DEBTS CLAIM FORM

PLAINTIFF

Name (full)	
Address <i>(If Limited company – Registered office address is required)</i>	
Telephone Number	
Email Address	

DEFENDANT

Name (full)	
Address <i>(If Limited company – Registered office address is required)</i>	
Telephone Number	
Email Address <i>(if known)</i>	

DETAILS OF CLAIM

Total Due	£ (plus costs)
Brief outline of claim <i>(additional sheet can be used if necessary)</i>	

Please explain what efforts you have already made to recover the debt

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Signature		Print Name	
Date			

Please note that once booking in proceedings have commenced the summons fee will not be refunded. This form and any continuation sheet will be served on the defendant as part of the court process. Please do not submit any other documentation at this stage.

When processing your personal data, these offices are compliant with the Data Protection (Bailiwick of Guernsey) Law, 2017. For more information about how these offices process your personal data, please view the Fair Processing Notice available at the Royal Court Public Counter or on the Royal Court Website Homepage.