

Claim No.

**IN THE HIGH COURT OF JUSTICE OF THE ISLE OF MAN  
CIVIL DIVISION**

	<b>PROCEDURE</b>
Parties	
	<input style="width: 80%; height: 30px;" type="text"/> Claimant(s)
	<input style="width: 80%; height: 30px;" type="text"/> Defendant(s)
<p>Please enter the full name of the defendant if (a) there is more than one defendant or (b) it is different from the name given on the claim form.</p>	
<p>You have a limited number of days to complete and return this form.          Before completing this form, please read the notes for guidance attached to the claim form.          Complete the boxes above, using the details on the claim form. The court cannot trace your case without this information.</p>	
<p><b>When to fill in this form</b>          Only fill in this form:</p> <ul style="list-style-type: none"> <li>• and enter an 'X' in the box if you are admitting all of the claim AND you are not asking for time to pay; <input style="float: right; margin-left: 20px;" type="checkbox"/></li> <li>• if you are admitting all of the claim AND you are asking for time to pay; or</li> <li>• if you are admitting part of the claim (in that case you should also complete form HC2E)</li> </ul>	
<p><b>How to fill in this form</b></p> <ul style="list-style-type: none"> <li>• Complete the form <i>in duplicate</i>.</li> <li>• Enter an 'X' in the correct boxes and give as much information as you can. Then sign and date the form. If necessary provide details on a separate sheet, add the claim number and attach it to this form.</li> <li>• Make your offer of payment in the <i>Offer of payment</i> box at the end of this form. If you make no offer, the court will decide how much and when you should pay.</li> </ul>	

- If you are not an individual, you should ensure that you provide sufficient details about the assets and liabilities of your firm, company, body corporate, club, association or entity to support any offer of payment.

### Where to send this form

- Take or send one copy of the form to the Courts Office at Isle of Man Courts of Justice, Deemsters Walk, Bucks Road, Douglas, Isle of Man IM1 3AR.
- Take or send the other copy to the claimant at the *address to which documents or payments should be sent* at the end of the claim form.

How much of the claim do you admit?

- I admit the full amount claimed as shown on the claim form *or*
- I admit the amount of £ \_\_\_\_\_ and dispute the balance

### Your personal details

Surname		Forenames	
Married	<input type="checkbox"/>	Single	<input type="checkbox"/> Other (specify)
Date of birth		Address (including postcode)	

### Your dependants (people you look after financially)

Number of children	aged 10 or under		11-15		16-17		18 or over	
Other dependants (give details)								

1. Employment (enter an 'X' in the appropriate box and give details)

- I am employed as a

	My employer is	
	Job other than main job	

<input type="checkbox"/> I am self-employed as a									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">My annual turnover is</td> <td style="padding: 5px;">£</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <input type="checkbox"/> I am not in arrears with my national insurance contributions, income tax and VAT         </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <input type="checkbox"/> I am in arrears and I owe £         </td> </tr> <tr> <td style="padding: 5px;">           Give details of:            (a) contracts and other work in hand            (b) any sums due for work done         </td> <td style="width: 70%;"></td> </tr> </table>	My annual turnover is	£	<input type="checkbox"/> I am not in arrears with my national insurance contributions, income tax and VAT		<input type="checkbox"/> I am in arrears and I owe £		Give details of: (a) contracts and other work in hand (b) any sums due for work done	
My annual turnover is	£								
<input type="checkbox"/> I am not in arrears with my national insurance contributions, income tax and VAT									
<input type="checkbox"/> I am in arrears and I owe £									
Give details of: (a) contracts and other work in hand (b) any sums due for work done									
<input type="checkbox"/> I have been unemployed for        years        months									
<input type="checkbox"/> I am a pensioner									
<b>2. Bank account and savings</b>									
I have a bank account	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">The account is in credit by £</td> </tr> <tr> <td style="padding: 5px;">The account is overdrawn by £</td> </tr> </table>	The account is in credit by £	The account is overdrawn by £						
The account is in credit by £									
The account is overdrawn by £									
I have a savings or building society account	The amount in the account is £								
<b>3. Residence</b>									
I live in	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> my own house</td> <td><input type="checkbox"/> my jointly-owned house</td> </tr> <tr> <td><input type="checkbox"/> lodgings</td> <td><input type="checkbox"/> rented accommodation</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> local authority or DLGE accommodation</td> </tr> </table>	<input type="checkbox"/> my own house	<input type="checkbox"/> my jointly-owned house	<input type="checkbox"/> lodgings	<input type="checkbox"/> rented accommodation	<input type="checkbox"/> local authority or DLGE accommodation			
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<b>4. Income</b>									
	£								
My usual take home pay (including overtime, commission, bonuses etc)	per								
Income support	per								
Child benefit	per								

Other state benefit(s)	per
My pension(s)	per
Others living in my home give me	per
Other income (give details below)	per per per
Total income	per
<b>5. Expenses</b>	
	£
*Rent/Mortgage (* state which)	per
Rates (including water rates)	per
Gas	per
Electricity	per
TV rental and licence	per
Hire-purchase repayments	per
Mail order	per
Housekeeping, food, school meals	per
Travelling expenses	per
Children's clothing	per
Maintenance payments	per

Others (not court orders or debts listed below)	per per per
Total expenses	per
<b>6. Arrears of priority debts (this section is for arrears only)</b>	
	£
Rent arrears	
Mortgage arrears	
Rates (including water rates) arrears	
Fuel debts: Gas Electricity	
Maintenance arrears	
Others (give details below)	
Total priority debts	
<b>7. Court orders</b>	
	£
Instalment orders (list claim nos. below)	per per per
Other court judgments (list claim nos. below)	

8. Loans and credit card and other debts		£
Loans and credit card debts (give details below)		per per per
Of the payments above, I am behind with payments to — (list below)		per per
Do not include regular expenses listed in section 5.		
Offer of payment (enter an 'X' and complete below as appropriate)		
<input type="checkbox"/> I can pay the amount admitted on <input type="checkbox"/> I can pay by monthly instalments of £		
Give below brief reasons why you cannot pay immediately (use numbered paragraphs)		
Declaration		
I declare that the details I have given above are true to the best of my knowledge		
Signed		
Position or office held (if signed on behalf of a company or other corporation)		
Date		