

..... Claim Bo.

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

PROCEDURE

Parties

Claimant(s)

Defendant(s)

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.

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

When to fill in this form

Only fill in this form:

- and enter an 'X' in the box if you are admitting all of the claim AND you are not asking for time to pay;
- if you are admitting all of the claim AND you are asking for time to pay; or
- if you are admitting part of the claim (in that case you should also complete form HC2E)

How to fill in this form

- Complete the form *in duplicate*.
- 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.
- If you are not an individual, you should ensure that you provide sufficient details about the assets and liabilities of your firm, company etc. 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.

Non-money claim *only*: I admit liability for the whole claim

Return of goods *only*: Are the goods still in your possession? Yes
 No

Money and return of goods claims:

- I admit liability for the whole claim but want the court to decide the amount I should pay *or* the value of the goods
- or
- I admit liability for the claim and offer to pay £ _____ in satisfaction of the claim

How do you wish to pay the amount you have admitted? (Enter an 'X' in one box only)

- I offer to pay on (date)
- I cannot pay the amount immediately because (state reason)

and I offer to pay by instalments of £ per [week][month] starting (date)

Your personal details

Surname		Forenames	
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Married Single 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 (tick appropriate box and give details)							
<input type="checkbox"/> I am employed as a							
.....	A member of						
	other than main job						
<input type="checkbox"/> I am self-employed as a							
	A 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							
2. Bank account and savings							
I have a bank account		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 £
3. Residence	
I live in	<input type="checkbox"/> my own house <input type="checkbox"/> jointly-owned house <input type="checkbox"/> lodgings <input type="checkbox"/> rented accommodation <input type="checkbox"/> local authority or DLGE accommodation
4. Income £	
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
5. Expenses £	
*Rent/Mortgage <small>*state which</small> 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
6. Arrears of priority debts (this section is for arrears only)	
	£
Rent arrears	
Mortgage arrears	
Rates (including water rates) arrears	
Fuel debts: Gas Electricity	
Maintenance arrears	
Others (give details below)	
Total priority debts	

7. Court orders		£
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.		
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		