

Please read these notes carefully — they will help you to decide what to do about this claim.

- You have 14 days from the date on which you were served with the claim form to respond to the claim
- If you do not return Form HC4 (acknowledgment of service), you will be allowed to attend any hearing of this claim but you will not be allowed to take part in the hearing unless the court gives you permission to do so
- Court staff can tell you about procedures but they cannot give legal advice. If you need legal advice, you should contact an advocate immediately
- Please note all documents filed with the court save and except an Acknowledgment of service must at the same time be served on every other party

Time for responding

The completed acknowledgment of service *in duplicate* must be returned to the Courts Office within 14 days of the date on which the claim form was served on you.

The address of the Courts Office, to which any forms to be returned to the court must be sent, is —

Courts Office
Isle of Man Courts of Justice
Deemsters Walk
Bucks Road
Douglas
Isle of Man
IM1 3AR

Completing the acknowledgment of service

You should complete sections 1 to 7 as appropriate. Sections 1 and 7 must be completed in all cases.

Section 1 — name of defendant

Print your full name, or the full name of the defendant on whose behalf you are completing this form.

Section 2 — not contesting the claim

If you do not wish to contest the remedy sought by the claimant in the claim form, you should complete section 1. In some cases the claimant may only be seeking the court's directions as to how to act, rather than seeking a specific order. In these circumstances, if you wish the court to direct the claimant to act in a certain way, give brief details.

Section 3 — contesting the claim

If you do wish to contest the remedy sought by the claimant in the claim form, you should complete section 2. If you seek a remedy different from that sought by the claimant, you should give brief details in the space provided.

Section 4 — disputing the court's jurisdiction

You should indicate your intention by completing section 4 and filing an application disputing the court's jurisdiction within 14 days of filing your acknowledgment of service at the court. The court will arrange a hearing date for the application and tell you and the claimant when and where to attend.

Section 5 — objecting to use of procedure

If you believe that the claimant should not have issued the claim under the chancery procedure :

- there is a substantial dispute of fact involved; and
- you do not agree that the rule stated does provide for the claimant to use this procedure,

you should complete section 5 setting out your reasons in the space provided.

Section 6 — written evidence

Complete this section if you wish to rely on written evidence. You must send your written evidence to the court with your acknowledgment of service and serve a copy of the written evidence on every other party. It must be verified by a statement of truth or the court may disallow it. If you have agreed with the other party or parties an extension of time for filing your written evidence, a copy of your written agreement or details of agreement must be filed with your acknowledgment of service. Please note that the agreement can only extend time by 14 days from the date you file your acknowledgment of service.

All written evidence whether in a witness statement or an affidavit must be typed and a typed copy of any manuscript evidence should also be exhibited to the relevant witness statement, affidavit or other document adducing the same.

Section 7 — signature etc.

The form must be signed by you¹, your advocate or your litigation friend (only applicable where defendant is a minor or a patient under the Mental Health Act 1998), as appropriate. The address to which documents should be sent must be either your advocate's address, your own residential or business address in the Isle of Man or (if you live elsewhere) some other address in the Isle of Man.

What happens next

The claimant may, within 14 days of receiving any written evidence from you, file further evidence in reply. On receipt of your acknowledgment of service, the court file will be referred to the judge for directions for the disposal of the claim.

¹ Where the defendant is a company or other corporation, the statement of truth must be signed by a person holding a senior position in the corporation (as to which, see rule 1.4(3) of the Rules of Court).