

# Small Claims Online A Users Guide

*serving the community through the administration of justice*

## Document Details

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## **Small Claims Online**

### **General Information**

Small Claims Courts allow certain types of claims to be decided informally by the county court, usually without the need of a solicitor or barrister. In general a small claim is one where the value to be claimed is not more than £5000.00 and which does not relate to personal injuries, road traffic accidents, libel or slander, title to land, legacy or annuity or any property of a marriage.

The small claims court limit is £5000.00. It is important that all issues between parties are brought to court by the one claim and resolved at the one hearing. You should not divide your claim into several applications, even if the total is less than £5000.00 (you may not be able to recover the court fees paid).

If the total sum at issue between the same parties exceeds £5000.00, the claimant must either proceed by abandoning any amount due over £5000.00 (this will be expressly noted) or issue a civil bill (up to £15,000.00).

If a subsequent claim is made between similar parties arising out the same set of facts or law, then the later proceedings may well be dismissed as an abuse of process.

There are 2 types of small claim:

- liquidated - where the amount of claim is set, for example, loans or goods and services not paid for, and
- unliquidated - where the amount is estimated, for example, damage to property, faulty goods or workmanship.

The Civil Processing Centre will set your case to the relevant type of claim.

A Small Claims Application cannot be made by either a minor (under 18 years of age) or a patient (person certified mentally incapable of managing their own affairs).

The court does not pay the amount that is awarded; it only decides who is liable. A Decree or Order made by the Small Claims Court is a County Court Judgment (CCJ) and may affect a respondent's credit status.

Before beginning the small claim process, you should know that the Enforcement of Judgments Office can make a search for a person or firm for a small fee. This will show if there are any previous debts outstanding against the respondent. You can then use this information to help you to decide whether or not it would be practical for you to proceed with this action. Even if you succeed with your claim, if the respondent has other large amounts of debts outstanding, you may find that you will not get your money back immediately, if at all.

## **Civil Processing Centre**

The Civil Processing Centre, which is located in Laganside Courts, Oxford Street, Belfast, deals with all cases initially, but if a case is disputed it is then transferred to the office that is specified within the original application for hearing.

Once a case has been submitted to the Civil Processing Centre and verified, respondents are then posted a small claims pack giving all relevant information in relation to the case, including a copy of the completed Small Claims Application Form.

A 'return date' is printed on the small claims pack and the 'return date' can also be viewed online in the Case Tracking screen. The return date is the date whereby the respondent must respond to the application. If the respondent wishes to respond to this claim, for example, to dispute the claim, then they must do so before this return date or else a decree may issue. If they do not respond by this date then the applicant can apply for a default decree.

If at any stage of your proceedings the case is transferred to the county court as a civil bill your case will no longer appear within the online small claims case tracking screen.

## **Appeals**

For proceedings commenced on or after 19 April 2004, any party may appeal on a question of law to a judge against any order. An Appeal shall be brought within 21 days from the date on which the order was made. This has to be lodged at the court office where the order was issued and cannot be lodged online. The Judge is not required to conduct a hearing to determine an appeal; and the Judge's decision is final. You may wish to seek legal advice in detailing the basis of your appeal before lodging proceedings.

## **Restrictions**

The following restrictions have been applied to the online small claims processes:

- All applicant and respondent addresses must be entered using the Quick Address Software which contains all UK postal addresses. If an address cannot be found through QAS then the Small Claims Application must be submitted to any Court Office to commence proceedings. However, once the Small Claims Pack has been issued then the applicant can progress the case online (see Add Existing Claim).
- Further applications relating to original application eg: Application to Set Aside Decree, Third Party Notice, Applications to Remove Stay and Witness Summonses cannot be processed online.
- Appeals in relation to small claims decrees/orders cannot be processed online.

## **Fees**

The fee for your small claim application will depend on the amount you wish to claim. A list of court fees can be obtained from our website.

If your claim is successful, the respondent will have to pay you the amount decided by the Judge, plus the application fee along with any other costs awarded. If you are not successful, the respondent will not be ordered to pay you anything and you will not receive your fee back.

## **Payments Online**

There are two ways to pay for the fees for lodging a Small Claims Applications online.

- by drawing down from funds previously lodged into an ICOS Pre Paid Account. All payments made from an ICOS account will be shown on your monthly ICOS Statement. You can open or top up an ICOS Account at any Court Office.
  
- by debit or credit card. The following cards are accepted:
  - MasterCard
  - Visa
  - Maestro
  - Visa Electron
  - Solo
  - JCB

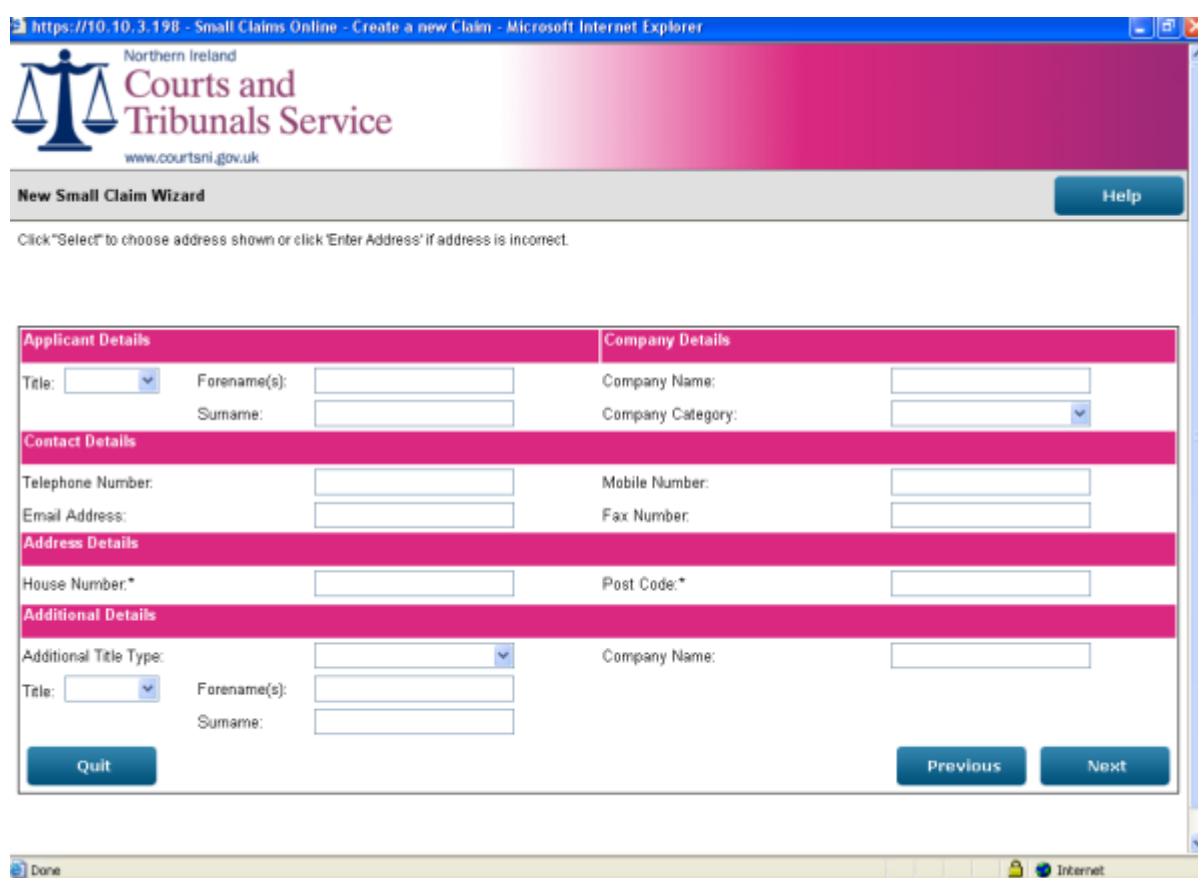
## New Small Claims Application

### General Information

It is important to give all the necessary information available so that it will assist in processing your claim and make it easier to enforce a decree if one is granted.

Click on the 'New Claim' button to start the new small claim process.

### Applicant Details Screen



https://10.10.3.198 - Small Claims Online - Create a new Claim - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
 Tribunals Service**  
 www.courtsni.gov.uk

**New Small Claim Wizard** Help

Click \*Select\* to choose address shown or click \*Enter Address\* if address is incorrect.

Applicant Details		Company Details	
Title: <input type="text"/>	Forename(s): <input type="text"/>	Company Name: <input type="text"/>	<input type="text"/>
	Surname: <input type="text"/>	Company Category: <input type="text"/>	<input type="text"/>
Contact Details			
Telephone Number: <input type="text"/>		Mobile Number: <input type="text"/>	<input type="text"/>
Email Address: <input type="text"/>		Fax Number: <input type="text"/>	<input type="text"/>
Address Details			
House Number: * <input type="text"/>		Post Code: * <input type="text"/>	<input type="text"/>
Additional Details			
Additional Title Type: <input type="text"/>		Company Name: <input type="text"/>	<input type="text"/>
Title: <input type="text"/>	Forename(s): <input type="text"/>		
	Surname: <input type="text"/>		

Quit
Previous
Next

Done Internet

This section is for your personal details. If you are a registered user then your personal details will automatically default into the applicant details and you just need to confirm your current address. If the details held against your account are incorrect, you can proceed with this application by updating your details on this screen, but you will also need to contact the Small Claims Processing Office to ensure that your records are updated accordingly.

If you are not the applicant (i.e. a solicitor acting for a client), you need to enter the following details:

- the applicant's title, forename and surname **or** the applicant's company name and company category;
- the applicant's contact details (telephone, mobile and fax numbers and email address);
- the applicant's house number/building name and postcode.

All addresses must be entered via QAS (Quick Address Software) and need a house number and valid postcode to proceed. If you cannot find the applicant's address via QAS you cannot proceed with your application online, you must send your application into the Small Claims Central Processing office instead. However once the case has been accepted by the Small Claims Processing Office and you have received a copy of your small claims pack, you can then register and progress the case online (See Add Existing Claim).

Additional titles can be added here, examples of additional title are if the person is known as a different name or is trading as a firm name (they cannot be trading as a Limited Company). Again as with the applicant details, you should select the additional title type and then enter either the persons name along with title or company name, but not both.

Click on the 'Next' button to proceed to the next step.

https://10.10.3.198 - Small Claims Online - Create a new Claim - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
Tribunals Service**  
www.courtsni.gov.uk

**New Small Claim Wizard** Help

Click 'Edit' to update details previously entered. Click 'Delete' to delete details previously entered. Click 'Add' to enter another Applicant.

**Add Extra Applicants**

Title	Forename	Surname	Company Name
<a href="#">Edit</a>			JOHN BLACK SOLICITORS <a href="#">Delete</a>

Quit Add Previous Next

This screen allows you to add extra applicants to your small claim. You can also edit or delete applicants previously entered.

Select the 'Edit' link if you wish to edit the selected applicant's details.

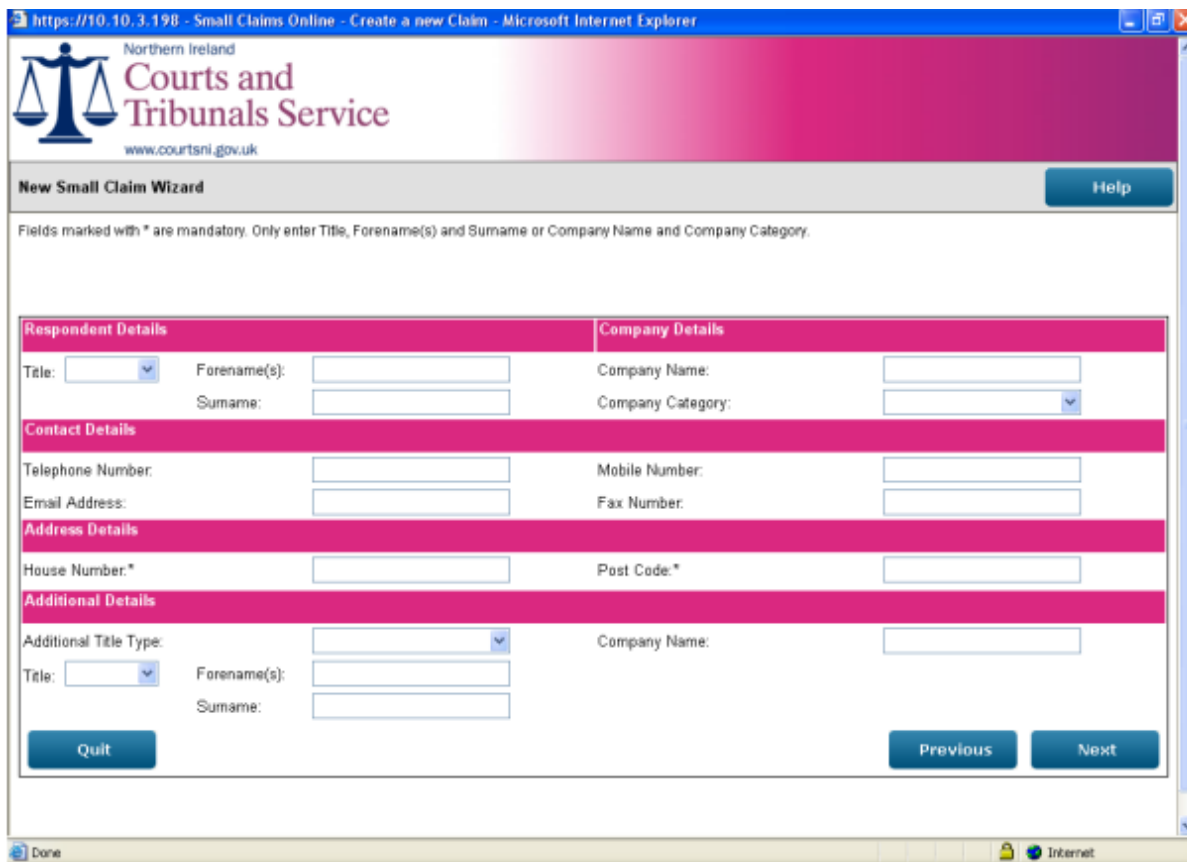
Select the 'Delete' link if you wish to delete the selected applicant.

Click on the 'Add' button if you wish to add an extra applicant. This will display a blank Applicant Details Screen to allow you to add the extra applicant's details.

When you are happy that the applicants have all been entered correctly, click on the 'Next' button to proceed to the next step.



## Respondent Details Screen



https://10.10.3.198 - Small Claims Online - Create a new Claim - Microsoft Internet Explorer

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 Tribunals Service**  
 www.courtsni.gov.uk

**New Small Claim Wizard** Help

Fields marked with \* are mandatory. Only enter Title, Forename(s) and Surname or Company Name and Company Category.

Respondent Details		Company Details	
Title: <input type="text"/>	Forename(s): <input type="text"/>	Company Name: <input type="text"/>	<input type="text"/>
	Surname: <input type="text"/>	Company Category: <input type="text"/>	<input type="text"/>
Contact Details			
Telephone Number: <input type="text"/>	<input type="text"/>	Mobile Number: <input type="text"/>	<input type="text"/>
Email Address: <input type="text"/>	<input type="text"/>	Fax Number: <input type="text"/>	<input type="text"/>
Address Details			
House Number* <input type="text"/>	<input type="text"/>	Post Code* <input type="text"/>	<input type="text"/>
Additional Details			
Additional Title Type: <input type="text"/>	<input type="text"/>	Company Name: <input type="text"/>	<input type="text"/>
Title: <input type="text"/>	Forename(s): <input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname: <input type="text"/>	<input type="text"/>	<input type="text"/>

Quit Previous Next

This section is for the respondent details.

You need to enter the following details:

- the respondent's title, forename and surname **or** the respondent's company name and company category;
- the respondent's contact details (telephone, mobile and fax numbers and email address);
- the respondent's house number/building name and postcode.

All addresses must be entered via QAS (Quick Address Software) and need a house number and valid postcode to proceed. If you cannot find the respondent's address via QAS you cannot proceed with your application online, you must send your application into the Small Claims Civil Processing Centre instead. However once the case has been accepted by the Civil Processing Centre and you have received a copy of your small claims pack, you can then register and progress the case online (See Add Existing Claim).

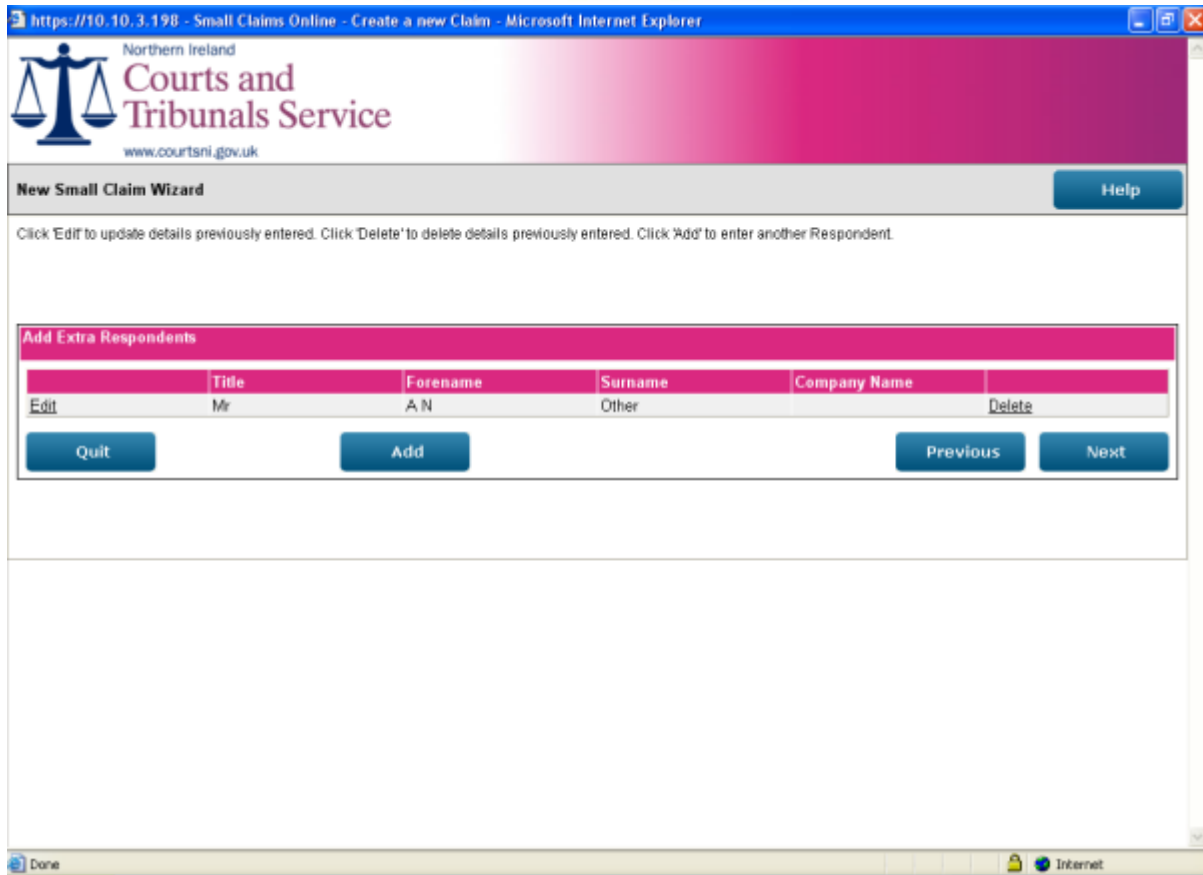
Additional titles can be added here, examples of additional title are if the person is known as a different name or is trading as a firm name (they cannot be trading as a Limited Company). Again as with the respondent details, you should select the additional title type and then enter either the persons name along with title or company name, but not both.

If claiming against a limited or public liability company (LTD or PLC), you should enter company name and address, rather than any of the employees' details.

If claiming against a business or a firm other than a LTD or PLC then you can enter each owner's details as a separate respondent along with details of the firm as another respondent, but add the additional title of 'a firm sued as a firm' to the company's details.

You will have to complete an additional form if the respondent resides in either Scotland, England or Wales. You may wish to contact the Small Claims Processing Office for advice on this procedure.

Click on the 'Next' button to proceed to the next step.



[Edit](#)   
 Title: Mr   
 Forename: A N   
 Surname: Other   
 Company Name: [Delete](#)

This screen allows you to add extra respondent to your small claim. You can also edit or delete respondents previously entered.

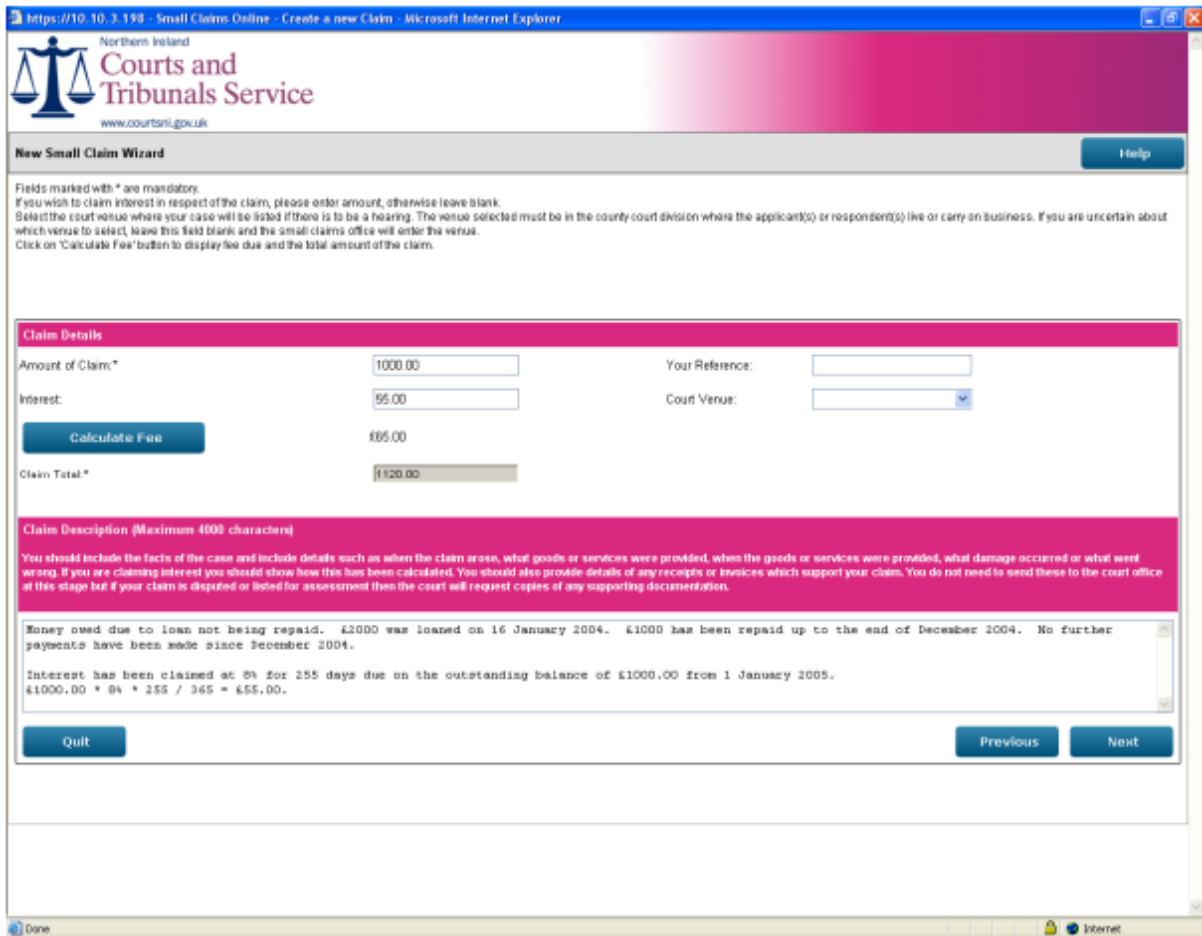
Select the 'Edit' link if you wish to edit the selected respondent's details.

Select the 'Delete' link if you wish to delete the selected respondent.

Click on the 'Add' button if you wish to add an extra respondent. This will display a blank Respondent Details Screen to allow you to add the extra respondent's details.

When you are happy that the respondents have all been entered correctly, click on the 'Next' button to proceed to the next step.

## Claim Details Screen



https://10.10.3.198 - Small Claims Online - Create a new Claim - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
 Tribunals Service**  
 www.courtstribnls.gov.uk

**New Small Claim Wizard** Help

Fields marked with \* are mandatory.  
 If you wish to claim interest in respect of the claim, please enter amount, otherwise leave blank.  
 Select the court venue where your case will be listed (if there is to be a hearing). The venue selected must be in the county court division where the applicant(s) or respondent(s) live or carry on business. If you are uncertain about which venue to select, leave this field blank and the small claims office will enter the venue.  
 Click on 'Calculate Fee' button to display fee due and the total amount of the claim.

**Claim Details**

Amount of Claim\*  Your Reference:

Interest:  Court Venue:

£95.00

Claim Total\*

**Claim Description (Maximum 4000 characters)**

You should include the facts of the case and include details such as when the claim arose, what goods or services were provided, when the goods or services were provided, what damage occurred or what went wrong. If you are claiming interest you should show how this has been calculated. You should also provide details of any receipts or invoices which support your claim. You do not need to send these to the court office at this stage but if your claim is disputed or listed for assessment then the court will request copies of any supporting documentation.

Money owed due to loan not being repaid. £2000 was loaned on 16 January 2004. £1000 has been repaid up to the end of December 2004. No further payments have been made since December 2004.

Interest has been claimed at 8% for 255 days due on the outstanding balance of £1000.00 from 1 January 2005.  
 $£1000.00 \times 8\% \times 255 / 365 = £65.00.$

Done Internet

This page allows you to enter the details of the claim.

The following fields are mandatory and must be entered:

- Amount of Claim
- Claim Description

The following fields are optional:

- Your Reference
- Court Venue
- Interest

**Amount of Claim.** The claim amount must not exceed £5000.00. If the claim amount is over this and you wish to proceed via a small claim application you must abandon the excess. You should enter £5000.00 into the amount field and then specify the original amount stating that you will 'abandon the excess' in the claim description section. Note that the inclusion of interest and court fee may take the total value of the claim over the £5000.00 limit.

**Claim Description.** The claim description field should include the facts of your case and should include details such as: when the claim arose, what goods or services were provided, when the goods or services were provided, what damage occurred or what went wrong? The system allows you to type up to 4000 characters within this section.

In the claim description field enter the details of any receipts or invoices which support the claim. You do not need to send these to the court office at this stage. However, if the case is disputed or listed for assessment, then copies of the supporting documentation will be requested by the court office.

Please note: When entering facts of your case within the claim description field, do not use double quotes - " or square brackets - [ ]. If the system detects any of these characters you will be prompted to remove them before you can proceed with your online application.

**Your Reference –** If you have a reference number that you would like us to quote it in any future correspondence enter it here otherwise leave this field blank.

**Court Venue -** Select the court venue where your case will be listed if there is to be a hearing. The venue selected must be in the county court division where the applicant(s) or respondent(s) live or carry on business. If you are uncertain about which venue to select, leave this field blank and the small claims office will enter the venue.

**Interest -** If you wish to claim interest, you must include this on your application form. Interest is an amount added to the claim from the date on which the claim arose and can be claimed until the date of the decree. At present, interest is calculated at 8% per year. This rate is used unless the claim arises from a contract which specified an alternative rate. You must enter an amount within the interest field and then detail the interest amount, rate and period within the claim description field.

Click on the 'Calculate Fee' button to allow the system to determine the correct fee based on the claim amount only.

Click on the 'Next' button to proceed to the next step.

## Statement of Truth Screen

https://10.10.3.198 - Small Claims Online - Create a new Claim - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
Tribunals Service**  
www.courtsni.gov.uk

**New Small Claim Wizard** Help

Fields marked with \* are mandatory.

**Statement Of Truth**

I believe that the facts stated in this claim are true:\*

Name:\* John Black      Position/Office Held: Account Manager      Date: 07/05/2010

Quit      Previous      Next

Done      Internet

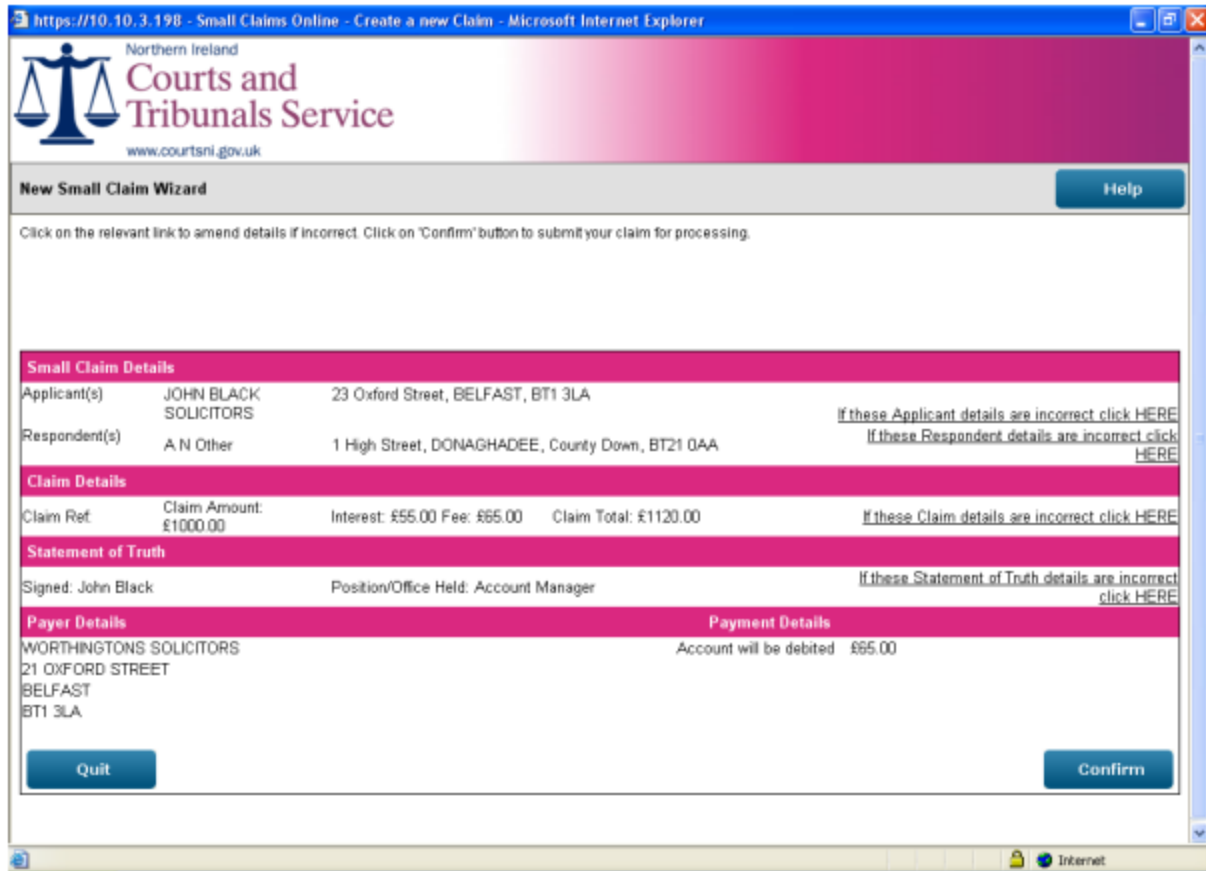
Once you have entered all the details relating to your claim you must then confirm and enter your name on the statement of truth screen. You should be aware that anyone entering their name must believe that the facts stated are true. If you enter your name knowing that part or parts of the application are untrue, then you may be held in contempt of court and may face a fine or imprisonment.

Select the check box confirming the statement of truth.

Enter your name and office position in the appropriate fields.

Click on the 'Next' button to proceed to the next step.

## Confirmation Screen



https://10.10.3.198 - Small Claims Online - Create a new Claim - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
 Tribunals Service**  
 www.courtsni.gov.uk

**New Small Claim Wizard** Help

Click on the relevant link to amend details if incorrect. Click on 'Confirm' button to submit your claim for processing.

Small Claim Details			
Applicant(s)	JOHN BLACK SOLICITORS	23 Oxford Street, BELFAST, BT1 3LA	<a href="#">If these Applicant details are incorrect click HERE</a>
Respondent(s)	A N Other	1 High Street, DONAGHADEE, County Down, BT21 0AA	<a href="#">If these Respondent details are incorrect click HERE</a>
Claim Details			
Claim Ref:	Claim Amount: £1000.00	Interest: £55.00 Fee: £65.00	Claim Total: £1120.00 <a href="#">If these Claim details are incorrect click HERE</a>
Statement of Truth			
Signed: John Black	Position/Office Held: Account Manager	<a href="#">If these Statement of Truth details are incorrect click HERE</a>	
Payer Details		Payment Details	
WORTHINGTONS SOLICITORS 21 OXFORD STREET BELFAST BT1 3LA		Account will be debited £65.00	

Quit Confirm

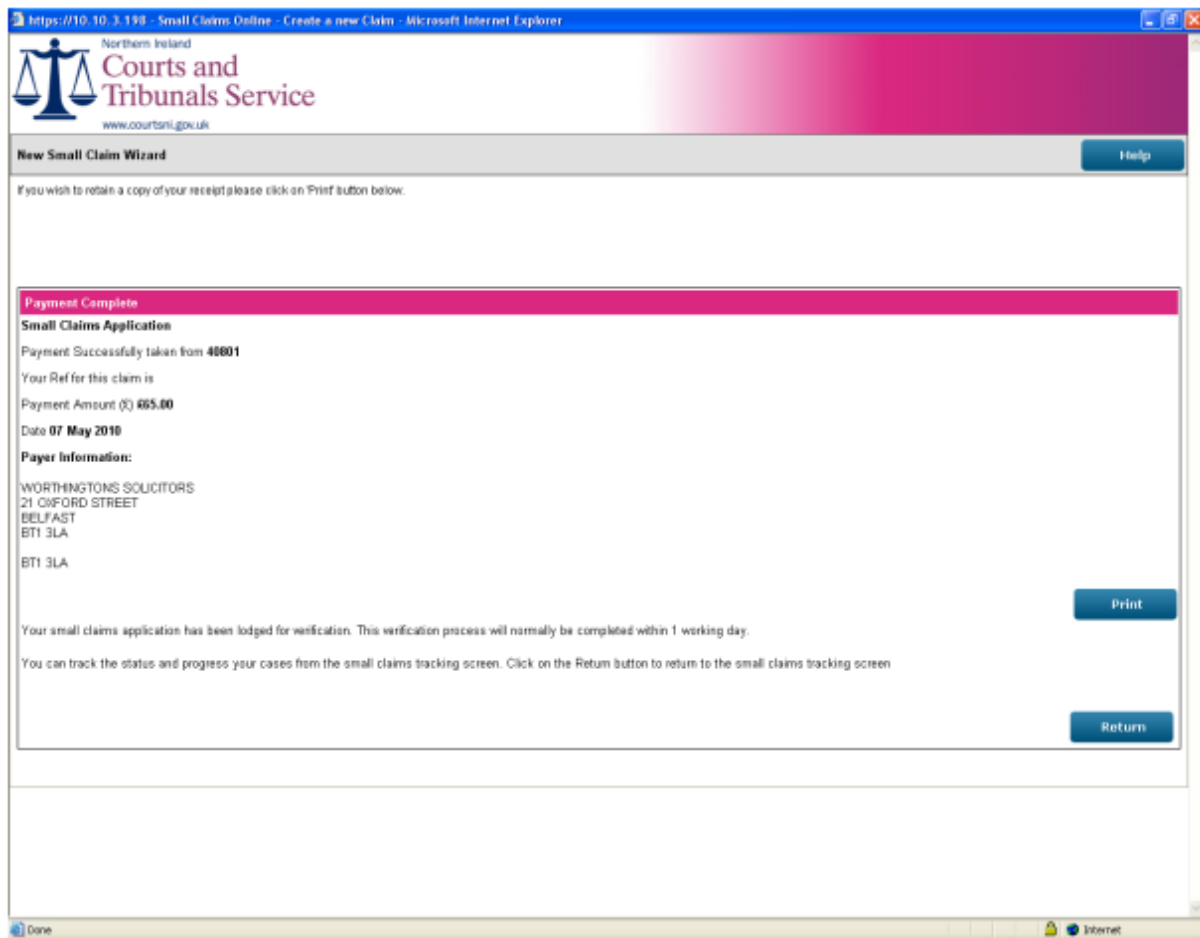
If you need to edit or check any of the details entered, click on the relevant link to go to the appropriate screen.

When you are happy that the details entered are correct, click on the 'Confirm' button to submit the application and debit your account with the relevant fee.

Your application will be verified by the Civil Processing Centre within 1 working day.



## Receipt Screen

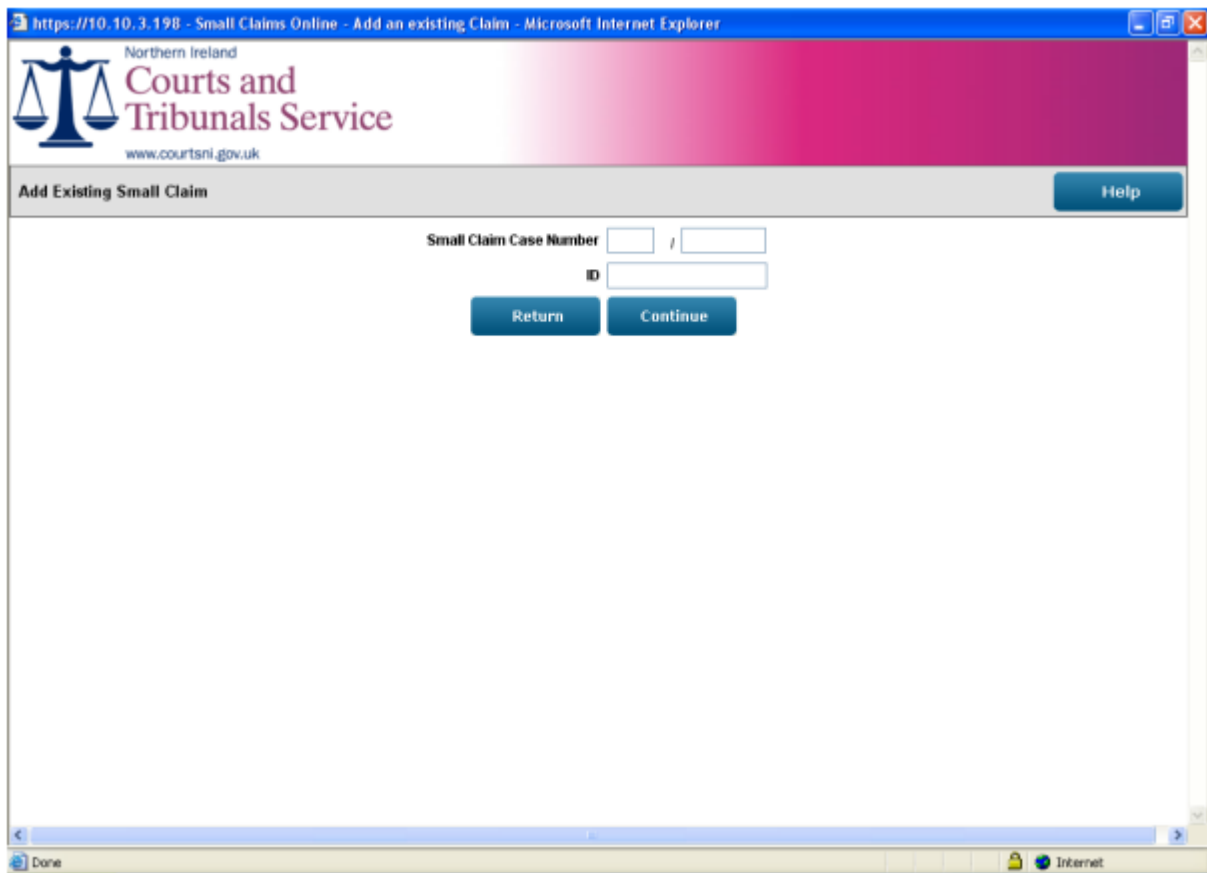


This screen provides you with details of the payment which you have made to lodge your small claims application.

Click on the 'Print' button if you want a printed receipt for the payment made.

Click on the 'Return' button to return to the main small claims case tracking

## Add Existing Small Claims Application



The screenshot shows a web browser window titled "https://10.10.3.198 - Small Claims Online - Add an existing Claim - Microsoft Internet Explorer". The page header features the Northern Ireland Courts and Tribunals Service logo and the URL www.courtsni.gov.uk. The main heading is "Add Existing Small Claim" with a "Help" button. The form contains two input fields: "Small Claim Case Number" (with a slash separator) and "ID". Below these fields are two buttons: "Return" and "Continue". The browser's status bar at the bottom shows "Done" and "Internet".

If you have previously lodged a small claims application at a court office, rather than online, you can use this function to add this case to your online tracking system.

You need to enter the Small Claim Case Number and the ID which you will get from your small claims pack which was posted to you from the Civil Processing Centre.

Then click on the 'Continue' button to add the case to your online tracking service.

Click on the 'Return' button to return to the main small claims case tracking

## Small Claims Tracking Screen


### General Information

The small claims tracking screen allows you to manage your small claims cases. Both live and dealt with cases are displayed.

Note that once a small claims case has been 'dealt with', it will remain available on your case tracking screen for 6 months so that you can print any relevant documents needed for enforcement.

After 6 months, you will need to contact the Civil Processing Centre if you have not retained a copy of any relevant court order.

### Case Tracking



	Courts ID	On Line Ref	Applicants Ref	Received Date	Name	Amount	Return Date	Case Status
<b>Details</b>		<b>SMC013833</b>		<b>07-May-10</b>	<b>A N OTHER</b>	<b>£1,000.00</b>		<b>Awaiting Verification</b>
<a href="#">Details</a>	10\136211	SMC013832		04-May-10	JONES NORMAN	£500.00		Active
<a href="#">Details</a>	10\136188	SMC013830		14-Apr-10	ALISON BROWN	£1,250.00		Active
<a href="#">Details</a>	10\136174	SMC013829	W66\10	01-Apr-10	JOHN BLACK	£1,250.00	05-May-10	Active
<a href="#">Details</a>	10\136173	SMC013828	W65\10	01-Apr-10	JOE SOAP	£350.00	15-May-10	Dealt With
<a href="#">Details</a>	10\136074	SMC013825		19-Feb-10	MAGILL WILLIAM	£200.00	23-Mar-10	Active
<a href="#">Details</a>	10\136062	SMC013824		16-Feb-10	BLACK JOHN	£200.00	05-May-10	Active
<a href="#">Details</a>	10\136061	SMC013823		16-Feb-10	JOHN BLACK	£200.00	05-May-10	Active
<a href="#">Details</a>	10\136059	SMC013822		15-Feb-10	ROBERTA MECHAN C.O...	£200.00	05-May-10	Active
<a href="#">Details</a>	09\090089			20-Aug-09	MOIRA SHAW	£1,095.00	25-Sep-09	Active

Page 1 of 2 | First | < | << | 1 | 2 | 3 | 4 | 5 | >> | Last |

**Small Claim Detail**

[Case Events](#) [Future Hearing](#) [Progress Case](#)

There are currently no progress options available for this case

Cases can be organised within the screen by using a page filter and/or column sorting.

Page Filter by default displays all claims with the most recent claim being displayed first.

You can change the filter to display only specific types of cases such as:


- Active (active cases only)
- Queried (queried cases only)
- Awaiting Verification (cases which are awaiting verification by the Civil Processing Centre)
- Declaration of Acceptance of Liability (cases that are waiting for you to lodge a declaration)
- Application for Default Decree (cases that you can apply for a Default Decree)
- Dealt With (cases which are completed)

Click on any column heading to sort in ascending or descending order, for example, to sort names in alphabetical order. Click once to sort in descending order and click again to sort in ascending order.

You can select the page filter and then within this, a column filter, for example, dealt with cases in ascending alphabetical order.

Click Refresh to go back to original default settings and to view any further updates to your case(s).

## Case Events



Small Claims Tracking

Account Balance: £5,132.00

	Courts ID	On-Line Ref	Applicants Ref	Received Date	Name	Amount	Return Date	Case Status
<a href="#">Details</a>		SMC013833		07-May-10	A N OTHER	£1,000.00		Awaiting Verification
<a href="#">Details</a>	10/136211	SMC013832		04-May-10	JONES NORMAN	£500.00		Active
<a href="#">Details</a>	10/136188	SMC013830		14-Apr-10	ALIBSON BROWN	£1,250.00		Active
<a href="#">Details</a>	10/136174	SMC013829	W66/10	01-Apr-10	JOHN BLACK	£1,250.00	05-May-10	Active
<a href="#">Details</a>	10/136173	SMC013828	W65/10	01-Apr-10	JOE SOAP	£350.00	15-May-10	Dealt With
<a href="#">Details</a>	10/136074	SMC013825		19-Feb-10	MAGILL WILLIAM	£200.00	23-Mar-10	Active
<a href="#">Details</a>	<b>10/136062</b>	<b>SMC013824</b>		<b>16-Feb-10</b>	<b>BLACK JOHN</b>	<b>£200.00</b>	<b>05-May-10</b>	<b>Active</b>
<a href="#">Details</a>	10/136061	SMC013823		16-Feb-10	JOHN BLACK	£200.00	05-May-10	Active
<a href="#">Details</a>	10/136059	SMC013822		15-Feb-10	ROBERTA MECHAN CO...	£200.00	05-May-10	Active
<a href="#">Details</a>	09/090089			20-Aug-09	MOIRA SHAW	£1,095.00	25-Sep-09	Active

Page 1 of 2 | First | < << | 1 | 2 | 3 | 4 | 5 | >> | Last

Small Claim Detail

Case Events | Future Hearing | Progress Case

Ancillary Doc	Fee	
Application For Default Decree	Free	<a href="#">Process</a>
Letter Of Settlement	Free	<a href="#">Process</a>

This screen will let you see what is happening within the specific case selected.

Any documents, which have been issued by the Civil Processing Centre, can be viewed and printed within this screen. The view option will be restricted to documents which apply to you only.

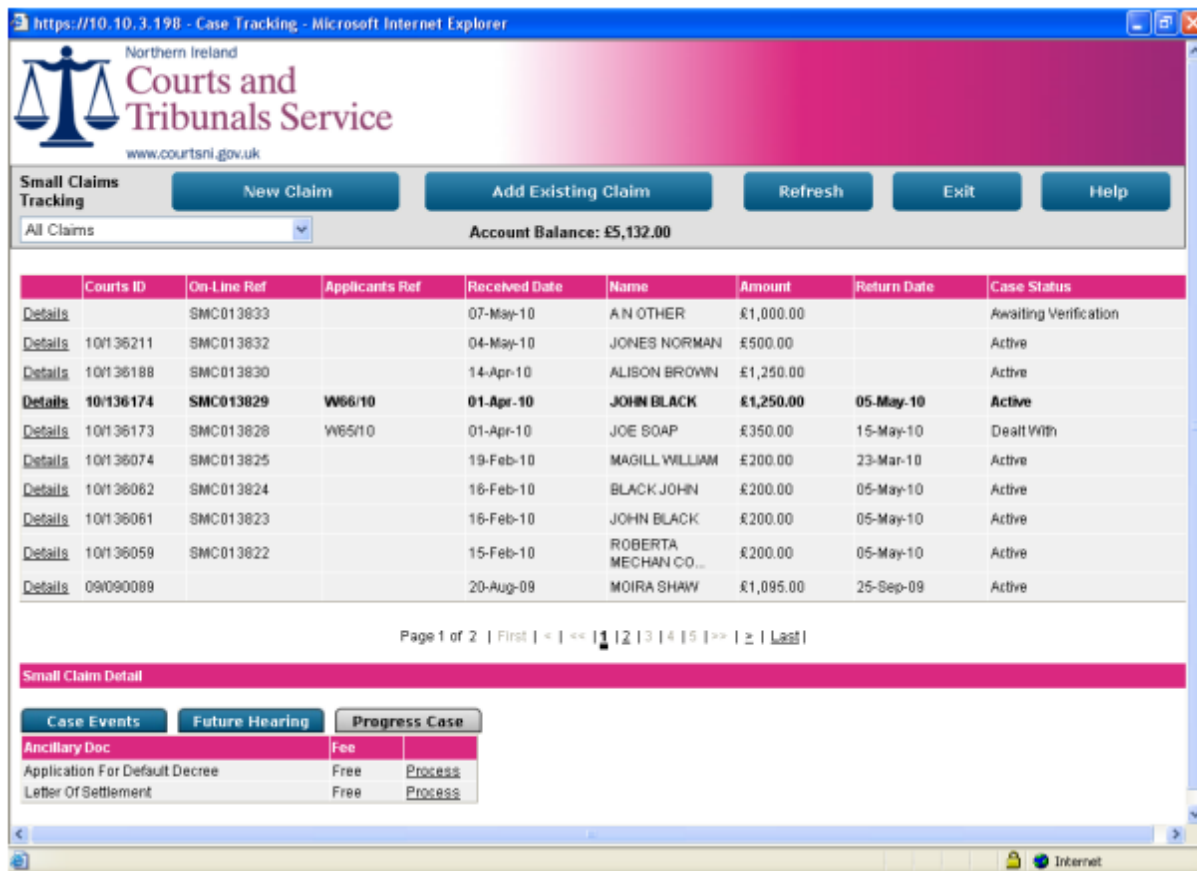
## Future Hearing

This screen will let you see any future hearing details listed for a selected case. Simply highlight a specific case and then select future hearing tab. You will still receive a notification of hearing letter for these cases.

Any party may, if they wish, use an expert witness to support their case, for example, if it is faulty workmanship then you can consult another firm to give their opinion on the work carried out. Evidence should then be given in the form of a written report, unless the judge states otherwise, and lodged 14 days before the court hearing. It is important to note that you will have to pay any expenses for witnesses who attend court and that these cannot be recovered as part of the claim. You should attend the hearing, along with any witnesses, with the original documents that you intend to use

to support the claim. If possible you should also bring any damaged goods, for example, clothes damaged by dry cleaning.

## Progress Case – Applicant



Small Claims Tracking

Account Balance: £5,132.00

	Courts ID	On-Line Ref	Applicants Ref	Received Date	Name	Amount	Return Date	Case Status
<a href="#">Details</a>		SMC013833		07-May-10	A/N OTHER	£1,000.00		Awaiting Verification
<a href="#">Details</a>	10/136211	SMC013832		04-May-10	JONES NORMAN	£500.00		Active
<a href="#">Details</a>	10/136188	SMC013830		14-Apr-10	ALIBON BROWN	£1,250.00		Active
<a href="#">Details</a>	<b>10/136174</b>	<b>SMC013829</b>	<b>W66/10</b>	<b>01-Apr-10</b>	<b>JOHN BLACK</b>	<b>£1,250.00</b>	<b>05-May-10</b>	<b>Active</b>
<a href="#">Details</a>	10/136173	SMC013828	W65/10	01-Apr-10	JOE SOAP	£350.00	15-May-10	Dealt With
<a href="#">Details</a>	10/136074	SMC013825		19-Feb-10	MAGILL WILLIAM	£200.00	23-Mar-10	Active
<a href="#">Details</a>	10/136062	SMC013824		16-Feb-10	BLACK JOHN	£200.00	05-May-10	Active
<a href="#">Details</a>	10/136061	SMC013823		16-Feb-10	JOHN BLACK	£200.00	05-May-10	Active
<a href="#">Details</a>	10/136059	SMC013822		15-Feb-10	ROBERTA MECHAN CO...	£200.00	05-May-10	Active
<a href="#">Details</a>	09/090089			20-Aug-09	MOIRA SHAW	£1,095.00	25-Sep-09	Active

Page 1 of 2 | First | < | > | Last

Small Claim Detail

Case Events | Future Hearing | **Progress Case**

Ancillary Doc	Fee	Process
Application For Default Decree	Free	Process
Letter Of Settlement	Free	Process

Highlight the specific case and then select the Progress Case Tab within this screen to see what options are available to progress your case.

The system will only show the options which are currently available according to the case status. For example, the declaration of acceptance of liability will only appear after the respondent has lodged an acceptance of liability. Also the option to apply for a default decree will only appear after the 'return date' has passed.

The following options can be made available to the applicant:

- letter of settlement
- declaration of acceptance of liability
- application for default decree
- covering letter

## Letter of Settlement

The screenshot shows a web browser window titled "https://10.10.3.198 - Notice Of Withdrawal - Microsoft Internet Explorer". The page header features the Northern Ireland Courts and Tribunals Service logo and name. The main content area is titled "SETTLEMENT OF CLAIM" and includes a "Help" button. Below this, the case details are displayed: "Case ID : 10/136174", "Applicant : WORTHINGTONS SOLICITORS", and "Respondent : JOHN BLACK". The form contains the following text and fields:

I confirm that the above claim has been settled

I now wish to withdraw my Application.

Yours faithfully

Name :

Applicant

N.B If you have received a cheque in payment of your claim **DO NOT** submit this settlement claim until the cheque has cleared through your bank account

At the bottom of the form are two buttons: "Cancel" and "Confirm".

This document can be lodged at any time in the proceeding to inform the Small Claims Processing Office that you wish the case to be withdrawn. On receipt and verification by the Civil Processing Centre, a Notice of Withdrawal will be issued to the applicant and respondent and the case status will be set to 'dealt with'.

The settlement should include the court fee. If the respondent is unwilling to pay the fee, you may wish to continue with your application to recover this. If the respondent settles the claim by cheque you may wish to wait until the cheque clears before notifying the office of the settlement.

Select the check-box to confirm that you wish to withdraw your small claims application.

Enter your name into the name field.

Click on the 'Confirm' button to submit this form.

## Declaration of Acceptance of Liability

https://10.10.3.198 - Declaration of Acceptance of Liability with no Terms - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
Tribunals Service**  
www.courtsni.gov.uk

DECLARATION FOLLOWING RECEIPT OF A NOTICE OF ACCEPTANCE OF LIABILITY

Help

Case ID : 10/136232      Applicant : WORTHINGTONS SOLICITORS  
Respondent : APPLE GREEN

Cancel      Confirm

**WORTHINGTONS SOLICITORS (Applicant)**

Select appropriate option

have received full and final payment and ask that the case be withdrawn.

have received part payment. The amount outstanding is €  and ask that a decree issue for the outstanding amount.

have received part payment and ask that a decree not issue at present.

have received no payment and ask that a decree issue for the full amount.

Signed:

Done      Internet

This document will only be available after an acceptance of liability has been lodged by the respondent. You must select the relevant option regarding amount outstanding and if any payments have been made. You will have received details in relation to the respondent's acceptance, which may include time to pay, for example, the respondent is willing to pay £10.00 per week.

Select the appropriate option and, if necessary, confirm the amount outstanding.

Enter your name into the name field.

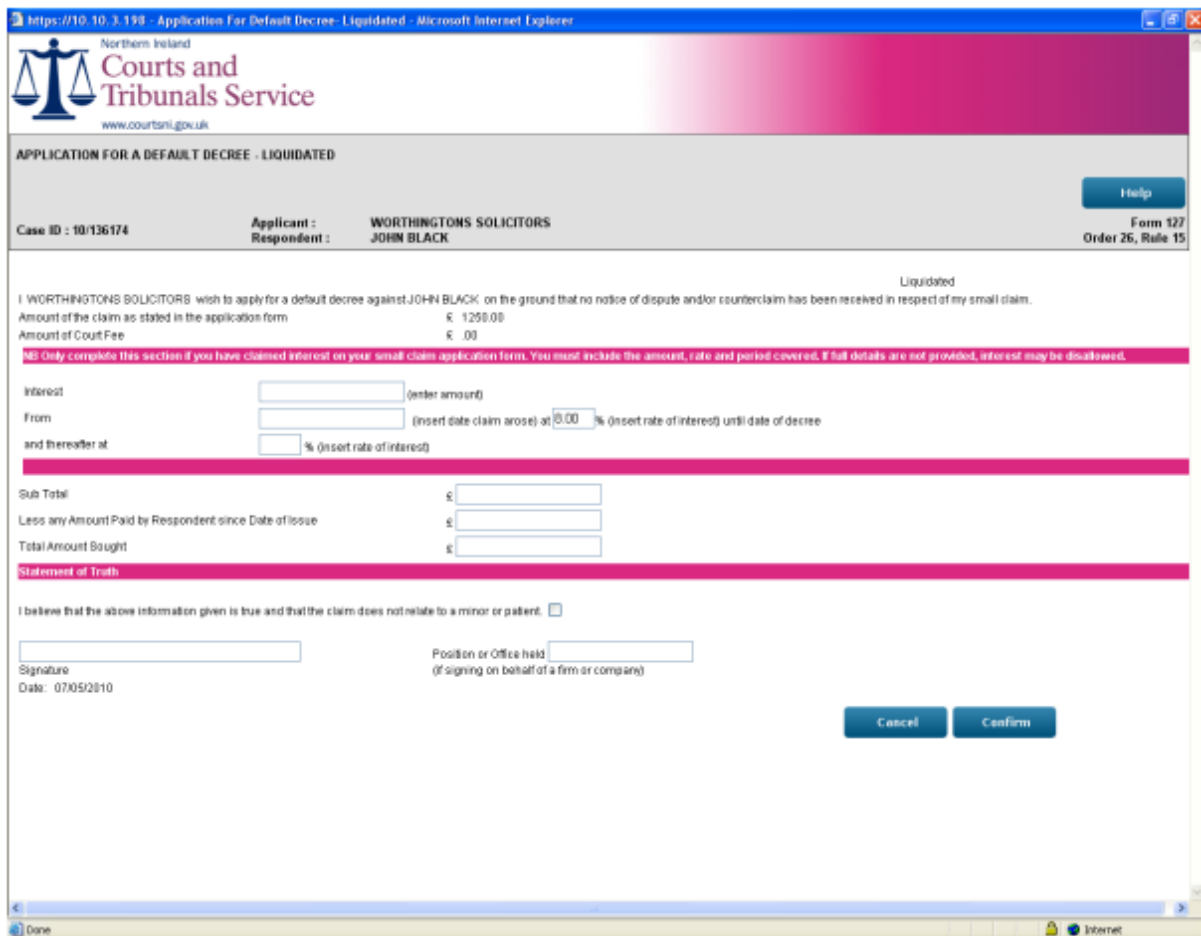
Click on the 'Confirm' button to submit this form.



Once the declaration is submitted and you have accepted any conditions, then a decree will issue containing the relevant details. This decree will be issued electronically and will be available in the case tracking screen to view or print. A paper copy of the decree will not be issued by post. A notification of decree will be issued by post to the respondent.

If you do not accept the terms the respondent has offered, then the judge will decide whether the case should be listed for hearing or decree issue immediately. You should remember that it is in your own interest to recover any amount owed to you and this may be best achieved by allowing the respondent 'time to pay'.

## Application for Default Decree



https://10.10.3.198 - Application For Default Decree - Liquidated - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
 Tribunals Service**  
 www.courtstni.gov.uk

APPLICATION FOR A DEFAULT DECREE - LIQUIDATED

Case ID : 10/136174      Applicant : WORthingtons SOLICITORS  
 Respondent : JOHN BLACK      Form 127  
 Order 26, Rule 15

Liquidated

I WORthingtons SOLICITORS wish to apply for a default decree against JOHN BLACK on the ground that no notice of dispute and/or counterclaim has been received in respect of my small claim.

Amount of the claim as stated in the application form      £ 1250.00  
 Amount of Court Fee      £ .00

**NS Only complete this section if you have claimed interest on your small claim application form. You must include the amount, rate and period covered. If full details are not provided, interest may be disallowed.**

Interest      (enter amount)  
 From      (insert date claim arose) at 0.00 % (insert rate of interest) until date of decree  
 and thereafter at      % (insert rate of interest)

Sub Total      £  
 Less any Amount Paid by Respondent since Date of Issue      £  
 Total Amount Sought      £

**Statement of Truth**

I believe that the above information given is true and that the claim does not relate to a minor or patient.

Signature      Position or Office held  
 Date: 07/05/2010      (if signing on behalf of a firm or company)

Cancel      Confirm

This document will only become available once the return date has expired and the respondent has not lodged a notice of dispute or a notice of dispute and counterclaim. Depending on your case you may need to apply for a Liquidated or Unliquidated Default Decree but the system will work this out for you.

A Liquidated claim is one, which has a fixed amount of money such as a loan, goods not paid for etc. If you are applying for a default decree for this type of claim, enter the following details:

An amount for interest (if you wish to claim interest) or 0.00;

If an amount for interest has been entered, then enter the date from which interest has been claimed and the rates at which the interest has been calculated.

Enter the amounts for the Sub Total, Less any Payments made by the respondent and Total Amount Sought.

Select the check box confirming the statement of truth.

Enter your name and office position in the appropriate fields.

Click on the 'Confirm' button to submit this form.

The Decree can then issue as soon as the court office receives the application for default decree online and it is verified. This decree will be issued electronically and will be available in the case tracking screen to view or print. A paper copy of the decree will not be issued by post. A notification of decree will be issued by post to the respondent.

An Unliquidated claim is one where the amount you are claiming is an estimation such as damage to property, faulty goods or workmanship etc. If you are applying for a default decree for this type of claim you just need to tick an indicator that you wish an assessment decree to issue. Once the Civil Processing Centre receives and verifies this application it will issue an assessment decree electronically and then list the case for assessment hearing. All parties will be sent a copy of the hearing notification. This notification can also be viewed or printed from the case tracking screen or through the future hearings tab.

You should lodge any invoices or other supporting documentation with the relevant Court Office at least 10 days before the court hearing.

At the court hearing the Judge will decide if an amount should be awarded, and if so the decree will then issue. You should attend the hearing to help the Judge to assess the amount of your claim. If the respondent intends to appear at the assessment hearing they must notify the court and other parties of this in writing.

If a decree has been awarded and you do not receive the amount awarded after a reasonable amount of time (14–28 days after the issue of the decree) then you will have to enforce the decree using the Enforcement of Judgments Office (EJO). This office is also part of the Northern Ireland Courts and Tribunals Service but have a separate procedure. You may wish to find out more information on their procedures and fees using the Justice NI website <https://www.justice-ni.gov.uk> where you will find a link to <https://www.justice-ni.gov.uk/publications/ejo-application-packs> . You can also email queries or questions to the EJO at [postroomejo@courtsni.gov.uk](mailto:postroomejo@courtsni.gov.uk). Your query will be passed to one of the EJO customer liaison officers who will reply to you.

If a stay is contained within a decree which includes payment details and the person defaults on their payments, then you must remove this stay by lodging a sworn affidavit (Statement of Truth) into the court office that issued the original decree. This cannot be done online.

Once you have removed the stay, a new decree will be issued and you can then enforce the new decree within the EJO.

Where the decree requires an action to be carried out within a specified time, for example, return settee to shop, you must contact the office in writing confirming details of the default so that the case can be relisted for hearing.

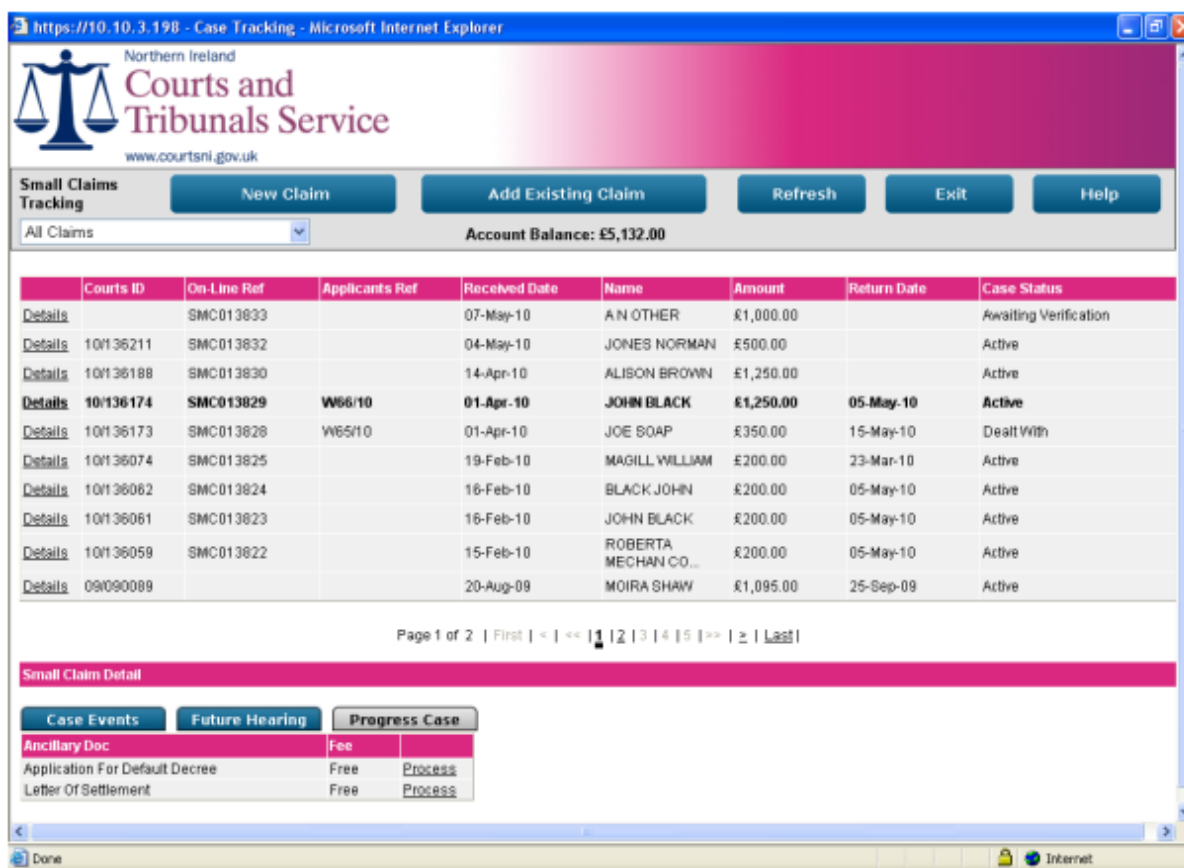
If the respondent contacts the Civil Processing Centre after the decree has issued stating they did not receive the original application or did not receive it in sufficient time to reply they are then advised to issue an Application to Set Aside a Decree. You will be sent a copy and invited to reply within 14 days. The Judge may either:

- decide the decree should be set aside and may give directions as to how the case should progress
- fix a date for hearing to set aside decree – all parties will be notified of hearing.

### **Covering Letter**

This document can be printed at any time (it can not be sent online). The letter will contain all the details relating to your case and allows you just to type the body of the letter, print and post to the Small Claim Processing Office. This can be used if you have any invoices, receipts, written agreements etc needed as evidence and needed to be lodged in the court office. Small Claims Applications will be accepted online without invoices or receipts etc. These documents will be required to be produced if the case is disputed or listed for assessment.

## Progress Case – Respondent



	Courts ID	On-Line Ref	Applicants Ref	Received Date	Name	Amount	Return Date	Case Status
<a href="#">Details</a>		SMC013833		07-May-10	A N OTHER	£1,000.00		Awaiting Verification
<a href="#">Details</a>	10/136211	SMC013832		04-May-10	JONES NORMAN	£500.00		Active
<a href="#">Details</a>	10/136188	SMC013830		14-Apr-10	ALIBSON BROWN	£1,250.00		Active
<a href="#">Details</a>	<b>10/136174</b>	<b>SMC013829</b>	<b>W66/10</b>	<b>01-Apr-10</b>	<b>JOHN BLACK</b>	<b>£1,250.00</b>	<b>05-May-10</b>	<b>Active</b>
<a href="#">Details</a>	10/136173	SMC013828	W65/10	01-Apr-10	JOE SOAP	£350.00	15-May-10	Dealt With
<a href="#">Details</a>	10/136074	SMC013825		19-Feb-10	MAGILL WILLIAM	£200.00	23-Mar-10	Active
<a href="#">Details</a>	10/136062	SMC013824		16-Feb-10	BLACK JOHN	£200.00	05-May-10	Active
<a href="#">Details</a>	10/136061	SMC013823		16-Feb-10	JOHN BLACK	£200.00	05-May-10	Active
<a href="#">Details</a>	10/136059	SMC013822		15-Feb-10	ROBERTA MECHAN CO...	£200.00	05-May-10	Active
<a href="#">Details</a>	09/090089			20-Aug-09	MOIRA SHAW	£1,095.00	25-Sep-09	Active

Ancillary Doc	Fee	Process
Application For Default Decree	Free	Process
Letter Of Settlement	Free	Process

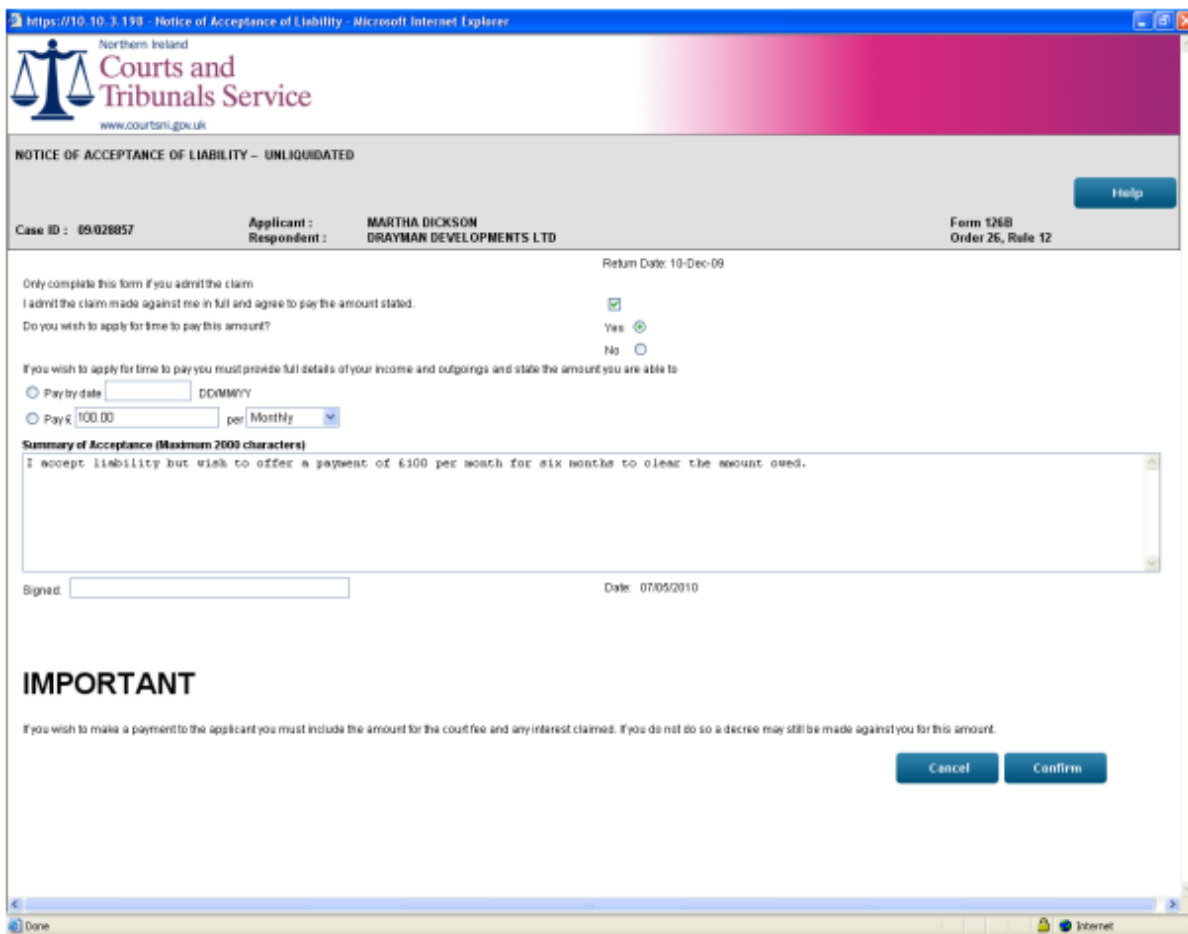
Highlight the specific case and then select the Progress Case Tab within this screen to progress your case.

The following documents can be lodged by the Respondent:

- Acceptance of Liability – if you admit the claim and wish to settle the claim.
- Notice of Dispute – if you wish to dispute the claim made against you.
- Notice of Dispute and Counterclaim – if you wish to dispute the claim made against you and you wish to make a counterclaim against the applicant.

The system will only show the options which are currently available according to the case status.

## Acceptance of Liability



https://10.10.3.199 - Notice of Acceptance of Liability - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
 Tribunals Service**  
 www.courtsni.gov.uk

**NOTICE OF ACCEPTANCE OF LIABILITY - UNLIQUIDATED**

Case ID : 09/028857      Applicant : MARTHA DICKSON  
 Respondent : DRAYMAN DEVELOPMENTS LTD      Form 126B  
 Order 26, Rule 12

Return Date: 10-Dec-09

Only complete this form if you admit the claim  
 I admit the claim made against me in full and agree to pay the amount stated.

Do you wish to apply for time to pay this amount?      Yes:       No:

If you wish to apply for time to pay you must provide full details of your income and outgoings and state the amount you are able to

Pay by date  DD/MM/YY

Pay £ 100.00 per Monthly

**Summary of Acceptance (Maximum 2000 characters)**

I accept liability but wish to offer a payment of £100 per month for six months to clear the amount owed.

Signed:       Date: 07/05/2010

**IMPORTANT**

If you wish to make a payment to the applicant you must include the amount for the court fee and any interest claimed. If you do not do so a decree may still be made against you for this amount.

This document will be available to you as soon as a small claims case has been lodged, verified and Small Claim Pack produced.

You should complete and lodge this document if you accept that you owe this money and you are going to pay the amount outstanding. You should specify if you need extra time to pay by either stating you can pay an amount per week/month or that you can pay the full amount by a certain date.

If you feel you do not owe the full amount of the claim then you should not complete the acceptance of liability and instead lodge a Notice of Dispute.

Once this document has been lodged and verified by the Civil Processing Centre a copy will be sent to the Applicant who will then complete a declaration stating whether they are willing to accept this offer.

If the applicant accepts your offer a decree may issue immediately. If the applicant does not accept your offer, the case may be listed for hearing and you will be notified of the hearing details.

Select the checkbox confirming that you admit the claim.

Select the relevant time-to-pay option. If you wish time to pay the claim, enter the payment amount and select the payment frequency from the list.

Enter details of your offer and explain how and when you will make payment of the claim.

Enter your name as signature.

Click on the Confirm button to submit the form or click on the Cancel button to return to the small claims tracking screen.

If you wish to make any payments or settle the claim you should contact the applicant directly not the court office.

You must return or lodge the Acceptance of Liability before the return date has expired. Failure to do so could mean that a decree may issue against you.

## Notice of Dispute

The screenshot shows a web browser window with the URL <https://10.10.3.198> and the page title "Notice Of Dispute - Microsoft Internet Explorer". The page header features the Northern Ireland Courts and Tribunals Service logo and name, along with the website address [www.courtsni.gov.uk](http://www.courtsni.gov.uk).

The main content area is titled "NOTICE OF DISPUTE" and includes a "Help" button. The case details are as follows:

Case ID : 10/136232	Applicant : WORTHINGTONS SOLICITORS Respondent : APPLE GREEN	Form 126A Order 26, Rule 11
---------------------	-----------------------------------------------------------------	--------------------------------

Additional information includes "Return Date: 15-Jun-10" and "Liquidated".

A pink bar labeled "Dispute" is present. Below it, the text reads: "Only complete this section if you dispute the claim (Maximum 2000 characters). Take notice that I intend to dispute the claim made against me for the following reason(s):". A text input field contains the text "I dispute this claim because .....".

The "Signed:" field contains "A Green" and the "Date:" field contains "14/05/2010".

At the bottom right, there are "Cancel" and "Confirm" buttons.

This document will be available to you as soon as a small claims case has been lodged, verified and Small Claim Pack produced.

If you do not agree with this claim you should complete and submit a Notice of Dispute, giving the reason why you feel this case should be disputed. Once the document is verified, the case is then transferred to the court office entered on the original application (usually a local court office) for listing and hearing. You must lodge copies of any documents that will support your case with the relevant Court Office at least 10 days before the court hearing date.

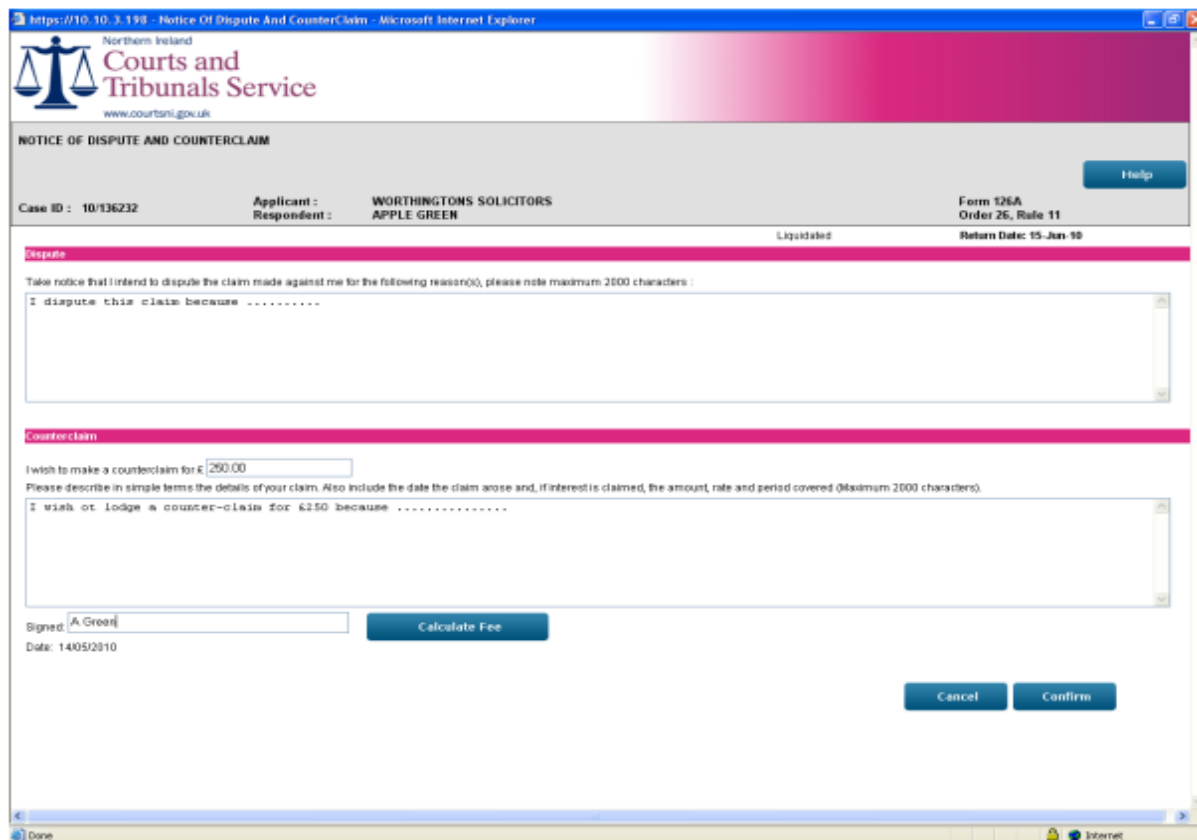
You must return or lodge the Notice of Dispute before the return date has expired. Failure to do so could mean that a decree may issue against you.

Enter details of why you dispute the claim made against you.

Enter your name as signature.

Click on the Confirm button to submit the form or click on the Cancel button to return to the small claims tracking screen.

## Notice of Dispute and Counterclaim



The screenshot shows a web browser window displaying the 'Notice of Dispute and Counterclaim' form. The page header includes the Northern Ireland Courts and Tribunals Service logo and name. The form title is 'NOTICE OF DISPUTE AND COUNTERCLAIM'. Key information displayed includes Case ID: 10/136232, Applicant: WORTHINGTONS SOLICITORS, Respondent: APPLE GREEN, Form 126A Order 26, Rule 11, and a Return Date of 15-Jun-10. The form is divided into two main sections: 'Dispute' and 'Counterclaim'. The 'Dispute' section contains a text area for providing reasons for disputing the claim. The 'Counterclaim' section includes a field for the amount of the counterclaim (set to 250.00) and a text area for describing the counterclaim. At the bottom, there are fields for 'Signed' (A. Green) and 'Date' (14/05/2010), along with 'Calculate Fee', 'Cancel', and 'Confirm' buttons.



This document will be available to you as soon as a small claims case has been lodged, verified and Small Claim Pack produced.

If you dispute this claim and feel that the applicant owes you money, then you should complete and submit Notice of Dispute and Counterclaim.

There will be a fee charged for this document and it is calculated depending on the amount you wish to claim. You will need to pay for this application by credit or debit card online. If you do not have a credit or debit card then you will have to submit this document to the Civil Processing Centre and you can then make your payment by cash, postal order or cheque. Cheques should be made payable to N I Court Service.

Once the document is verified in the Civil Processing Centre it is then transferred to the court office entered on the original application (usually a local court office) for listing and hearing. You must lodge copies of any documents that will support your case with the relevant Court Office at least 10 days before the court hearing date.

You must return or lodge the Notice of Dispute and Counterclaim before the return date has expired. Failure to do so could mean that a decree may issue against you.

Enter details of why you dispute the claim made against you.

Enter the amount of the counterclaim.

Enter details of your counterclaim. You should include the facts of your case and include details such as: when the claim arose, what goods or services were provided, when the goods or services were provided, what damage occurred or what went wrong? The system allows you to type up to 2000 characters within this section. Also provide details of any receipts or invoices which support the counterclaim. You do not need to send these to the court office at this stage.

Enter your name as signature.

Click on the 'Calculate Fee' button to determine the correct fee for the counterclaim.

Click on the Confirm button to submit the form or click on the Cancel button to return to the small claims tracking screen.

## Covering Letter

https://10.10.3.198 - Covering Letter - Microsoft Internet Explorer

Northern Ireland  
**Courts and  
Tribunals Service**  
www.courtsni.gov.uk

**Covering Letter** [Help](#)

**Applicant : WORTHINGTONS SOLICITORS**  
**Respondent : APPLE GREEN**

CIVIL PROCESSING CENTRE  
PO BOX 882  
CHICHESTER STREET  
BELFAST  
BT1 3JF  
Your Reference:  
Our Reference: 10/136232  
07/06/2010  
**Re: WORTHINGTONS SOLICITORS V APPLE GREEN**

Dear Sir/Madam

This document can be printed at any time (it can not be sent online). The letter will contain all the details relating to your case and allows you just to type the body of the letter, print and post to the Civil Processing Centre.

If you wish to settle your case at any time or if you wish to make payments or come to an arrangement regarding a claim you should contact the applicant directly. If a case is settled, the court office can only withdraw a claim on the request of the applicant not the respondent.

After the decree has issued, if you wish to pay the outstanding amount you should contact the applicant directly not the court office.