

In the Petty Debts Court

BETWEEN

[Click and type name]

PLAINTIFF**AND**

[Click and type name]

DEFENDANT

STATEMENT OF CLAIM

The complaint of [] [*“the Plaintiff”*] is brought against [] [*“the Defendant”*]

1. *For Plaintiffs that are not individuals describe the legal status of the Plaintiff e.g. the Plaintiff is a company, a partnership etc.*
2. *If the Plaintiff is suing as an assignee set out when the Plaintiff became as assignee.*
3. *If the Defendant is not an individual describe the legal status of the Defendant.*
4. *Set out the terms of the agreement.*
5. *Set out whether the agreement was in writing or oral.*
6. *If the agreement was in writing identify all written documents which you say contain the agreement.*
7. *If the agreement was oral, set out all conversations when you reached agreement, who took part and a summary of what was said.*
8. *Set out what you say the Defendant should have done under the agreement.*
9. *Set out what the Defendant either did not do, or did incorrectly, describing the key events in date order.*
10. *Set out what loss you claim identifying each category of loss.*

And the Plaintiff claims

1. Payment of the said amount of [].
2. Interest on the said amount (only if claimed).
3. The costs of the present action.

Dated this day of 20[]

In the Petty Debts Court

BETWEEN

[Click and type name]

PLAINTIFF**AND**

[Click and type name]

DEFENDANT

STATEMENT OF CLAIM WHERE THERE IS NO AGREEMENT

The complaint of [] [*“the Plaintiff”*] is brought against [] [*“the Defendant”*]

- For Plaintiffs that are not individuals describe the legal status of the Plaintiff e.g. the Plaintiff is a company, a partnership etc.
- If the Plaintiff is suing as an assignee set out when the Plaintiff became as assignee.
- If the Defendant is not an individual describe the legal status of the Defendant.
- Set out the key events in date order concerning your claim.
- Set out why the Defendant is responsible for what happened.
- Set out all the Defendant's actions which you say were incorrect.
- Set out anything that the Defendant did not do that the defendant should have done.
- Set out what loss you claim identifying each category of loss.

And the Plaintiff claims

1. Payment of the said amount [].
2. Interest on the said amount (only if claimed).
3. The costs of the present action.

Dated this day of 20[]