

COURT OF ALDERNEY

Request to Issue Summons for Petty Debt

Please read notes overleaf prior to completing

Plaintiff/s

| | |
|---------|--|
| Name | |
| Address | |
| | |
| Tel. | |
| Email | |

Defendant/s

| | |
|---------|--|
| Name | |
| Address | |
| | |
| Tel. | |
| Email | |

Brief Details of Claim

| |
|--|
| |
|--|

Amount of Claim

£

Date letter sent

Court Date

Full name _____

Signed _____ Position held _____

Notes

If either party is a limited company, the registered office address is required (which may differ from where the company trades). This may be checked at the Court Office.

Procedure

Before commencing Court Action, you are advised to send a letter to the Defendant warning of your intention to start proceedings if the debt is not paid within 7 days.

When the 7 days have elapsed, either post or bring to the Court Office: -

- 1) A copy of the warning letter
- 2) The completed 'Request to issue summons' form overleaf
- 3) Relevant fee (currently £50.00 per summons, payable to 'Court of Alderney')

The Sergeant will endeavour to serve the summons on the Defendant for the next available Court hearing. Hearings are usually held on the first Thursday of the month at 2.30pm.

You will be notified when the summons has been served. If the debt is paid before the Court hearing, please notify the Court Office.

When processing your personal data, these offices are compliant with the Data Protection (Bailiwick of Guernsey) Law 2017. For more information about how these offices process your data, then please view the Privacy section of the Court of Alderney website.

Contact Details

Court Office

Queen Elizabeth II Street
Alderney
Channel Islands
GY9 3TB

Tel: 01481 820050

Email: court@alderney.gov.gg