

NOTICE TO PLEAD FACTS MONEY CLAIMS

COURT DETAILS

Court

#Division

#List

Registry

Case number

TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

#Second plaintiff #Number of
plaintiffs (if more than two)

[First] defendant **[name]**

#Second defendant #Number of
defendants (if more than two)

FILING DETAILS

Filed for **[name]** [role of party eg plaintiff]

#Filed in relation to [eg plaintiff's claim, (number) cross-claim]
[include only if form to be eFiled]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

NOTICE TO [ROLE OF PARTY]

You are required to plead in full the facts on which you rely.

SIGNATURE

#Signature of legal representative

#Signature of or on behalf of
party if not legally represented

Capacity [eg solicitor, authorised officer, role of party]

Date of signature

HOW TO RESPOND

You must, within 28 days after service of this notice:

- File an amended statement of claim pleading the facts in full on which you rely.
- Include in the amended statement of claim, a note to the effect that the statement of claim has been amended in response to this notice to plead facts.

#[where a defence has not yet been filed] As a defence has not been filed in these proceedings, the time limited for filing the defence is extended until 14 days after you have served the amended statement of claim on the defendant[s].