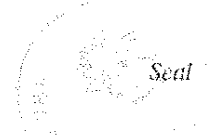


Notice of Allocation to the Small Claims Track (Hearing)

In the County Court at Sunderland	
Claim Number	
Date	



PARKING CONTROL MANAGEMENT (UK) LIMITED	1st Claimant Ref
	1st Defendant Ref

Deputy District Judge _____ has considered the statements of case and directions questionnaire filed and allocated the claim to **the small claims track**.

IMPORTANT

READ THIS CAREFULLY NOW!

FAILURE TO DO SO AND TO COMPLY WITH THE INSTRUCTIONS WILL LEAD TO YOUR CLAIM OR DEFENCE BEING STRUCK OUT

Preparation for the Hearing

1. The parties **MUST** provide to the Court and to the other party or parties (your opponents) by 4pm, the following:
 - a) **Witness Statements.** These are written statements made by you, and anyone else you wish to give information to the court, which contain all the information you wish the court to take into consideration in deciding the case. Witness statements must:
 - # Be typed wherever possible
 - # Start with the name of the case and the claim number;
 - # State the full name and address of the witness;
 - # Set out the witness's evidence clearly in numbered paragraphs on numbered pages;
 - # End with this paragraph: 'I believe that the facts stated in this witness statement are true.' (or words to that effect); and
 - # Be signed by the witness and dated.
 - b) Copies of all documents you wish the court to see in deciding your case.
 - c) If you are not intending to place any information before the court, a letter to the other party, or parties, and the court stating this fact.

Notes	
<ul style="list-style-type: none"> • If you cannot, or choose not to, attend the hearing, you must write and tell the court at least 7 days before the date of the hearing. The district judge will hear the case in your absence, but will take account of your statement of case and any other documents you have filed. 	<ul style="list-style-type: none"> • If you do not attend the hearing and do not give notice that you will not attend, the district judge may strike out your claim, defence or counterclaim. If the claimant attends but the defendant does not, the district judge may make a decision based on the evidence of the claimant only. • Leaflets explaining more about what you should do and what happens when your case is allocated to the small claims track are available from the court office or online at http://hmctsformfinder.justice.gov.uk and search for leaflet EX306.

The court office at the County Court at Sunderland, 44 John Street, Sunderland, SR1 1RB. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number. Tel: 0191 5680750. **Check if you can issue your claim online. It will save you time and money. Go to www.moneyclaim.gov.uk to find out more.**