

# Notes for defendant on replying to an admiralty claim form

Please read these notes carefully - they will help you decide what to do about this claim.  
Further information may be obtained from the **Admiralty and Commercial Court Guide**

## Your response and what happens next

- In every case you should file the acknowledgment of service form within 14 days of the date of service on your property (or a solicitor acting on your behalf).
- Complete the acknowledgment of service form ADM2 within the time stated and send it to The Admiralty and Commercial Registry, Royal Courts of Justice, Strand, London WC2A 2LL.
- If you do not file an acknowledgment of service, judgment may be entered against you and if the property described in the claim form is under arrest, it may be sold by order of the court. Additional costs and interest may be added.

## Address where notices can be sent

- In the acknowledgment of service you must give your full name if it was not stated on the claim form and an address to which notices and document relating to this claim must be sent.
- **This must be an address in England or Wales.**
- The address must be either your solicitor's address, you own residential or business address, or (if you live elsewhere) some other address. Any address given must be in England or Wales.

## Disputing the jurisdiction

If you wish to dispute the court's jurisdiction to try the claim you must:

- complete the acknowledgment of service form and send it to the court within \*(14 days) (     );  
and
- make any application to contest the court's jurisdiction as soon as possible and in any event within 28 days (2 months in the case of a collision claim) after filing your acknowledgment of service

## Disputing the claim

If you wish to dispute the claim you must:

- file an acknowledgment of service within \*(14 days) (     ); and
- serve a defence within the period stated in the acknowledgment of service

*\*Claimant should alter as appropriate if the claim form is to be served out of the jurisdiction together with the particulars of claim - see CPR rule 6.20*