



## Notes for guidance on completing the Claim Form

The following notes are a step by step guide to completing the Claim Form. They tell you what information is needed for each of the numbered sections in the form.

### Section 1- Details of the parties

This section requires you to give the full name, address, telephone number, fax number and email address of the person making the claim (the Claimant) and the person to whom the claim is made against (the Defendant). It is important that you provide as many details as possible so that the Court knows how to contact you and the other party/parties to the proceedings.

### Section 2- Brief details of the claim

In this section, you must identify the nature of the claim. This requires you to clearly and concisely set out the facts you rely upon when bringing your claim. You must also identify why you say it is that the Court has the jurisdiction (the legal authority) to hear your case. It is also important that you refer to the legal basis for your claim. This will usually require you to point to any law (such as QFC Law or QFC Regulations) which you believe helps you to establish your claim. When setting out your claim, you should aim to provide no more than 25 typed pages of submissions. Many claims can be clearly and concisely set out in under 10 pages and so you should not aim to provide the Court with a 25 page Claim Form if you can set your claim out in fewer pages.

### Section 3- The remedy sought

If it is not clear from the information you have provided in Section 2, you will have to complete this section. You should aim to make it clear, in no more than a couple of sentences, what exactly you are asking the Court to do.

### Section 4- Supporting documentation

If you are submitting extra documents along with your Claim Form (such as a contract or other business document) you should list the documents in this section and identify why they are important. The Court does not, at this stage, need to see every single document which you believe relates to your claim. You should simply provide only those documents which you believe are essential in helping you establish your claim.

### Section 5- Legal representation

In this section you should tell the Court whether or not you are legally represented. If you are bringing the claim yourself (and do not have a lawyer) then you should tick the 'no' box. If you are legally represented then your lawyer should be completing the form for you. If you are legally represented but are completing the form yourself, then you should provide your lawyer's contact details so the Court knows how to get in touch with them.



## Section 6- Language

Proceedings before the Court will usually be conducted in English and all documents submitted to the Court (including the Claim Form) must be completed in English (although you may, if you wish, submit duplicate copies in Arabic). If you are content for the Court proceedings to be conducted in English, then you should tick the 'English' box. If, however, you wish to have your case conducted in Arabic, you should tick the 'Arabic' box. Remember that if you wish to have the proceedings conducted in Arabic, you must still provide the Court with a copy of the Claim Form (and any documents relied upon) in English.

## Section 7- Acknowledgements and statement of truth

This section must be completed and signed by you or by your lawyer on your behalf. Where you are completing the Claim Form on behalf of a registered company or corporation, the Claim Form must be signed by either a director, treasurer, secretary, chief executive, manager or other officer of the company or, in the case of a corporation, the mayor, chairman, president or town clerk.

Proceedings for contempt of court may be brought against any person who signs a statement of truth without an honest belief in its truth.