



**SMALL CLAIMS TRIBUNAL
CLAIM**

Lodged in the Small Claims Tribunal Registry at
on the.....day of.....20.....

CLAIM NO:

To:.....
.....
of:.....
.....
.....

RESPONDENT
(Full Name, Address, Occupation
and Telephone Number)

TAKE NOTICE THAT:

.....
.....
of:.....
.....
.....

CLAIMANT
(Full Name, Address and
Telephone Number)

CLAIMS AGAINST YOU | *The RESPONDENT* |

- (a) That you pay the sum of \$;or
- (b) That the following to be done by you (as per attached PARTICULARS OF CLAIM) ;or
- (c) That you pay to claimant money to a value to be decided by the Tribunal if you,
the Claimant and Respondent cannot agree. ;or
- (d) Other relief claimed.....
(The details of which are outlined in the attached PARTICULARS OF CLAIM)

FOR THE FOLLOWING REASONS

(The Reasons are as set out in the attached PARTICULARS OF CLAIM)

And I/We hereby swear (or solemnly and sincerely affirm) that the reasons set out above and in the Particulars of Claim are true and correct

Sworn (or affirmed) before me on the
..... day of
20..... at

.....
(Signature of CLAIMANT)

.....
(Signature of Justice of the Peace, Commissioner for Oaths,
or other person qualified to take oaths or affirmations)
Before whom this Claim is sworn

Rubber Stamp

NOTICE OF HEARING

To: CLAIMANT
: RESPONDENT
: OTHER PARTIES

1. The above claim has been set down for hearing at the Small Claims Tribunal Hearing Room,
.....
[Place]
the day of 20.....
at am / pm.
[Time of Hearing]
2. If you wish to contest the claim you must appear before the Small Claims Tribunal at the place and the time set out above, and then and there state your reason why the claim should not be granted.
3. No party may be represented by a Lawyer. No party may be represented by another party unless the Tribunal approves such representation pursuant to Section 24 of the Small Claims Tribunal Decree, or unless the representative is from the Consumer Council of Fiji.
4. If you do not appear at the hearing *the Tribunal* :-
(a) *may decide the case in your absence;*
(b) *may make an order against you; and*
(c) *may enforce orders made against you without further notification.*
6. A person named above as a party may be ordered to pay money, or perform work or deliver goods or chattels, notwithstanding that the claimant did not, in the original claim directly seek such relief against the party.

DATED this day of 20.....

.....
REGISTRAR / OFFICER-IN-CHARGE
SMALL CLAIMS TRIBUNAL
.....

AFFIDAVIT OF SERVICE

[of Claim - Form 1 or Documents]

I of
(Name of server) (Address of server)

..... make oath and say as follows: -
(Occupation of server)

(1.) That I did on the day of
(Name of server)
20..... serve a true copy of the CLAIM & NOTICE OF HEARING on
(Name of person served)
at
(Place of service)

(2.) That acknowledged receipt by signing hereunder.
(Name of person served)

(3.) OR That refused to sign acknowledgement of receipt.
(Name of person served)

(4.) That is known to me or was identified to me by
(Name of person served) (Who & where)

.....
(Signature of Server)

Sworn (or affirmed) before me on the

..... day of

20..... at

.....

(Signature of Justice of the Peace, Commissioner for Oaths,
or any other person qualified to take oaths or affirmations)
Before whom this Affidavit is sworn

Rubber Stamp

I HEREBY ACKNOWLEDGE RECEIVING A COPY OF THE CLAIM AND NOTICE FILED IN THIS MATTER:

.....
SIGNATURE OF RECEIVER

.....
Date

.....
Time

NOTE: IT IS A CRIMINAL OFFENCE TO DEPOSE FALSE INFORMATION IN AN AFFIDAVIT