



# Form RTASC L

## Road Traffic Accident Small Claims – Liability (RTASC L)

Claim under the Pre-Action Protocol for Personal Injury Claims  
below the Small Claims Limit in Road Traffic Accidents

In the County Court Money Claims Centre


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Fees account no.	
Help with Fees Ref no. <small>(If applicable) : HWF</small>	
Claim no.	
Issue date	

Claimant name and address including postcode

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Claimant representative's details

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Defendant(s) name(s) and address(es) including postcode

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Defendant's name and address for service including  
postcode (if different from above i.e. any representatives  
details)

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Reasons for going to Court

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You must indicate your preferred county court hearing centre – see guidance

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<b>The Claimant expects to recover not more than £5,000 for the claim for pain, suffering and loss of amenity and not more than £10,000 in total.</b>
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Amount claimed	
Court fee	
Legal representative's costs	
<b>Total amount</b>	

## Section A

1. Have you already started court proceedings using the RTA Small Claims Protocol?

Yes  No

What is the claim number of your existing claim?

2. Select any support you would need for a court hearing:

- Disabled access
- Hearing loop
- Sign language interpreter
- Language interpreter
- Other support

**[please go to section B]**

## Section B

3. Do you know of any other claims relating to this accident?

- Yes - answer (i), (ii) and (iii) below
- No - answer question 4

(i) Do you know of any court proceedings started by any other party involved in this accident?

Yes  No

(ii) Do you know if any court decisions have been made in relation to this accident?

Yes  No

(iii) Additional information (such as names and addresses of other parties; court references; dates of judgment etc.):

4. You must include the names of all the witnesses (including the claimant) that you intend should give evidence at trial on liability:

5. Have you completed the Court Pack list and sent it to the compensator and does it contain all of the documents in TABLE A?

6. The compensator has:

- Not raised any objection to the Court Pack list.
- Amended the Court Pack list.

**The completed Court Pack as agreed by the compensator must be printed off and attached to this form.**

7. Dashcam or videoclips were uploaded to the portal and will be made available to the court at the hearing.

Yes  No

**[please go to section C]**

## Section C

8. Have you included in the Court Pack all evidence that you wish to rely on?

Yes - [please go to section D]

No - answer question 9

9. Are you attaching the new evidence to the claim form?

Yes - answer (i) and (ii) below

No - answer (i), (ii) and (iii) below

(i) The reason that the evidence was not produced previously is as follows:

(ii) How do you summarise the evidence?

(iii) I cannot attach the evidence to this form because:

**[please go to section D]**

## Section D

### Statement of Truth

I believe/The claimant believe(s)\* that the facts stated in this Form RTASC L are true.

I/The claimant understand(s) that proceedings for contempt of court may be brought against me/them if I/they make, or cause to be made, a false statement in a document verified by a Statement of Truth without an honest belief in its truth.

Signed

Name

Dated

*\*delete as appropriate*

If signing on behalf of a firm or company give position or office held

Position/office held

Date

## Notes for claimant on completing the claim form, including what to do next.

### About the court form

- The Official Injury Claim Service will automatically complete the sections that are relevant to your claim only.
- Some sections will not contain any information because it is not relevant to your claim. You should not add anything by hand or otherwise to those sections.
- The information which appears in the claim form is based on the information you have included to support your claim for a road traffic accident related personal injury in the Official Injury Claim Service.
- If you have already started court proceedings for this claim it's important you include the claim number and which court heard your dispute.

### What to do next

- You will need to print the claim form out. You will also need to sign and date the claim form.
- The printed, signed and dated claim form together with the relevant court pack must be sent to the County Court Money Claims Centre, PO Box 527, Salford, M5 0BY.
- You will also need to pay the correct court fee. You can find the court fee for your claim using guidance on civil fees on gov.uk. You will need to write the fee you are paying in the "court fee" box at the bottom of page 1 of the form.
- If paying by cheque, you should make your cheque payable to "HM Courts and Tribunals Service".
- If you have little or no savings and are on certain benefits or have a low income, you may not have to pay a court fee, or you may get some money off. You can find further information at: <https://www.gov.uk/get-help-with-court-fees>
- If you need legal advice you should contact a solicitor or a Citizens Advice Bureau.

### Further Information

- Further information about the process to take court action can be found in the Guide to Making a Claim Under the Road Traffic Accident Small Claims Protocol.
- The Guide to Making a Claim can be found at: <https://my.officialinjuryclaim.org.uk>
- Copies may also be obtained from the Portal Support Centre by calling 0800 118 1631.