


# Form RTASC D



## Road Traffic Accident Small Claims – Directions (RTASC D)

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


---

In the Civil National Business Centre

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

Claimant name and address including postcode

--

Claimant representative's details

--

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

--

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

--

Reasons for going to Court

--

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

--

**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.**

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. This is a claim for damages. Choose what you want the court to do:

Assess the value of my claim, where liability has been admitted in part but remains in dispute (including where non-protocol vehicle costs and/or an uplift are claimed in such cases)

**complete section C**

Assess the value of my claim, where liability is not in dispute and the claim includes non-protocol vehicle costs (and an uplift where claimed in such cases)

**complete section D**

Assess the value of my claim, where liability is not in dispute and the claimant applies for an uplift (and there is no claim for non-protocol vehicle costs)

**complete section E**

## Section C Assessing the value of the claim: liability admitted in part but remains in dispute (including where non-protocol vehicle costs and/or an uplift are claimed in such cases)

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

- Yes - answer (i), (ii) and (iii) below  
 No - answer question 5

(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.):

5. Are you making a claim for non-protocol vehicle costs?

Yes  No

Are you making an application for an uplift on the tariff amount in exceptional circumstances?

Yes  No

6. The names of the witnesses (including the claimant) that you intend should give evidence at the hearing on either liability or on any issue as to the value of the claim (including on any claim for non-protocol vehicle costs or uplift application) are as follows:

7. Have you completed the Court Pack list and sent it to the compensator and does it contain all of the relevant documents in TABLES A, B (1) and B (2)?

8. 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.**

9. 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 F]**

## **Section D Assessing the value of the claim: liability not in dispute and the claim includes non-protocol vehicle costs (and an uplift where claimed in such cases)**

10. Are you making an application for an uplift on the tariff amount in exceptional circumstances?

Yes  No

11. The names of the witnesses (including the claimant) that you intend should give evidence at trial on any issue as to the value of the claim (including on any uplift application) are as follows:

12. Have you completed the Court Pack list and sent it to the compensator and does it contain all of the relevant documents in TABLES B (1) and B (2)?

13. 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.**

**[please go to section F]**

## Section E Assessing the value of the claim: liability not in dispute and the claimant applies for an uplift (no claim for non-protocol vehicle costs)

14. The names of the witnesses (including the claimant) that you intend should give evidence at trial on any issue as to the value of the claim (including on any uplift application) are as follows:

15. Have you completed the Court Pack list and sent it to the compensator and does it contain all of the relevant documents in TABLE B (1)?

16. 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.**

**[please go to section F]**

## Section F Evidence

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

- Yes - [please go to section G]
- No - answer question 18

18. 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 G]**

## Section G Statement of Truth

Statement of Truth

I believe/The claimant believe(s)\* that the facts stated in this Form RTASC D 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 Civil National Business Centre, St Katherine's House, Northampton, NN1 2LH, DX: 702885 Northampton 7.
- 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://test.staging.org.uk>
- Copies may also be obtained from the Portal Support Centre by calling 0800 118 1631