

# Form RTASC O



## Road Traffic Accident Small Claims – Other (RTASC O)

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


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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

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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 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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**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:

Decide if an interim payment should be made and/or the amount of the interim payment

**complete section C**

Order the defendant to pay the agreed interim payment Order the defendant to pay the agreed interim payment

**complete section D**

Issue and stay the proceedings before the end of the limitation period to allow you to complete the steps required under the RTA Small Claims Protocol

**complete section E**

4. The parties have settled the claim for damages. Choose what you want the court to do:

Decide if the defendant should pay the medical report fees or other disbursements and/or how much the defendant should pay

**complete section F**

Order the defendant to pay the agreed settlement

**complete section G**

## Section C Application for Interim Payment

5. A request was made to the defendant for an interim payment and:

Liability for the claim is admitted:

In Full  In Part

The court has decided liability in your favour:

In Full  In Part

Liability is taken to be admitted under the Protocol

Fault is admitted in full or in part for the accident, but it is disputed that the accident caused any injury

6. Has the defendant either:

Disputed your entitlement to an interim payment

Failed to agree to pay the sum claimed

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

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.**

**[please go to section H]**

## **Section D Non-Payment of Agreed Interim Payment**

9. The defendant agreed to pay you an interim payment for other protocol damages and has failed to pay the agreed interim payments within the relevant period specified in the Protocol.
10. The parties have reached an agreement under the RTA Small Claims Protocol, in writing, on the amount of an interim payment for other protocol damages should be payable.

Agreement was reached in the sum of:

11. Have you completed the Court Pack list and sent it to the compensator and does it contain all of the relevant documents in TABLE G (1)?
12. 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 H]**

## **Section E Starting a Claim Due to Limitation**

13. You want to issue and stay the proceedings before the end of the limitation period to allow you to complete the steps required under the RTA Small Claims Protocol.
14. Have you submitted the Small Claim Notification Form?
15. Have you completed the Court Pack list and does it contain all of the documents in TABLE D?

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

**You must send the Court Pack to the compensator when you send this application to the Court.**

**[please go to section H]**

## **Section F Dispute over Fees for Medical Reports or Other Disbursements**

16. The parties have agreed to settle the claim for damages under the RTA Small Claims Protocol but there is now a dispute over fees.
17. What is the defendant disputing?

- The amount of fees that they should pay for one or more of the medical reports that you have obtained, or for any other disbursement
- Whether they should pay for one or more of the medical reports that you have obtained, or for any other disbursement

18. The following fees and/or disbursements are in dispute:

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

20. 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 H]**

## Section G Non-Payment of Agreed Settlement Sum

21. The parties have reached an agreement on the amount of damages payable to settle the claim under the RTA Small Claims Protocol. This includes any agreement on the fees payable.

22. The defendant failed to pay the agreed damages and/or fees within the relevant period specified in that Protocol.

23. What is the agreed damages and/or fees payable by the defendant?

24. Have you completed the Court Pack list and sent it to the compensator and does it contain all of the relevant documents in TABLE G (2)?

25. 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 H]**

## Section H Statement of Truth

Statement of Truth

I believe/The claimant believe(s)\* that the facts stated in this Form RTASC O 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