
EXPLANATORY NOTES

1

Who is the Defendant? This is the first consideration in any case. Is the Defendant worth suing? The Defendant must be able to pay any award you are seeking through the Court plus your legal costs. Please provide any financial information that you have about the Defendant enclosing documents where appropriate.

2

For example a claim for loss of profits where the loss needs to be quantified by an expert or because insufficient information is available at present.

3

We are only seeking your initial view. If we take on your case we will advise you of what sum we think you should accept in full and final Settlement of your claim.

4

This section is only intended to be a summary of your claim for quick reference. You will be asked for a detailed explanation of your claim below. Explain the nature of your relationship for example is it a claim in Contract or negligence. Does it arise from the breach of an agreement or promise or an accident in a public place or at work. Is your claim against a business supplier a competitor or a neighbour. What have they done and what have you lost (this could be money, a chance to do or get something)

5

Most claims must be issued within 6 years of the act giving rise to the claim, or if personal injury is part of the claim, 3 years. This is a complex subject that cannot be summarized fairly in these notes. If you miss the limitation period you will, save in exceptional circumstances not be able to claim. It is essential that you monitor the limitation period yourself because we are not responsible if the limitation period expires before we consider and or accept your claim. If you believe there is less than 6 months left before the limitation period expires please notify us when you submit your claim and we will Endeavour, without liability, to consider it as an urgent application.

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Set out here, in detail, your relationship with the Intended defendant including, if appropriate the history between you referring to any contracts or agreements

between you (if in writing please attach a copy of the document to the List of Documents on page x.

7

What has the intended Defendant done wrong? Explain what they have done and why their actions give rise to a claim. (You do not need to refer to any law unless you are aware of any relevant legal provisions in which case please feel free to explain then). Please explain in plain English why you believe that you have a claim.

8

In order for a claim to succeed you must have suffered Loss (this could be money, property or a chance to do or get something. It could also be damage to something you own or damage to your reputation)

9

If you have discussed the matter but have not committed your complaint in writing please explain your conversations detailing who said what to who, what was said, where it was said (i.e. in a meeting, over the telephone, the date and who else was present who could be a witness to support your chain of event.

10

If so please specify the offer and if it was made in writing please submit a copy of the offer.

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If you have received any written advice from any other legally qualified person you must send a copy of the advice with your application form. If another legally qualified person has refused to act for you on a CFA it does not mean that we will also refuse to act but we do want to see their advice. (see our Terms and Conditions)

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In certain cases we may be willing to act for you under a CFA but we may be unable to obtain an ATE policy to pay your disbursements. If this is the case you will need to consider whether you are able to fund the disbursements yourself. Due to recent changes in the law 3rd parties are now able to fund others litigation. 3rd party funding companies may offer to pay your disbursements (such as Court fee, experts fees and in some cases counsel's fees) but they will often require a % of your damages if you win.

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DRAMATIS PERSONAE

Enter the names of all of the persons involved in your claim and their initials which you can refer to in your summary. See example below.

DRAMATIS PERSONAE

Claimant

Name	Role	Initial
John Smith	Managing director of the Claimant Company	JS
Mary Smith	Company Secretary – wife of JS	MS
Ali Ahmed	Claimant's accounts manager	AA

Defendant

Name	Role	Initial
Tony Blair	Prime Minister (at the relevant time)	TB
John Prescott	Aide to TB who negotiated the agreement	JP

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CHRONOLOGY

Enter a summary of all of the important events that occurred in date Order. You only need to provide a summary. See example below.

CHRONOLOGY

Date	Event	Doc #
10/10/2004	Started trading with Defendant agreed Standard Terms and Conditions.	[6/3]
25/10/2004	Delivered goods to defendant (see delivery note)	[8/1]
27/10/2004	Defendant confirmed receipt of goods by email.	[9/1]
30/1/2005	Letter to defendant requesting payment.	[10]

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LIST OF DOCUMENTS

Please list all documents that you are sending to us in the table below. **ONLY SEND A COPY OF THE DOCUMENT. DO NOT SEND THE ORIGINAL**¹⁵

Enter the document number clearly on the top right hand corner of the first page of the document.

If the document has multiple pages staple the document together at the top left hand corner.

Documents of more than 1 page should also be page numbered in the bottom right hand corner starting at page 1 for the first page of the document.

Where possible the documents should be referred to in chronological order.

Put all of the documents in a ring binder folder in document number order.

When you refer to documents in the narrative you should refer to them as follows [document number @ page number]. For example if you refer to a paragraph on page 6 of document 3 you would refer to the documents as follows:

“The contract provides for interest at 20% see paragraph 6.1 of the contract [3/6]”

LIST OF DOCUMENTS

Doc#	Description of Document	Date	Pages
1	Contract of employment	12/6/2006	1 -15
2	Letter of engagement	12/6/2006	1-2
3	Letter of termination	12/6/2007	1
4	Pay slips	various	1 - 24
5	Letter from me to my employer	13/6/2007	1

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SCHEDULE OF LOSS

Explain your losses and estimate the value of your claim

Head of Loss	Description	£
Loss of profit	Loss of profit from the date the contract was terminated (10/5/2006) until today @ £22,500 per week for 52 weeks	
Interest	Interest on money borrowed from lender (£100,000 for 52 weeks) at 6.5% APR – continuing until repaid	
Unpaid invoices	Invoices outstanding from before termination	
Interest	Interest on unpaid invoices at contract rate of 10% per month	
TOTAL SUM CLAIMED		£