

Exercise 3

Here are some important expressions which lawyers use when they talk about starting a claim in the civil court. Complete the sentences by matching the first half of each sentence with the correct ending.

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| (*) To issue a claim means to... | ...confirm that you have received the claim and to say what you will do next. |
| a To pay a fee means to... | ...start a claim in the civil court. |
| b To serve a claim upon someone means to... | ...listen to the details of the claim and listen to what the claimant and the defendant say about their dispute. |
| c To respond to a claim means to... | ...pay the court an amount of money for issuing the claim. |
| d To hear a case means to... | ...can legally take a person's property when that person does not pay money that he or she owes. |
| e To find in favour of someone means to... | ...officially announce the result of the case. The judge may give the reasons for the decision. |
| f To give a judgment means to... | ...send the claim to the defendant's address and make sure that he or she receives it. |
| g To make an order means to... | ...decide that this person has won the case. |
| h A bailiff is a person who... | ...officially state what someone has to do, and how and when he or she must do it. |

Exercise 4

Here are the steps in which a claim goes through the County Court. Fill the gaps with a word from Exercise 3.

- The claimant _____ a claim in the County Court.
- The claimant will have to pay a _____. The amount depends on the amount of money that the claimant is claiming.
- The court or the claimant's solicitor _____ the claim upon the defendant. This means that they send it to the defendant's address and make sure that the defendant receives it.
- The defendant has 14 days from the day he or she receives the claim to _____ to it. The defendant can admit the claim, which means to agree that the claim is right, and pay the money that the claimant wants, or the defendant can defend the claim.
- If the defendant decides to defend the claim, a judge will _____ the case in the County Court.
- The judge will give his or her judgment. The judge will _____ in favour of the claimant or the defendant.
- The parties must follow the terms of the _____ that the judge makes and they must make sure that they obey any instructions about time limits.
- If the order says that the defendant must pay money to the claimant then the claimant can use the services of a _____ to collect that money if the defendant does not pay.