Osprey Approach: Commence Litigation

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Jul 11th, 2023

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https://support.ospreyapproach.com/?p=33365

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Osprey™ Approach

ALLOCATE A CUSTOM QUESTIONNAIRE

PART 7 OR 8 APPLICATION

Part 7 or Part 8 Application?

Please Select

- Please Select
- Part 7
- Part 8

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DATE OF ISSUE OF APPLICATION FW_LIT

Date application issued

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DATE PART 36 OFFER SENT FW_LIT

Date Part 36 Offer Sent

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DATE PART 36 OFFER RECEIVED FW_LIT

Date Part 36 Offer Received

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COUNSEL DETAILS FW_LIT

Counsel

None selected

None selected

Counsel Ref

Submit Cancel

Client confirm Claim Form lodged

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

I am pleased to confirm that I have today filed your application with the Court. I will be in contact with you again as soon as I have received confirmation from the Court that the application has been issued.

In the meantime if you have any questions please do not hesitate to contact me.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Client confirm Part 36 Sent to

Respondent

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

I write to confirm that I have today forwarded your Part 36 Offer to the Respondent. As soon as I have received a response I shall notify you.

If you have any queries in the meantime please do not hesitate to contact me.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Client enc. Claim for Approval

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

Please find enclosed Claim Form for your approval.

I wish to draw your attention to the following:

I look forward to hearing from you.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Client enc. Defence

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

I have now received the Respondent's Defence to your application, a copy of which is enclosed.

I wish to raise the following points with you:

If you have any queries, please do not hesitate to contact me.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Client enc. issued Claim Form

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

Please find enclosed Claim Form for your approval.

I wish to draw your attention to the following:

I look forward to hearing from you.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Client enc. Part 36 Offer for

approval

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

As per your instructions, I have now prepared your Part 36 Offer letter, a copy of which is enclosed. I should be grateful if you would please read it carefully.

I wish to draw your attention to the following points:

Please confirm your approval of the letter as soon as possible so I may forward it to the Respondent.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Client enc. Part 36 rec'd from

Respondent

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

I have received a Part 36 Offer from the Respondent, a copy of which is enclosed.

I wish to point out the following:

I look forward to hearing from you.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Counsel enc. Brief and Bundle

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref: «FW_LIT_ORGS_FW_COUNSEL_REF»

16 April 2021

«FW_LIT_ORGS_FW_COUNSEL_name»
«FW_LIT_ORGS_FW_COUNSEL_address»

Dear Sirs

Case No. «FW_LIT_ORGS_FW_CASE_NO»
«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Please find enclosed Brief and Bundle for the attention of Counsel, XX.

Yours faithfully

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Court enc. application for default

judgment

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_ORGS_FW_COURT_name»
«FW_LIT_ORGS_FW_COURT_address»

Dear Sirs

Case No. «FW_LIT_ORGS_FW_CASE_NO»
«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Please find enclosed application for Default Judgment. We enclose the following:

We look forward to hearing from you.

Yours faithfully

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Court enc. Claim Form

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_ORGS_FW_COURT_name»
«FW_LIT_ORGS_FW_COURT_address»

Dear Sirs

Case No. «FW_LIT_ORGS_FW_CASE_NO»
«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Please find enclosed the following:

1.

We look forward to receiving the issued application.

Yours faithfully

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

N1 Claim Form

Claim Form

In the	
Fee Account no.	
Help with Fees - Ref no. (if applicable)	**H W F** – –
	For court use only
Claim No.	
Issue date	

You may be able to issue your claim online which may save time and money. Go to www.moneyclaim.gov.uk to find out more.

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

SEAL.

«CLIENT_HOUSE», «CLIENT_AREA», «CLIENT_POSTAL_TOWN», «CLIENT_COUNTY» «CLIENT_POSTCODE»

«LINKNAME_HOUSE_2», «LINKNAME_AREA_2», «LINKNAME_POSTAL_TOWN_2», «LINKNAME_COUNTRY_2»
«LINKNAME_POSTCODE_2»
Defendant(s) name and address(es) including postcode

Brief details of claim

Value

You must indicate your preferred court for hearings here *(see notes for guidance)*

«FW_LIT_ORGS_FW_COURT_name»

Defendant's name and address for service including postcode

	£
Amount claimed	
Court fee	
Legal representative's costs	

		Total amount	

For further details of the courts www.gov.uk/find-court-tribunal.
When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.

Claim No.	

Does, or will, your claim include any issues under the Human Rights Act 1998? ☐ Yes ☐ No

Particulars of Claim (Attached) (To follow)

Statement of Truth

I understand that proceedings for contempt of Court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

☐ I believe that the facts stated in this particulars of claim are true.

☐ The Claimant believes that the facts stated this particulars of claim are true. I am authorised by the claimant to sign this statement.

Signature

☐ Claimant

☐ Litigation friend (where judgment creditor is a child or a patient)

☐ Claimant's legal representative (as defined by CPR 2.3(1))

Date

Day | Month | Year

Full name

Name of claimant's legal representative's firm

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

Claimant’s or claimant’s legal representative’s address to which documents should be sent.

Building and street

«BRANCHINFO_HOUSE»

Second line of address

«BRANCHINFO_AREA»

Town or city

«BRANCHINFO_POSTAL_TO

County (optional)

«BRANCHINFO_COUNTY»

Postcode

«BRANCHINFO_POST

If applicable

Phone number

«BRANCHINFO_PHON

Fax phone number

«BRANCHINFO_FAX_

DX number

«BRANCHINFO_DX_NO»

Your ref.

«MATTER_FEE_EARN

Email

«CALCULATION_FEE_EARNER_EMAIL»

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N208 Claim Form (CPR Part 8)

Claim Form (CPR Part 8)

In the	
Claim No.	
Fee Account no.	
Help with Fees - Ref no. (if applicable)	**H W F** – –

Claimant

«CLIENT_HOUSE», «CLIENT_AREA», «CLIENT_POSTAL_TOWN», «CLIENT_COUNTY» «CLIENT_POSTCODE»

«LINKNAME_HOUSE_2», «LINKNAME_AREA_2», «LINKNAME_POSTAL_TOWN_2», «LINKNAME_COUNTRY_2» «LINKNAME_POSTCODE_2»

«LINKNAME_HOUSE_3», «LINKNAME_AREA_3», «LINKNAME_POSTAL_TOWN_3», «LINKNAME_COUNTRY_3» «LINKNAME_POSTCODE_3»

«LINKNAME_HOUSE_4», «LINKNAME_AREA_4», «LINKNAME_POSTAL_TOWN_4», «LINKNAME_COUNTRY_4» «LINKNAME_POSTCODE_4»

SEAL.

Defendant(s)

Does your claim include any issues under the Human Rights Act 1998? ☐ Yes ☐ No

Details of claim *(see also overleaf)*

£

Defendant's name and address			Court fee	
			Legal representative's costs	
			Issue date	
For further details of the courts www.gov.uk/find-court-tribunal. When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.				

	Claim No.	

Details of claim *(continued)*

	Claimant's or claimant's legal representative's address to which documents should be sent if different from overleaf. If you are prepared to accept service by DX, fax or e-mail, please add details.

Statement of Truth

I understand that proceedings for contempt of Court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

☐ I believe that the facts stated in this particulars of claim are true.

☐ The Claimant believes that the facts stated this particulars of claim are true. I am authorised by the claimant to sign this statement.

Signature

☐ Claimant

☐ Litigation friend (where claimant is a child or a Protected Party)

☐ Claimant's legal representative (as defined by CPR 2.3(1))

Date

Day | Month | Year

Full name

Name of claimant's legal representative's firm

«PRACTICEINFO_PRACTICE_NAME»

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

Find out how HM Courts and Tribunals Service uses personal information you give them when you fill in a form: https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter

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N225 Request for Judgement

Request for judgment and reply to admission (specified amount)

Complete section A or B.
If you complete section A you must also confirm, where applicable, that particulars of claim have been served in accordance with the rules.

In all cases you must complete sections C and D.
If the defendant has given an address on the form of admission to which correspondence should be sent, which is different from the address shown on the claim form, you must tell the court.

Remember to sign and date the form. Your signature certifies that the information you have given is correct.

In the «FW_LIT_ORGS_FW_COURT_name»	
Claim No.	«FW_LIT_ORGS_FW_CASE_NO»
Claimant (including ref)	
Defendant (including ref)	

A ☐ **The defendant has not filed an admission or defence to my claim**

☐ I confirm that particulars of claim have been served on the defendant in accordance with the rules.

Now complete section C and all the judgment details at section D. Decide how and when you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment.

B ☐ **The defendant admits that all the money is owed**

Tick only **one** box below and complete section C and all the judgment details at section D.

☐ **I accept the defendant's proposal for payment**
Say how the defendant intends to pay. The court will send the defendant an order to pay. You will also be sent a copy.

☐ **The defendant has not made any proposal for payment**
Say how you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment. The court will send the defendant an order to pay. You will also be sent a copy.

☐ **I do NOT accept the defendant's proposal for payment**
Say how you want the defendant to pay. Give your reasons for objecting to the defendant's offer of payment on the back of this form. Send this form to the court **with defendant's admission N9A.** The court will fix a rate of payment and send the defendant an order to pay. You will also be sent a copy.

C **Defendant's date of birth**

☐ Defendant's date of birth is not stated in the form of reply but is known to the claimant as:
☐☐ / ☐☐ / ☐☐☐☐

☐ Defendant's date of birth is not stated in the form of reply and is not known to the claimant.

D **Judgment details**

I would like the defendant to be ordered to pay:

☐ Immediately

☐ by instalments of £ ☐☐☐☐ per month

☐ in full by ☐☐ / ☐☐ / ☐☐☐☐

Amount of claim as admitted	
(including interest at date of issue) Interest since date of claim (if any) Period from _____ to _____ Rate _____%	
Court fees shown on claim	
Legal Representative's costs (if any) on issuing claim	
Sub Total	
Legal Representative's costs (if any) on entering judgment	
Sub Total	
Deduct amount (if any) paid since issue	
Amount payable by defendant	

I certify that the information given is correct.

Signed _____
(Claimant) (Claimant's solicitor) (Litigation friend)

Position or office held _____
(if signing on behalf of firm or company)

Date ☐☐ / ☐☐ / ☐☐☐☐

Please return the completed form to the court.

Please address forms or letters to the Operational Delivery Manager and quote the claim number.

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N244 Application Notice

N244

Application notice

For help in completing this form please read the notes for guidance form N244Notes.

Name of court «FW_LIT_ORGS_FW_COURT_name»	**Claim no.** «FW_LIT_ORGS_FW_CASE_NO»
Fee Account no. (if applicable)	**Help with Fees – Ref no.** (if applicable)
	H W F – ☐☐☐ – ☐☐☐
Warrant no. **(if applicable)**	
Claimant's name (including ref.)	
Defendant's name (including ref.)	
Date	

1. What is your name or, if you are a legal representative, the name of your firm?

2. Are you a ☐ Claimant ☐ Defendant ☐ Legal Representative

☐ Other *(please specify)*

If you are a solicitor whom do you represent?

3. What order are you asking the court to make and why?

4. Have you attached a draft of the order you are applying for? ☐ Yes ☐ No

5. How do you want to have this application dealt with? ☐ at a hearing ☐ without a hearing

☐ at a telephone hearing

6. How long do you think the hearing will last? ☐ Hours ☐ Minutes

Is this time estimate agreed by all parties? ☐ Yes ☐ No

7. Give details of any fixed trial date or period

8. What level of Judge does your hearing need?

9. Who should be served with this application?	
9a. Please give the service address, (other than details of the claimant or defendant) of any party named in question 9.	

10. What information will you be relying on, in support of your application?

☐ the attached witness statement

☐ the statement of case

☐ the evidence set out in the box below

If necessary, please continue on a separate sheet.

Statement of Truth

(I believe) (The applicant believes) that the facts stated in this section (and any continuation sheets) are true.

Signed _____ Dated _____
Applicant('s legal representative)('s litigation friend)

Full name _____

Name of applicant's legal representative's firm _____

Position or office held _____
(if signing on behalf of firm or company)

11.Signature and address details

Signed _____ Dated _____
Applicant('s legal representative)('s litigation friend)

Position or office held _____
(if signing on behalf of firm or company)

Applicant's address to which documents about this application should be sent.

Postcode

If applicable	
Phone no.	
Fax no.	
DX no.	
Ref no.	

E-mail address	

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Part 36 Offer (to Solicitor)

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref: «FW_LIT_ORGS_FW_OS_SOL1_REF»

16 April 2021

«FW_LIT_ORGS_FW_OS_SOL1_ORG_name»
«FW_LIT_ORGS_FW_OS_SOL1_CONT_address»

Dear Sirs

«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Our client has instructed us to put forward a Part 36 Offer. For the avoidance of doubt, we are making this offer under Part 36 of the Civil Procedure Rules ("the Offer").

ENTER OFFER DETAILS HERE

We look forward to hearing from you as soon as possible.

Yours faithfully

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Particulars of Claim

CLAIMANT

v

DEFENDANT

PARTICULARS OF CLAIM

Statement of Truth

[I believe OR The Claimant believes**]** that the facts stated in these Particulars of Claim are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

[I am duly authorised by the Claimant to sign this Statement.**]**

Full name [*name*]

[Name of Claimant's legal representative's firm [*name*]**]**

[*signature*]

[Claimant OR Claimant's Legal Representative OR Claimant's Litigation Friend**]**

[Position or office held**]**

Blank Client Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_LIT_ADDCLI_FW_CLI_SALUT **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Counsel Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_LIT_ORGS_FW_COUNSEL_REF **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_LIT_ORGS_FW_COUNSEL_name **}**
{ MERGEFIELD FW_LIT_ORGS_FW_COUNSEL_address **}**

Dear Sirs

Case No. { MERGEFIELD FW_LIT_ORGS_FW_CASE_NO }
Parties: { MERGEFIELD FW_LIT_ADDCLI_FW_PARTIESNAMES }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Court Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_LIT_ORGS_FW_COURT_name **}**
{ MERGEFIELD FW_LIT_ORGS_FW_COURT_address **}**

Dear Sirs

Case No. { MERGEFIELD FW_LIT_ORGS_FW_CASE_NO }
{ MERGEFIELD FW_LIT_ADDCLI_FW_PARTIESNAMES }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Expert 1

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT1_name **}**
{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT1_address **}**

Dear Sirs

Case No. { MERGEFIELD FW_LIT_ORGS_FW_CASE_NO }
{ MERGEFIELD FW_LIT_ADDCLI_FW_PARTIESNAMES }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Expert 2

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT2_name **}**
{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT2_address **}**

Dear Sirs

Case No. { MERGEFIELD FW_LIT_ORGS_FW_CASE_NO }
{ MERGEFIELD FW_LIT_ADDCLI_FW_PARTIESNAMES }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Expert 3

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
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Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT3_name **}**
{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT3_address **}**

Dear Sirs

Case No. { MERGEFIELD FW_LIT_ORGS_FW_CASE_NO }
{ MERGEFIELD FW_LIT_ADDCLI_FW_PARTIESNAMES }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Expert 4

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT4_name **}**
{ MERGEFIELD FW_LIT_ORGS_FW_EXPERT4_address **}**

Dear Sirs

Case No. { MERGEFIELD FW_LIT_ORGS_FW_CASE_NO }
{ MERGEFIELD FW_LIT_ADDCLI_FW_PARTIESNAMES }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Expert 5

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_ORGS_FW_EXPERT5_name»
«FW_LIT_ORGS_FW_EXPERT5_address»

Dear Sirs

Case No. «FW_LIT_ORGS_FW_CASE_NO»
Parties:

Yours faithfully

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Blank Other Side 1

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_OS1_FW_OS1_ADDRESS»

Dear

«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Blank Other Side 2

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_OS2_FW_OS2_ADDRESS»

Dear

«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Blank Other Side 3

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_OS3_FW_OS3_ADDRESS»

Dear

«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Blank Other Side 4

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«FW_LIT_OS4_FW_OS4_ADDRESS»

Dear

«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Blank Solicitor Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref: «FW_LIT_ORGS_FW_OS_SOL1_REF»

16 April 2021

«FW_LIT_ORGS_FW_OS_SOL1_ORG_name»
«FW_LIT_ORGS_FW_OS_SOL1_CONT_address»

Dear Sirs

«FW_LIT_ADDCLI_FW_PARTIESNAMES»

Yours faithfully

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

Brief to Counsel

CASE NO: «FW_LIT_ORGS_FW_CASE_NO»

IN THE «FW_LIT_ORGS_FW_COURT_NAME»

B E T W E E N:

Applicant

-and-

Respondent

BRIEF TO COUNSEL

Counsel will find enclosed:

1. Bundle

Background:

Should Counsel have any questions or wish to discuss anything would he/she please contact «CALCULATION_FEE_EARNER_DESCRIPTION» of Instructing Solicitors.

Dated: 16 April 2021

CASE NO: «FW_LIT_ORGS_FW_CASE_NO»

IN THE «FW_LIT_ORGS_FW_COURT_NAME»

B E T W E E N:

Applicant

-and-

Respondent

BRIEF TO COUNSEL

Counsel: «FW_LIT_ORGS_FW_COUNSEL_name»

Solicitor: «PRACTICEINFO_PRACTICE_NAME»
«BRANCHINFO_HOUSE»
«BRANCHINFO_AREA»
«BRANCHINFO_POSTAL_TOWN»
«BRANCHINFO_COUNTY»
«BRANCHINFO_POSTCODE»

Tel: «BRANCHINFO_PHONE_NO»

Fax: «BRANCHINFO_FAX_NO»

Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Client Care Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

PLEASE ADD YOUR CLIENT CARE INFORMATION TO THIS TEMPLATE

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»