

**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.

- (\*) To **issue a claim** means to...  ...confirm that you have received the claim and to say what you will do next. (1)
- 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. (2)
- c** To **respond to a claim** means to... ...pay the court an amount of money for issuing the claim. (3)
- 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. (4)
- 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. (5)
- f** To **give a judgment** means to... ...send the claim to the defendant's address and make sure that he or she receives it. (6)
- g** To **make an order** means to... ...decide that this person has won the case. (7)
- h** A **bailiff** is a person who... ...officially state what someone has to do, and how and when he or she must do it. (8)

**Exercise 4**

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

- a** The claimant \_\_\_\_\_ a claim in the County Court.
- b** The claimant will have to pay a \_\_\_\_\_. The amount depends on the amount of money that the claimant is claiming.
- c** 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.
- d** 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.
- e** If the defendant decides to defend the claim, a judge will \_\_\_\_\_ the case in the County Court.
- f** The judge will give his or her judgment. The judge will \_\_\_\_\_ in favour of the claimant or the defendant.
- g** 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.
- h** 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.