

Please refer to the EX50 – Civil and Family Court Fees available on www.gov.uk for the sum of the fee to be paid on lodging an application notice. The new N244 has guidance notes attached to it which should also be consulted along with this annotated form.

The court in which the application will be made is the court where the action was issued. This is so even if the application is one seeking the transfer of an action.

The claim number is that allocated to the action on issue.

N244

Application notice

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

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>

Name of court	Claim 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	

This part will be left blank unless the application is for the issue of a warrant or relates to a warrant issued.

The parties to the action will be as set out in the Claim Form with the date the N244 is being completed by the legal representative.

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 legal representative 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

Please see Chapter 13 of the Manual for the occasions when each of the options for the mode of the hearing is selected.

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.

The party to be served will be the opponent to the application and any interested parties (together with their addresses)

This is self-explanatory, and a draft order should always be attached.

Time estimates should, wherever possible, be agreed with the opponent. In nearly all applications, unless secrecy is necessary, the applicant will contact their opponent before making the application, to determine firstly, whether the application can be agreed (and thus may be able to proceed as a paper application), if not an attempt should be made to agree the time estimate. It will be in this pre-action communication that the applicant will raise any intention to seek the costs of the application – thus putting themselves in the best possible position to obtain a satisfactory costs order in the application.

This is self-explanatory

Here you will need to specify the CPR under which the application is being made (if there is a particular Part being relied upon or a directions order if more relevant) and state the order to be granted under the CPR identified along with the ground being relied upon. It may be helpful to repeat the wording from the CPR.

A trial period may have been set if this application is being made after allocation in the fast track or after pre-trial directions have been made in the multi-track in which case the date or period can be entered otherwise the section can be marked N/A or left blank.

The matter is most likely to be listed before the District Judge ("Master" in London) but for some applications, for example for an injunction, the application will need to be heard by a Circuit Judge.

The applicant needs to select the source of the evidence (which will nearly always be written) that he will rely on to support the application. An affidavit will only be selected and used when the CPR under which the application is being made specifies that an affidavit should be used. As with the completion of the Claim Form this part of form N244 will only be used to set out the evidence supporting the application in "the box below" when there is adequate room to do so. Small font should not be used to achieve this.

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 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 section 10 (and any continuation sheets) are true.
- The Applicant believes** that the facts stated in section 10 (and any continuation sheets) are true. **I am authorised** by the applicant to sign this statement.

Strictly speaking the Statement of Truth box only needs to be completed when the third box in paragraph 10 has been selected as containing the written evidence supporting the application.

Signature

- Applicant
- Litigation friend (where applicant is a child or a Protected Party)
- Applicant's legal representative (as defined by CPR 2.3(1))

Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full name

Name of applicant's legal representative's firm

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

Applicant's address to which documents should be sent.

Building and street

Second line of address

Town or city

County (optional)

Postcode

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If applicable

Phone number

Fax number

DX number

Your Ref.

Email