

**MAGISTRATES COURT OF WESTERN AUSTRALIA  
CIVIL PROCEEDINGS  
FACT SHEET 10**

**WHEN SERVED WITH A CLAIM  
INFORMATION FOR DEFENDANT**

*This fact sheet sets out the options available to you when you have been served with a claim.*

You only have a certain period of time to respond to the claim (usually 14 days). This time commences from when you are served with the claim form. If you fail to respond to the claim within this time, the claimant can enter judgment against you.

**Paying the claim in full**

If you elect to pay the claim in full, the payment must be made direct to the claimant or their lawyer.

You do not need to contact the Court if you intend to pay the amount owing in full.

**If you admit the claim but are unable to pay in full**

If you admit that the claim is owed and want to put forward an offer of repayment, you can do this by lodging a **Form 15, 15A, 15B, 15C or 15D** – Response to Claim at the registry of the Court where the claim was commenced.

The forms are available on the Magistrates Court website: [www.magistratescourt.wa.gov.au](http://www.magistratescourt.wa.gov.au).

You are encouraged to contact the claimant prior to lodging your statement of admission to arrange a payment plan.

When you have lodged a **Form 15, 15A, 15B, 15C or 15D** the Registrar will give judgment. The judgment formalises your admission to the amount claimed, including interest and costs.

The Court will inform the claimant of your offer of payment.

All payments must be made directly to the claimant or their lawyer and should start on the day nominated.

You should ask for a receipt and keep it as a record that you have paid.

**Does the claimant have to accept my offer of payment?**

The claimant does not have to accept your offer and may take enforcement action immediately to enforce the judgment.

**If you admit to part of the claim**

If you do not owe the claimant the whole amount claimed, you may admit to part of the claim. If you choose to do this, you must lodge a **Form 15, 15A, 15B, 15C or 15D** – Response to Claim to notify of your part admission of the claim and an intention to defend for the remaining amount (see in this Fact Sheet the section 'Defend the claim').

If you do not lodge a **Form 15, 15A, 15B, 15C or 15D** – Response to Claim that indicates your intention to defend, the claimant may make application for a default judgment to be given against you, as if you had not responded to the claim.

You may wish to contact the claimant or their lawyer to see whether a settlement can be arranged by consent. If you reach an agreement both parties should complete a consent order form and return it to the Registry where the claim was commenced – **Form 49**.

All forms are available on the Magistrates Court website: [www.magistratescourt.wa.gov.au](http://www.magistratescourt.wa.gov.au).

**If you admit liability but dispute the amount in a claim for an unliquidated amount**

If in your response you admit liability for the whole of an unliquidated claim and you do not agree to the amount sought by the other party you may in your response apply to the Court to determine the amount that should be awarded for the claim.

The Registrar will list the case for a pre-trial conference and notify you and the other parties in writing.

**See Fact Sheet:**

**No 18 - Assessment of Damages under \$10,000**

**No 19 - Assessment of Damages over \$10,000**

**Defend the claim**

You may defend whole or part of the amount claimed. To do this you must lodge your response at the registry where the claim was commenced.

The period in which you must lodge a response to a claim is detailed in the 'information to defendant' section on the claim form you have been served with. The claimant cannot proceed with any further action until this period expires. The time commences from when the claim was served on you.

When you have lodged your response the Registrar must forward a copy of your response to the claimant along with a notice to both parties advising that a response indicates an intention to defend has been lodged.

For a **minor case claim** a Registrar must list a case for a pre-trial conference within 14 days after the defendant lodges a statement of defence. The Registrar will then notify all parties in writing when and where the pre-trial conference will be.

For a **general procedure claim** the claimant must then request a Registrar to list the case for a pre-trial conference within 14 days after you have received a statement of defence.

### **Counterclaim or Third Party Claim**

You may choose to lodge a counterclaim or third party claim against the claimant. If this is the case your counterclaim must be lodged in the approved form and served with your statement of defence on the claimant.

A third party claim must also be lodged with your statement of defence. The statement of defence must be served on the claimant by ordinary service however the third party claim must be served personally on the third party.

See Fact Sheet:  
[No. 6 - Statement of Defence](#)

### **Ignore the claim**

If you ignore the claim, the claimant may make application for a default judgment to be given against you for the claim, costs and interest.

The claimant may now proceed to enforce the judgment.

See Fact Sheet:  
[No. 23 - Enforcing a Judgment](#)

***This is a guide only. The content is subject to change. If you are unsure about any of the information in this fact sheet, contact your nearest registry or seek legal advice.***