

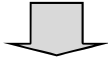
FORM 1—STATEMENT OF CLAIM

(Paragraph 3(1)(a))

MAKING A CLAIM

STEP 1

COMPLETE the STATEMENT OF CLAIM. To complete this form, type or print clearly.



STEP 2

FILE the STATEMENT OF CLAIM at the Territorial Court registry. You must also provide the required filing fee. The staff will check the form and, when it is accepted for filing, apply the registry stamp and return the copies you need for your records and for serving the defendants.



STEP 3

PERSONALLY SERVE each defendant named in the STATEMENT OF CLAIM with a copy of the document and a blank copy of the STATEMENT OF DEFENCE (Form 2). The purpose is to be sure the defendants know they are being sued and what the case is about.



STEP 4

THEN if the defendants file a STATEMENT OF DEFENCE, the Territorial Court registry will send you a copy and set a date for the SETTLEMENT CONFERENCE. If no reply is filed at the Territorial Court registry within the time limit on the STATEMENT OF CLAIM, you may apply for a DEFAULT JUDGMENT. You will have to file an AFFIDAVIT OF SERVICE (Form 3) to prove the STATEMENT OF CLAIM has been served.

FROM:

Please give an address that is suitable for personal service. Please do not use a post office box. You must be sure that the address you give is correct because this is where the Territorial Court registry will send any further notices or information to you. If your address changes you must submit a CHANGE OF ADDRESS (Form 4) to the registry.

TO:

Are you sure you have used the proper name?

Is there more than one defendant? If so, put both names (side by side) in the space given. Are you sure the claim(s) are a result of the same transaction or event?

WHAT HAPPENED?

You do not need to tell everything about your claim here. You must tell just enough to let the defendant know what the claim is about. Keep your description brief. You will have a full opportunity to present the facts and provide supporting documents at a settlement conference or trial.

WHERE? WHEN?

A STATEMENT OF CLAIM must be filed at the Territorial Court registry nearest to the location in the Northwest Territories where

- the defendant lives or carries on business, OR
- the transaction or event that resulted in the STATEMENT OF CLAIM took place.

If the claim is about a breach of contract (e.g. overdue credit account), tell where the contract was made or account opened or where the payments were to be made or sent.

HOW MUCH?

If your claim is made up of several parts, separate them here and show the amount you are claiming for each part.

For example,

- Amount owing on unpaid invoice \$ _____
- Interest under the contract \$ _____

The defendant might agree with part of your claim if you show its separate parts.

The most you may claim in the Territorial Court is \$35,000.00, including the amount of money claimed AND the value of any goods or services claimed. This does not include interest and expenses.

If your claim is for more than \$35,000.00 and you wish to file in Territorial Court, just say in this section "I am abandoning the amount over \$35,000.00". If you choose to abandon part of your claim you cannot sue for that part later.

Are you asking for something besides money (e.g. recovery of goods)? If so, fill that in and show the value but do not add the dollar amount for that part of the Total Claimed.

STATEMENT OF CLAIM

IN THE TERRITORIAL COURT OF THE NORTHWEST TERRITORIES

REGISTRY FILE NO.
REGISTRY LOCATION

STATEMENT OF CLAIM

FROM:

NAME

PLAINTIFF(S)

Fill in the name, address and telephone number of the person(s) or business(es) making the claim. Address is the address for service.

ADDRESS

CITY, TOWN, COMMUNITY

TERRITORY/PROVINCE

POSTAL CODE

TELEPHONE

TO:

NAME

DEFENDANT(S)

Fill in the name, address and telephone number of the person(s) or business(es) the claim is against.

ADDRESS

CITY, TOWN, COMMUNITY

TERRITORY/PROVINCE

POSTAL CODE

TELEPHONE

WHAT HAPPENED?

Tell what led to the claim.

Check box if section is continued on an ADDITIONAL PAGE (Form 45). Be sure to attach page.

WHERE?

Tell where this happened.

CITY, TOWN, COMMUNITY

WHEN?

Tell when this happened.

HOW MUCH?

Tell what is being claimed from the defendant(s). If the claim is made up of several parts, separate them here and show the amount for each part. Add these amounts and fill in the total claimed.

a.	\$
b.	\$
c.	\$
d.	\$
e.	\$
f.	\$
g.	\$
h.	\$
i.	\$
J.	\$
	TOTAL \$
	+ FILING FEES \$
	+ SERVICE FEES \$
	= TOTAL CLAIMED \$

Check box if section is continued on an ADDITIONAL PAGE (Form 45). Be sure to attach page.

TIME LIMIT FOR A DEFENDANT TO FILE STATEMENT OF DEFENCE

The defendant must complete and file the attached STATEMENT OF DEFENCE (Form 2) within **25 days** from being served with this notice (**30 days** if the service of the STATEMENT OF CLAIM is outside the Northwest Territories), unless the defendant settles this claim directly with the claimant. **If the defendant does not file a STATEMENT OF DEFENCE within the required time**, a court order may be made against the defendant without any further notice to the defendant. Then the defendant will have to pay the amount claimed plus interest and further expenses.

The Court Address for filing documents is:

Signature for Plaintiff

Date

Date: _____

Issued by: _____
(Clerk of the Territorial Court)