Notice of Allocation to the Small Claims Track (Hearing)

In the County Court at Willesden	
Claim Number	662MC129
Date	7 October 2025

Seal
THE COUNTY COURT

MR MOHAMMADREZA MORADLOO	**1st Claimant Ref**
LONDONIST DMC LIMITED	**1st Defendant Ref**

Deputy District Judge Jhittay has considered the statements of case and directions questionnaire filed and allocated the claim to **the small claims track.**

Unless the claimant does by **4.00pm on the 21 October 2025** pay to the court the trial fee of **£346.00** or file a properly completed application (i.e one which provides all the required information in the manner requested) for help with fees, then the claim will be **struck out with effect from 21 October 2025 without further order and, unless the court orders otherwise, you will also be liable for the costs which the defendant has incurred.**

The hearing of the claim will take place at 10:00 AM on the 25 November 2025 at the County Court at Wandsworth, 76/78 Upper Richmond Road, Putney, London, SW15 2SU and should take no longer than 90 minutes.

This hearing will take place face-to-face – attendance is required

(The trial fee is fee 2.1 in the current Civil Fees Order).

Warning: you must comply with the terms imposed upon you by this order: otherwise your case is liable to be struck out or some other sanction imposed. If you cannot comply you are expected to make formal application to the court before any deadline imposed upon you expires.

1) This Claim is allocated to the Small Claims Track and the parties are referred to Part 27 of the Civil Procedure Rules and the Practice Direction of that Part for guidance on how the hearing of the claim will be conducted.

2) The claim will be heard at on a date and at a time which is set out on a notice attached to this Order. The Court reserves the right to change the place and/or time of the hearing.

Notes

- If you cannot, or choose not to, attend the hearing, you must write and tell the court **at least 7 days before the date of the hearing.** The district judge will hear the case in your absence, but will take account of your statement of case and any other documents you have filed.
- If you do not attend the hearing and do not give notice that you will not attend, the district judge may strike out your claim, defence or counterclaim. If the claimant attends but the defendant does not, the district judge may make a decision based on the evidence of the claimant only.
- Leaflets explaining more about what you should do and what happens when your case is allocated to the small claims track are available from the court office or online at https://www.gov.uk/government/publications/small-claims-track-fast-track-and-multi-track-ex305-and-ex306 and search for leaflet EX306.

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From the available papers, it is estimated that the hearing will take one and a half hours. If a party is aware of a reason why this estimate might be substantially inaccurate, that party must notify the court immediately.

4) The parties are encouraged always to try to settle the case by negotiation. The parties are encouraged to contact each other with a view to trying to settle the case or narrow the issues. The court must be informed immediately if the case is settled.

5) The following paragraphs set out the Judge's directions for preparation for the hearing. Failure to comply with the directions may result in the case having to be adjourned and the party at fault having to pay costs.

The following Directions apply to this Claim:

6) Each party must deliver to the other party and to the court office copies of all documents on which that party intends to rely at the hearing no later than fourteen days before the hearing.

7) The original documents must be brought to the hearing.

8) The judge may refuse to consider a document or take it into account if a copy of it has not been sent to the other party as required by this Order.

9) The documents to be sent to the other party and the court must include the statements of all witnesses (including the parties themselves).

10) Witness statements must:
   a) Start with the name of the case and the claim number;
   b) State the full name and address of the witness;
   c) Set out the witness's evidence clearly in numbered paragraphs on numbered pages;
   d) End with this paragraph: 'I believe that the facts stated in this witness statement are true.' (or words to that effect); and
   e) be signed by the witness and dated.

11) If a witness is unable to read the statement in the form produced to the court, the statement must include a certificate that it has been read or interpreted to the witness by a suitably qualified person. If a witness who has made a statement is to give evidence or be cross-examined and is unable to do so in spoken English (or Welsh if the hearing is in Wales), the party relying on that witness must ensure that a suitable independent interpreter is available.

12) The judge may refuse to hear the evidence or consider any statement of any witness whose statement has not been prepared and copied to the other party and the court in accordance with the paragraphs above.

13) Neither party may rely at the hearing on any report from an expert unless permission has been granted by the court beforehand. Anyone wishing to rely on an expert must write to the court immediately on receipt of this Order and seek permission, giving an explanation why the assistance of an expert is necessary.

14) Because this Order has been made without a hearing, the parties have the right to apply to have the order set aside, varied or stayed. A party making such an application must send or deliver the application to the court (together with any appropriate fee) to arrive within seven days of service of this Order.

If your claim has been struck out, it will no longer exist. The hearing will be vacated, unless a counterclaim survives the claim being struck out.

If, following strike out of the claim the claimant or defendant wishes to start fresh proceedings a new claim must be filed together with the appropriate fee or application for help with fees.

Information and leaflets explaining more about how to pay a court fee or how to apply for a help with fees available from the court office **or online at:** https://www.gov.uk/court-fees-what-they-are

Further information relating to Mediation of small claims are available from the court office **or online at:** https://www.gov.uk/respond-to-court-claim-for-money/mediation

The trial fee is **non refundable**. If parties settle before the trial fee is due, the trial fee will not be payable. If a consent order settling the matter is requested after the trial fee has been paid, the consent order fee will still be payable.

The trial fee should be payable to the Court by a cheque, postal order (please note that the Court does not accept Third-Party Cheques) or by calling the Court on 0208 963 8212 between the hours of 10am-3pm to make a payment with a credit or debit card. If you are a solicitor, you can provide your PBA fee account in writing with clear instructions for the Court to debit the appropriate fee.

Should you be eligible for Help with Fees, please visit https://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees. You will need to return your completed application forms, a signed Statement of Truth together with a completed Fee Remission (EX160) form. Please note that eligibility for help with fees is determined by Department for Work and Pensions (DWP) website and not a decision made by the Court.

Please note, unless you apply for help with fees, there will be no further correspondence from the court office regarding payment of the fee or warnings as to the consequences of non payment.

Date 22 August 2025

NOTICE TO THE PARTIES

1. Your hearing will take place in person on the date and time as set out above of when you must attend. This document tells you how to prepare for the hearing. It is important that you follow these instructions.

2. You must pay the hearing fee to your Home Court. This is the court which normally deals with your case. If you need to make an application, send it to the Home Court.

3. If your case settles or an agreement is reached prior to the hearing, you must contact the Home Court with a proposed Consent Order.

4. This case has been given a time estimate. If you are concerned that the time allocated is not sufficient you must contact the Home Court immediately.

5. Your case has been listed at the same time as several other cases, but you MUST be available at the time given, or earlier as you may need to speak to your legal representative. Please note that your case may not start at the time stated and that you may have to wait until your case is called, which may be later in the day.

6. The order in which cases will start is based on the time estimate and other factors. If you are not available at the required time the case may be heard in your absence, and the Judge will make whatever order appears appropriate.

7. In rare events, it may not be possible to hear the case. If it is not possible to provide a judge to hear your case, the court and His Majesty's Court and Tribunal Service will not be responsible for any costs incurred in the absence of maladministration.

...es are listed in accordance with local hearing arrangements determined by the Judiciary and implemented by ...ourt staff. Every effort is made to ensure that hearings start either at the time specified or as soon as possible thereafter. However, listing practices or other factors may mean that delays are unavoidable. Furthermore, in some instances a case may be released to another judge, possibly at a different court. The hearing may be removed from the list if no Judge is available to hear it.

Your case has been listed at the same time as several other cases, but you are required to attend Court at the time given in your notice, or earlier if you need to speak to your legal representative. When you arrive at Court you should report to an Usher who will tell you if the other party are in attendance. You may wish to consult with them before going into Court to attempt to clarify/resolve any outstanding issues.

The Judge will decide the order in which cases are called based on who is in attendance, the time estimate and other factors. Please ensure that the Usher is aware of your whereabouts at all times. If you are not in the court at the required time and your case is called it may be heard in your absence.

If your case does settle prior to the hearing date, please notify the court in writing.

Any bundle filed at Court, must be filed not more than seven nor less than three clear days before the hearing. Any such bundle must be indexed and paginated and comply with the requirements of Rule 39.5 Civil Procedure Rules. Any bundles received more than 7 days before the hearing will be disposed of and a new bundle will need to be filed within the timeframe directed. The parties must endeavour to agree the contents of the bundle before it is filed. The bundle will include a case summary and a chronology. Even where the hearing is to be heard remotely, the Claimant should send to the Court a hard copy indexed and paginated bundle. Failure to lodge a hard copy bundle in accordance with this direction may result in the hearing being removed from the list.