



FORM 3C

# The Simple Procedure Further Respondent Form

To make a claim against more than two respondents, you must complete a Further Respondent Form for each extra respondent after the two respondents you named in the Claim Form and send it to the sheriff court along with the Claim Form.

## A. ABOUT THE FIRST CLAIMANT

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① Fill in information about the claimant named on the Claim Form, so that the court knows who you are and how to contact you.

### A1. Are you an individual, a company or an organisation?

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- An individual (including a sole trader) (please fill out A2)
- A company or organisation (please fill out A3)

### A2. What is your full name?

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Name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>
Trading name or representative capacity (if any)	<input type="text"/>

### A3. What is the name of the company or organisation?

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Name	<input type="text"/>
Company type	<input type="text"/>
Company registration number (if limited company or LLP)	<input type="text"/>
Trading name (if any)	<input type="text"/>

#### A4. What is your address?

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Address	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
Email address	<input type="text"/>

#### B. ABOUT THE FURTHER RESPONDENT

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##### B1. What is the first respondent's full name or company name?

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- ① You must fill in information about the first respondent you named in part C of the Claim Form so that the court knows which claim this relates to.

##### B2. What is the second respondent's full name or company name?

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- ① You must fill in information about the second respondent you named in part C of the Claim Form so that the court knows which claim this relates to.

##### B3. Is the further respondent an individual, a company or an organisation?

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- An individual (including a sole trader) (please complete B4)
- A company or organisation (please complete B5)

##### B4. What is the further respondent's full name?

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- ① If the further respondent is an individual trading under a business name, please also give that name.

Name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>
Trading name (if any)	<input type="text"/>

**B5. What is the further respondent's company name or organisation name?**

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① If the further respondent is a company (which might be indicated by 'Limited', 'Ltd' or 'plc' after its name), please give the full name of that company and the company registration number.

① You can check the name of a company on the Companies House website.

Name	<input type="text"/>
Company type	<input type="text"/>
Company registration number (if limited company or LLP)	<input type="text"/>
Trading name (if any)	<input type="text"/>

**B6. What are the further respondent's contact details?**

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Address	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
Email address	<input type="text"/>