

I've Received a Court Letter or Demand Notice... Now What?

What You May Need to Do

- **Read the letter carefully.** Understand who is sending it, what the claim is about, and any deadlines or instructions included.
- **Don't ignore it.** Failure to respond can lead to judgments against you or your business without your input.
- **Check the details.** Confirm that the claim or demand is valid and relates to your business or personal affairs.
- **Seek professional advice.** Contact your accountant, solicitor, or advisor immediately to discuss your options.
- **Respond on time.** Follow the instructions carefully, whether it's sending a reply, paying a sum, or appearing in court.
- **Keep records.** Save copies of all correspondence and notes on phone calls or meetings.

How I Can Help

I can:

- Review the letter and explain what it means
- Help gather the financial information needed
- Coordinate with your legal advisors
- Assist with any tax or accounting issues involved
- Support you throughout the process

Easy Mistakes to Avoid

- ✗ Ignoring the letter or missing deadlines
- ✗ Trying to handle legal matters without advice
- ✗ Making payments or admissions without checking first
- ✗ Losing important documents or correspondence
- ✗ Not telling your accountant or solicitor

Need a hand?

Court letters and demands can feel overwhelming, but you don't have to face them alone. I'll help you take the right steps calmly and confidently.