



**The Royal Court Civil Rules, 2007
(O.R.C. IV of 2007)**

**Rule 90 - Procedure for Issuing Summonses in the Royal Court
without instructing an Advocate**

1. A plaintiff or claimant can bring an action for debt or damages before the Magistrate's Court (as a Petty Debt) for a sum not exceeding £10,000, by instructing HM Sergeant to issue a summons. Claims in excess of £10,000 can only be pursued before the Royal Court.
2. This Rule provides for a plaintiff to issue a summons in civil proceedings before the Royal Court without instructing an Advocate. (A copy of Rule 90 is attached)
3. The plaintiff must first apply to the Bailiff for leave to issue a Summons. He or she does this by delivering to HM Greffier the following three forms, Application Form A and Summons Form B (or, if the action is for eviction, Summons Form B for Evictions). A written summary of the material facts, which the plaintiff will rely upon in support of his action, must be attached to the Summons form. The Court Fee must be paid when the application is delivered to the Greffe.
4. The Bailiff will usually consider the application on the papers and HM Greffier will then write to the plaintiff telling him of the Bailiff's decision.
5. If the application is granted, HM Greffier will send a standard letter to the Plaintiff, enclosing:-
 - (1) The Application Form A duly certified to indicate that it has been granted;
 - (2) Copies of Summons Form B and Cause Form C: and
 - (3) Extract from the Royal Court (Costs and Fees) Rules, 2016 – so that the plaintiff is aware of the Court fees he may be charged. If the plaintiff is unsuccessful he may also be ordered by the Royal Court to pay the costs of the defendant. For example, if the defendant has engaged an Advocate, on the standard recoverable basis the Advocate's time can be charged for a figure not exceeding the amount stated in Rule 2 of The Royal Court (Costs and Fees) Rules.. Thereafter the rate will be increased in accordance with the Guernsey Retail Price Index.
6. The plaintiff is required to instruct HM Sergeant to issue a summons, and to lodge with HM Greffier the cause, bearing HM Sergeant's certificate of service, by close of business on the Wednesday before the Friday 9.30 sitting of the Royal Court.



7. The plaintiff is required to pay the appropriate tabling fee at the Greffe when he lodges his cause in accordance with paragraph 6.

The tabling fees vary according to the amount claimed. See the attached extract from the Royal Court (Costs and Fees) Rules.

8. Copies of Application Form A, Summons Form B, and Cause Form C are attached.
9. For further information, and copies of Forms, please contact:

H M Greffier
The Greffe
Royal Court House
ST PETER PORT
Guernsey GY1 2PB

Tel: 01481 725277
Fax: 01481 715097
E-mail: HM.greffier@gov.gg