



PRACTICE DIRECTIONS ON SMALL CLAIMS 2023

The Honourable Chief Judge of Kwara State

In exercise of the powers conferred on me by Section 274 of the Constitution of the Federal Republic of Nigeria, 1999 (as amended), Section 89(1)(a), (b) & (p) of the District Court Law CAP. D4, Laws of Kwara State, 2006 and by all other powers enabling me in that behalf, I, **HON. JUSTICE AYODELE ABIODUN ADEBARA**, Chief Judge of Kwara State, hereby issues the following Practice Directions.

PREAMBLE:

I, the Hon. Chief Judge, hereby designate some Districts' Courts as Small Claims Courts.

The Practice Directions shall apply and be observed in the Districts' Courts designated as Small Claims Courts and by the High Court when sitting over appeals from the Small Claims Courts.

COMMENCEMENT

This Practice Direction shall be effective on the 5th Day of OCTOBER 2023.

PROCEDURE

ARTICLE 1

OBJECTIVE

The objectives of the Small Claims Court is to provide easy access to an informal, inexpensive and speedy resolution of simple and liquidated money recovery disputes in the District Courts.

ARTICLE 2

COMMENCEMENT OF ACTION

1. An action may be commenced in the Small Claims Court where:
 - a) The Defendant(s) or one of the Defendants reside(s) or carry(ies) on business in Kwara State; or
 - b) The cause of action arose wholly or in part in Kwara State; and
 - c) The claim is for a liquidated monetary demand in a sum not exceeding ₦3,000,000.00 (Three Million naira), excluding interest and costs that may be awarded by the Court.
 - d) The Claimant has served on the Defendant, a LETTER OF DEMAND as in Form SCA1.
2. The action shall be commenced by Claim upon the completion of a Small Claim Complaint Form as in Form SCA2.
3. The Summons shall be issued as in Form SCA3 upon the Registrar or any person in charge being satisfied that the requirements of Article 2 (1) above have been met.

ARTICLE 3

SUMMARY JUDGMENT

1. Where a claimant believes that there is no defence to his claim, he may file with the summons, an application for Summary Judgment as in Form SCA8.
2. The Application for Summary Judgment shall be supported by an Affidavit stating the grounds for his belief (that there is no defence to his claim) as in Form SCA8
3. If the Defendant files a Counter Affidavit specified in Article 7(2) below, the Claimant may file a Further-affidavit to the Defendant's counter affidavit within 5 days of

service of the counter affidavit

4. Where it appears to the District Judge that the Defendant has a good defence and ought to be permitted to defend the claim, he may be granted leave to defend.
5. Where it appears to the District Judge that the Defendant does not have a good defence, the District Judge may enter judgment for the plaintiff.
6. Where it appears to a District Judge that the Defendant has a good defence to the other parts of the claim, the District Judge may enter judgment for that part of the claim to which there is no defence and grant leave to defend that part to which there is defence.
7. Where there are several Defendants, and it appears to a District Judge that one or more of the Defendants have a good defence, the District Judge may permit such Defendants to defend and enter judgment against the other Defendants.

ARTICLE 4

MARKING AND PAYMENT OF FILING FEES

Where a case satisfies the criteria in Article 2 above, the Small Claims Registrar or any person in charge of the Small Claims Registry shall cause the Claim to be marked "Qualified for Small Claims" and direct the Applicant to pay appropriate filing fees.

ARTICLE 5

ASSIGNMENT OF SMALL CLAIMS FILES

- (1) Upon the marking of the Claim, the Small Claims Registrar shall within twenty- four (24) hours forward the case file to the Deputy Chief Registrar (Administration) for assignment to a District Judge of the Small Claims Court.
- (2) The DCR (Administration) shall within twenty-four (24) hours of receipt of the case file assign the Small Claims file to a District Judge of the Small Claims Court. Such case assignments shall be undertaken on a random basis.

ARTICLE 6

SERVICE OF SMALL CLAIMS SUMMONS

- (1) The Summons shall be served by the Registry of the Small Claims Court within seven (7) days of filing, by the bailiff or any other designated officer of the Small

Claims Court.

- (2) Upon service, the bailiff or any other designated officer of the Small Claims Court shall file an Affidavit of service as in Form SCA 6 within two (2) days of service.
- (3) The provision of the Districts' Court (Civil Procedure) Rules regarding mode of service, except as provided herein, shall apply to any process of whatever description issued by the Small Claims Court.
- (4) Where the bailiff or any designated officer of the Small Claims Court is unable to serve the Summons on the Defendant within the time specified in (1) above, he shall file an Affidavit of Non-Service as in Form SCA 4 after the expiration of the time allowed for service.
- (5) In the event of (4) above, the Claimant shall apply for an Order of substituted service of the Summons on the Defendant by filing Form SCA 7.
- (6) Substituted service may be effected by pasting on a conspicuous area of the Defendant's last known place of abode or by electronic mail.
 - i. The application for substituted service above shall be accompanied by an Affidavit confirming the identity of the Defendant/Respondent, postal/physical address, electronic mail address, and existing phone number(s) with which the Defendant(s) will receive service of the Summons.
 - ii. A copy of any previous electronic mail correspondence including attachments between the parties may be attached as proof of the validity of the electronic mail address.
 - iii. The Bailiff of the Small Claims Court shall serve the Summons, other relevant Forms, Annexures and Claims by electronic mail on the address as ordered by the Court, indicating what processes have been served by way of electronic mail and the number of pages that were mailed.

Provided that substituted service by means of text message (SMS) shall be used for Hearing Notices only.

ARTICLE 7

COUNTER-CLAIM

- 1) If at the time the action is commenced, the Defendant intends to claim against the Claimant a liquidated money demand not exceeding ₦3,000,000.00 (Three Million Naira) (excluding interest and costs) and which claim arises out of the same transaction or series of transactions, the Defendant shall complete and file a counter-claim form as in Form SCA 5 in answer to the Claim.
- 2) If at the time the action is commenced, the Defendant intends to claim against the Claimant a liquidated money demand exceeding ₦3, 000,000.00 (Three Million Naira) but not more than ₦5, 000,000.00 (Five Million Naira) (excluding interest and costs), (which is the limit of the general jurisdiction of the District Court), the Defendant may file a counter-claim in the pending Small Claims action by completing Form SCA 5.
- 3) If at time the action is commenced, the Defendant has a counter-claim that exceeds the general jurisdiction of the District Court, the Defendant may file the counter-claim, by filling Form SCA 5, PROVIDED that any Judgment in the Defendant's favour shall be limited to the general jurisdiction of the Districts' Courts.
- 4) In the event of (3) above, the Defendant/Counter-claimant shall be deemed to have abandoned the excess of the counter-claim.
- 5) The Defendant(s) counter-claim shall be limited to the Claimant(s) on record.
- 6) The Claimant may file a reply to the Defendant(s) Defence and shall file reply to the Counter-claim if he intends to contest same within five (5) days of service of the Defendant(s) Defence and Counter-claim.
- 7) No pleadings after reply are allowed.

ARTICLE 8

FILING OF DEFENCE/ADMISSION/COUNTER-CLAIM/COUNTER AFFIDAVIT TO APPLICATION FOR SUMMARY JUDGMENT

- (1) Upon service of the Summons, the Defendant shall file his Defence/Admission or

Counterclaim within Seven (7) days by completing Form SCA 5 as appropriate.

- (2) A Defendant who has been served with an Application for Summary Judgment shall file (along with Form SCA5 and within 7 days stipulated for him to enter a Defence) a Counter-affidavit as in Form SCA5 slating why summary judgment should not be entered against him.
- (3) The provision of Article 6 on service of Summons shall apply to service of a Counter-claim.
- (4) Where a Defendant fails to file an Answer to the Claim, within 7 days such Defendant may be held to have admitted the Claim.

ARTICLE 9

NON-APPEARANCE

- 1) When the claim is called for hearing on the date fixed and neither party appears, the District Judge shall unless he sees good reason to the contrary, strike out the claim.
- 2) Where the claim is called for hearing and the Claimant appears but the Defendant does not appear, provided there is proof of service, the District Judge shall proceed with the hearing of the claim and enter Judgment as far as the Claimant can prove his claim.
- 3) Where the claim is called for hearing, and the Defendant appears but the Claimant does not appear, the Defendant if he has no counter-claim, shall be entitled to an Order striking out the claim, but if he has a counter-claim, the District Judge shall proceed to hear the counter-claim and enter Judgment accordingly, as far as the Defendant can prove his counter-claim.
- 4) A Claim struck out on grounds of non-appearance or want of diligent prosecution shall not be relisted but may be refiled upon payment of prescribed fees.

ARTICLE 10

PROCEEDINGS AT THE HEARING

- 1) At the first appearance of the parties before the Court, the District Judge shall promote, encourage and facilitate negotiation and amicable settlement between the

parties. The process of facilitating amicable settlement of the dispute among the parties shall not exceed seven (7) days.

- 2) Notwithstanding (1) above, the parties are also encouraged to contact one another with a view to settling the matter amicably or to narrow the issues. However, the court must be informed on the hearing date if the case is settled by agreement before that date and a consent judgment may be entered by the Court accordingly.
- 3) In the event that parties are unable to settle the dispute amicably, the District Judge shall hold a pre-trial conference for the purpose of giving directions for hearing of the claim or counter-claim (as the case may be) including a hearing time table, length of trial or hearing, exchange of witness(es) list, discovery timeline/agreement on evidence, jurisdiction and other procedural issues, formulation and settlement of issues, as appears to the District Judge to secure the just, expeditious and speedy disposal of the claim or counter-claim.
- 4) Hearing shall be conducted by the court from day to day as far as is practicable and may only be adjourned as a last resort and for the shortest possible time.
- 5) Adjournment can only be granted during proceedings in unforeseen and exceptional circumstances and a party may not be granted more than one (1) adjournment during the entire proceedings.
- 6) During the hearing, the District Judge may, in the interest of justice, ask any question of the witness or order the witness to produce any document in the possession of the witness in order to clear up any ambiguity which may have been left obscured in evidence given by such a witness.
- 7) The entire hearing period shall not be more than thirty (30) days from the first date of hearing, inclusive of the seven (7) days for amicable settlement.

ARTICLE 11

REPRESENTATION

Parties may represent themselves at the proceedings in the Small Claims Court. Partnerships and Registered Companies can be represented by either a Partner, Company Secretary or any other Principal Officer of the Partnership or Company.

ARTICLE 12

EVIDENCE

- 1) Parties may testify on their own behalf and tender all necessary documents and they may call other witnesses to give evidence at the hearing.
- 2) The Court may, in the interest of justice, depart from the strict application of the rules of evidence and the Evidence Act.

ARTICLE 13

JUDGMENT

- 1) The District Judge shall endeavour to deliver Judgment within fourteen (14) days of the completion of hearing. The judgment shall include the Court's determination of issues raised in any interlocutory application(s) filed by any of the parties.
- 2) The entire period of proceedings from filing till judgment shall not exceed sixty (60) days.
- 3) The judgment of the Court shall not be invalid by reason of the entire proceedings of the court having exceeded sixty (60) days.
- 4) The District Judge shall endeavour to issue authenticated copies of the judgment immediately after its delivery but in any event not exceeding Seven (7) days from the date of the delivery of the judgment.

ARTICLE 14

ENFORCEMENT OF JUDGMENT

- 1) The Defendant(s) to the Claim or Counter-Claim (as the case may be), shall comply with the Judgment and pay the Judgment sum forthwith or as may be ordered by the Court
- 2) Upon default of the Judgment Debtor to pay the Judgment sum, the Judgment shall become enforceable forthwith.

ARTICLE 15

APPEALS

- 1) Where either party is aggrieved with the Judgment, such party shall file the Notice of Appeal, as in Form SCA 10 within fourteen (14) days of the delivery of the

Judgment stating the reasons for the Appeal.

- 2) The Assistant Registrar or any officer of the Small Claims Court Registry shall compile the record of appeals within fourteen (14) days of the submission of FORM SCA 10.
- 3) The Records of Appeal shall thereafter be forwarded to the Fast Track Registry of the High Court, where it is then assigned to a Judge of the Fast Track Court designated to hear appeals from the Small Claims Court.
- 4) The Judge, so designated shall cause Hearing Notices to issue to the parties and the Appeal shall be heard at the earliest convenience of the Court.
- 5) The Appeal shall be by written briefs and on the Records of the Appeal.
- 6) The whole Appellate Process from the assignment of the Appeal to Judgment shall not exceed thirty (30) days.

ARTICLE 16

GENERAL PROVISIONS

- 1) Every District Judge presiding in a Small Claims Court must take judicial control and management of all cases allocated to him/her by the Administrative District Judge.
- 2) The District Judge must note in the Small Claims record book, the duration of each sitting. The record book shall provide detailed information on the progress of each case from filing to issuance of judgment.
- 3) The District Judge shall record on the Small Claims Court Assessment Form the day when the proceedings commenced and was concluded as a requirement for monthly report.
- 4) The monthly returns shall be collated and submitted to the Collation Unit of the Small Claims Court Secretariat (not later than the seventh day of the subsequent month) for online publication on the Kwara State Judiciary website.
- 5) Where 60 days have expired from the date of filing of a claim and no Judgment has been delivered, the District Judge shall report to the Deputy Chief Registrar (Administration) stating the reason(s) for the delay in not concluding the matter within 60 days.

ARTICLE 17

INTERPRETATION SECTION

"Electronic Mail" means parties verified and verifiable e-mail, X, Instagram, WhatsApp, Telegram address/account/handle or any other related media platform"

Issued This 5th Day of OCTOBER 2023

Under the Hand AND SEAL OF:



Hon. Justice A.A. Adebara
Chief Judge of Kwara State

FORMS

FORM SCA 1

**SMALL CLAIMS COURT
LETTER OF DEMAND**

FROM

.....
WORK ADDRESS

RESIDENTIAL ADDRESS

TELEPHONE NO. (S) AND E-MAIL

TO

.....
WORK ADDRESS

RESIDENTIAL ADDRESS

TELEPHONE NO.(S) AND E-MAIL

SIR/MADAM

DEMAND

I hereby claim from you

.....
.....

(PLEASE STATE PARTICULARS)

.....
.....

Unless you comply with this demand within fourteen (14) days after the receipt of this letter, summons will be issued against you in the Small Claims Court.

.....
CLAIMANT'S SIGNATURE

IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)
COMPLAINT FORM (TO ACCOMPANY FORM SCA 3)

NB

1. Please fill the Form legibly.
2. Please attach copies of the documents (contracts, receipts, experts report (if applicable) etc., upon which the claims is based
3. Submit this form at the Registry of the Small Claims Court

A. PARTICULARS OF CLAIMANT(S)

FULL NAME

WORK ADDRESS

RESIDENTIAL ADDRESS

TELEPHONE NO. (S) AND E-MAIL ADDRESS

Please attach a list of other claimants (if more than one) with the required particulars

B. PARTICULARS OF THE DEFENDANT(S)

FULL NAME

WORK ADDRESS

RESIDENTIAL ADDRESS

TELEPHONE NO. (S) AND E-MAIL ADDRESS

Please attach a list of other defendant(s) (if more than one) with the required particulars

PLEASE SUMMARIZE YOUR COMPLAINT AND STATE THE STEPS YOU HAVE TAKEN TO RECOVER THE CLAIM.

.....
.....
.....

.....
CLAIMANT'S SIGNATURE/THUMBPRINT

.....
DATE

Sworn to at the Small Claims Court Registry

This Day of 20

The foregoing having been read and interpreted by me to the Deponent in language he being Illiterate/Blind and he having appeared perfectly to have understood before affixing his thumbprint impression.

JURAT (if applicable)

Commissioner for Oaths.

IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)
SUMMONS

(TO BE SERVED WITHIN SEVEN DAYS OF FILING)

CLAIM NO.

BETWEEN:

..... CLAIMANT

AND

..... DEFENDANTS

The claimant claims:

Debt (particulars are attached)

Court Fees

Costs

Total: N

To

.....

.....

1. You are hereby summoned to appear personally before this court on the day of 20 at to admit or deny your liability for the above mentioned claim.
2. If you deny liability or have a counter-claim, you are advised to complete and return Form SCA 5 to the Registry of the Small Claims Court within seven (7) days after the service of this summon inclusive of the day of service. If you require a longer time for payment, complete the form of ADMISSION as in Form SCA 5.
3. (a) Take note that if you fail to appear in court on the hearing date after the summons has been served you, judgment may be obtained against you by the Claimant.
(b) Money payable in terms of a Judgment or Order of Court may be paid directly to the Judgment Creditor.
(c) The Judgment Debtor must notify the Judgment Creditor fully and correctly, within 7 days after he has changed his place of work, employment or residence, of his new place of work, employment or residence.

Dated at this Day of 20

IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)
AFFIDAVIT OF NON-SERVICE

CLAIM NO.

BETWEEN:

..... CLAIMANT

AND

..... DEFENDANTS/RESPONDENT

Make Oath and say, that on the day of 20

At O'clock I attempted to serve upon

Summons for Small Claims

..... True copy whereof annexed

issued out of this court at

I have been unable to serve the Summons

Because

.....

.....
Sherriff/Bailiff

SWORN TO AT THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS) REGISTRY

This Day 20

IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)

FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM TO ACCOMPANY FORM SCA 3
(TO BE SERVED ON THE CLAIMANT WITHIN 7 (SEVEN) DAYS OF SERVICE OF FORM SCA 3)

Claim No.....

BETWEEN

.....CLAIMANT(S)

AND

.....DEFENDANT(S)

A. ADMISSION

I admit the Claimant's claim (or)..... part of the Claimant's claim and I ask for permission to pay the sum with costs on that amount on the day of20..... (or by instalments of ₦.....per.....) because:

- 1.....
2.....
3.....

(State why you cannot pay at once).

B. DEFENCE

I have a defence or I dispute part of the Claimant's claim because.....

(State briefly the facts you wish to put before the courts).

C. COUNTERCLAIM OR SET OFF.

I have a counter-claim or set-off against the Claimant for ₦.....

(State the particulars of the Counterclaim or Set off).

I hereby abandon any claim in excess of ₦ 5,000,000 (five million Naira) (excluding Interest and cost).

DEFENDANT COUNTER CLAIMANT'S DATE

FORM OF JURAT (if applicable)

Where the Commissioner has read the Affidavit to the Deponent

The foregoing having read and interpreted by me to the Deponent in..... Language he/she being illiterate/Blind and he/she having appeared perfectly to have understood before affixing his thumb print impression.

Commissioner for Oath

Defendant's address for service in Kwara

Dated.....day of.....20.....

NB: IF YOU FAIL TO FILE AN ANSWER TO THE CLAIM, YOU MAY BE HELD TO HAVE ADMITTED THE CLAIM

IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)

AFFIDAVIT OF SERVICE
(PROOF OF SERVICE TO BE FILED WITHIN TWO (2) DAYS OF SERVICE)

CLAIM NO

BETWEEN:CLAIMANT(S)/APPLICANT(S)

AND

..... DEFENDANT(S)/RESPONDENT(S)

I, Make Oath

and say, that on the day of20

At O'clock I served upon.....

Summons for small claim..... True copy

whereof annexed issued out of this court at.....

Upon..... on the complaint of.....

By delivering the same personally to

Before the day I served the summons

I did not know

Personally, but after he was pointed out to me by

Asked him if he wasand he said, he was.

Sheriff/bailiff

SWORN TO AT THE SMALL CLAIMS COURT REGISTRY

DATED THIS DAY20

BEFORE ME

COMMISSIONER FOR OATH

IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)

CLAIM NO

BETWEEN:CLAIMANT(S)/APPLICANT(S)

AND

..... DEFENDANT(S)

MOTION EX-PARTE

BROUGHT PURSUANT TO ORDER 4 RULE 2 OF THE DISTRICT COURT RULES, AND UNDER THE
INHERENT JURISDICTION OF THE COURT

TAKE NOTICE that the Honourable Court will be moved on the day of 20, at
9'0 Clock in the forenoon or soon thereafter as the Claimant/Applicant may be heard praying the
court for the following:

- 1. An Order of the Court granting leave to the Claimant/Applicant to serve the Summons on the Defendant by substituted means, to wit: pasting same at

.....

being the last known address of the Defendant or by any other means of service, as is hereby stated.

- 2. AND FOR SUCH ORDER OR ORDERS as this Honourable Court may deem fit to make in the circumstances in this claim.

Dated thisday of.....20

Claimant's signature

FORM FOR SUMMARY JUDGMENT
IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)
IN THE..... DISTRICT
HOLDEN AT
(TO BE SERVED ON THE DEFENDANT WITHIN 7 DAYS OF FILING)
CLAIM NO.

BETWEEN:

..... CLAIMANT(S)
AND
..... DEFENDANT(S)

APPLICATION FOR SUMMARY JUDGMENT
BROUGHT PURSUANT TO ORDER.....RULE..... OF THE DISTRICT COURT LAW PRACTICE DIRECTION
ON SMALL CLAIMS AND UNDER THE INHERENT JURISDICTION OF THE COURT

TAKE NOTICE that this Honourable Court will be moved on the.....day of.....20....., at
9'O Clock in the forenoon or soon thereafter as the Claimant may be heard praying the court for an
order:

- 1. Entering Summary Judgment against the Defendant in the sum of [N.....] plus interest and cost
- 2. AND FOR SUCH FURTHER ORDER OR ORDERS as this Honourable Court may deem fit to make in the circumstances in this claim.

Dated..... day of 20

Claimant's signature

ADDRESS.....
.....
.....
TELEPHONE NO:.....
EMAIL.....

FOR SERVICE ON:
DEFENDANT'S NAME:.....
ADDRESS:.....
.....
.....
TELEPHONE NO:.....
EMAIL:.....

AFFIDAVIT IN SUPPORT OF SUMMARY JUDGMENT
IN THE DISTRICT COURT OF KWARA STATE (SMALL CLAIMS)
IN THE DISTRICT

HOLDEN AT

(TO BE SERVED ON THE DEFENDANT WITHIN 7 DAYS OF FILING)

CLAIM NO.....

BETWEEN:

..... **CLAIMANT(S)**

AND

..... **DEFENDANT(S)**

AFFIDAVIT IN SUPPORT OF APPLICATION FOR SUMMARY JUDGMENT

I, _____ of _____ [state the name and address of the Claimant] Kwara State do

hereby make an oath and state as follows:

1. I am the Claimant in this case.
2. The Defendant is indebted to me in the sum of [N.....] and I verily believe that the Defendant has no defence whatsoever to my claim
3. Notwithstanding the issuance of a Letter of Demand, Defendant failed to liquidate his indebtedness to me
4. I have also issued a Complaint Form and caused a Summons to be issued against the Defendant.
5. Notwithstanding the service of the foregoing on the Defendant, he has failed to liquidate his indebtedness to me
6. The indebtedness arose on account of:

.....
.....
.....
.....

7. I depose to this Affidavit conscientiously believing all the depositions contained here to be true and correct by the Oaths Law of Kwara State

DEPONENT

SWORN To at the Registry of the Small Claims Court, Kwara State this..... day of
..... 20.....

BEFORE ME

IN THE HIGH COURT OF KWARA STATE
(FAST TRACK COURT/DIVISION)
HOLDEN AT.....

APPEAL NO:.....

BETWEEN:

..... APPELLANT(S)

AND

.....RESPONDENT(S)

NOTICE OF APPEAL

TAKE NOTICE that the /Appellant(s) being dissatisfied with the decision of the Court (Small Claims Court) District as contained in the Judgment delivered on the by do hereby appeal to the High Court of Kwara State, upon the grounds set out in paragraph 2 and will at the hearing of the Appeal seek the reliefs set out in paragraph 3.

AND the Appellant further states that the names and addresses of the persons who would be directly affected by the appeal are those set out in paragraph 4 of this Notice.

1. PART OF THE DECISION OF THE LOWER COURT COMPLAINED OF:

.....
.....
.....

2. GROUNDS OF APPEAL

1. The Learned District Judge erred in law when His Worship held that

.....
.....
.....
.....

3. PARTICULARS OF ERROR

(a).....

.....

(b).....

.....

.....

4. RELIEFS BEING SOUGHT FROM THE HIGH COURT OF KWARA STATE

(a) An Order of the Honourable Court

(b) An Order.....

.....
.....

5. PERSON(S) DIRECTLY AFFECTED BY THE APPEAL

NAMES:

ADDRESS

.....

.....
TELEPHONE NO.....
EMAIL.....

NAMES:
ADDRESS

.....
.....
TELEPHONE NO.....
EMAIL.....

Dated thisday of 20

.....
APPELLANT'S SIGNATURE

ADDRESS FOR SERVICE:

NAMES:
ADDRESS

.....
.....
TELEPHONE NO.....
EMAIL.....