

IN THE GRAND COURT OF THE CAYMAN ISLANDS

0308
CAUSE NO: OF 2007

BETWEEN:

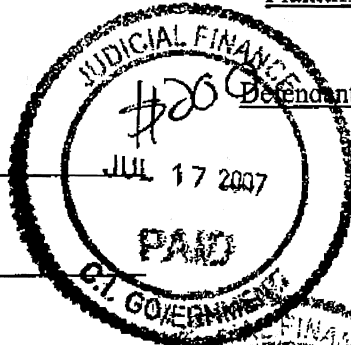
CAYMAN AIRWAYS LTD

Plaintiff

AND

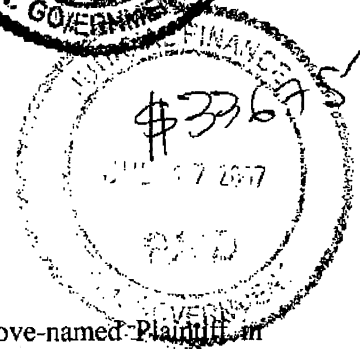
DONALD HICKS

Defendant



WRIT OF SUMMONS

TO: Donald Hicks
48 Stonewall Drive
South Sound
PO Box 1720 GT
George Town
Grand Cayman KY1-1109
Cayman Islands



THIS WRIT OF SUMMONS has been issued against you by the above-named Plaintiff in respect of the claim set out on the next page.

Within 14 days after the service of this Writ on you, counting the day of service, you must either satisfy the claim or return to the Court Office, PO Box 495GT, George Town, Grand Cayman, the accompanying Acknowledgment of Service stating therein whether you intend to contest these proceedings.

If you fail to satisfy the claim or to return the Acknowledgment within the time stated, or if you return the Acknowledgment without stating therein an intention to contest the proceedings, the Plaintiff may proceed with the action and judgment may be entered against you forthwith without further notice.

Issued this 16th day of July 2007.

NOTE - This Writ may not be served later than 4 calendar months (or, if leave is required to effect service out of the jurisdiction, 6 months) beginning with the date of issue unless renewed by order of the Court.

IMPORTANT

Directions for Acknowledgment of Service are given with the accompanying form.

STATEMENT OF CLAIM

- 1 The Plaintiff is a duly incorporated company having its registered office at PO Box 10092APO, Airport Road, George Town, Grand Cayman, Cayman Islands.
- 2 The Defendant was employed by the Plaintiff as a Manager in the Plaintiff's Sales and Marketing Department from November 1999 to 4 January 2007.
- 3 The Defendant was issued an American Express card by the Plaintiff on 9 May 2005 for the Defendant to use in the conduct of his duties as a Manager in the Plaintiff's Sales and Marketing Department.
- 4 It was an express condition of the Defendant's terms of use of the American Express card that:
 - 4.1 The Defendant was responsible for all charges on the said credit card;
 - 4.2 If reports for the Defendant's legitimate business expenses were not forwarded to the Plaintiff's representative within 30 days, the said credit card could be suspended and amounts could be deducted from payroll; and
 - 4.3 Any personal charges would be deducted from the Defendant's payroll.
- 5 The Defendant accepted the terms and signed the Credit Card Authorisation form on 9 May 2005.
- 6 It was an implied term of the Defendant's employment that he would not use the credit card to make extensive personal purchases which he had no intention or ability to pay for.
- 7 In breach of his terms of employment and in breach of the terms of the credit card authorisation form, from 5 May 2005 to 3 November 2006, the Defendant charged US\$56,609.59 in expenses for which the Defendant has failed to provide expense reports

or receipts and which charges are personal expenditure for which the Defendant is liable to the Plaintiff. Particulars of each unauthorised and personal charge are set out at Schedule A hereto.

- 8 As a result of the unauthorised charges, the Defendant's employment was terminated on 4 January 2007 and the Plaintiff deducted US\$3,346.32 from the Defendant's compensation.
- 9 The Plaintiff has demanded payment of US\$53,263.27 as reimbursement for the unsubstantiated charges on the Plaintiff's American Express card but the Defendant has failed or refused to pay.
- 10 The Plaintiff claims interest pursuant to the Judicature Law (2004 Revision), accruing at the present rate of US\$10.58 per day.

AND THE PLAINTIFF CLAIMS:

- (1) Judgment against the Defendant in the sum of US\$53,263.27;
- (2) Interest pursuant to section 34(1) of the Judicature Law (2004 Revision);
- (3) Costs;
- (4) Such further or other relief as the Court deems fit.

DATED this 16th day of July 2007.

Maples and Calder

MAPLES and CALDER

THIS WRIT was issued by Males and Calder, attorneys for the Plaintiff, whose address for service is PO Box 309GT, Uglan House, South Church Street, George Town, Grand Cayman, Cayman Islands. (Ref: MWI/615953-03/11673262)

SCHEDULE A

Donald Hicks, All Amex transactions not documented as at 28 November 2006

5 May 2005 to 3 November 2006

			PERSONAL	
purchase date	Country	Location	CHARGES	DESCRIPTION
14/05/2005	CI	Ragazzi	\$ 50.00	
16/05/2005	CI	Calypso Grill	\$ 82.26	
18/05/2005	CI	Thai Orchid	\$ 70.93	
21/05/2005	CI	Ragazzi	\$ 105.13	
21/05/2005	CI	Ragazzi	\$ 55.31	
25/05/2005	CI	Copperfalls	\$ 258.35	
28/05/2005	FL	Rinos Tuscan Grill	\$ 83.09	
02/06/2005	FL	Mancinis	\$ 196.33	
02/06/2005	CI	HD Morgan	\$ 165.25	
06/06/2005	CI	Calypso Grill	\$ 97.36	
08/06/2005	FL	Walt Disney	\$ 914.33	
12/06/2005	FL	Virgin Megastore	\$ 56.57	
12/06/2005	FL	Levy @Fultons	\$ 236.44	
06/06/2005	CI	Calypso Grill	\$ 97.36	
16/06/2005	CI	Ragazzi	\$ 74.69	
17/06/2005	CI	HD Morgan	\$ 295.94	
20/06/2005	CI	Calypso Grill	\$ 92.91	
23/06/2005	CI	Calypso Grill	\$ 77.60	
25/06/2005	CI	Ragazzi	\$ 117.25	
29/06/2005	CI	Treats	\$ 26.14	
07/07/2005	CI	HD Morgan	\$ 85.50	
09/07/2005	CI	Ragazzi	\$ 92.81	
12/07/2005	CI	Mezza	\$ 72.56	
15/07/2005	CI	Mezza	\$ 103.85	
16/07/2005	CI	Ragazzi	\$ 90.88	
20/07/2005	CI	Treats	\$ 30.54	
22/07/2005	FL	Soccer Locker	\$ 952.21	
26/07/2005	CI	Mezza	\$ 47.56	
26/07/2005	CI	Ragazzi	\$ 98.50	
02/08/2005	CI	West Shore Home Ac	\$ 328.25	
04/08/2005	CI	Ragazzi	\$ 101.56	
09/08/2005	FL	Summerfield Suites	\$ 505.11	
09/08/2005	FL	Summerfield Suites	\$ 505.11	
09/08/2005	FL	Summerfield Suites	\$ 539.01	
12/08/2005	FL	Vaults, Lockers & Safe	\$ 22.50	
17/08/2005	CI	Ragazzi	\$ 137.13	
18/08/2005	FL	Wal Mart	\$ 133.38	
20/08/2005	FL	Tropical Cigars	\$ 68.56	
24/08/2005	CI	Calypso Grill	\$ 438.41	
28/08/2005	VT	Green MTN Coffee	\$ 28.95	
01/09/2005	CI	Ragazzi	\$ 113.50	
08/09/2005	CI	Avis	\$ 235.45	

purchase date	Country	Location	PERSONAL	
			CHARGES	DESCRIPTION
09/09/2005	CI	Ragazzi	\$ 222.13	
12/09/2005	CI	Mezza	\$ 35.23	
23/09/2005	FL	Wal Mart	\$ 188.75	
24/09/2005	CI	Rooms to Go	\$ 582.50	
28/09/2005	CI	Ragazzi	\$ 93.94	
05/10/2005	NV	Express Apparel	\$ 347.47	
08/10/2005	NV	Hard Rock AJ's	\$ 226.08	
09/10/2005	NV	Aeroie at Swan	\$ 494.37	
10/10/2005	NV	Tsunami	\$ 87.27	
11/10/2005	NV	The Venetian-Front	\$ 2,850.99	
19/10/2005	CI	Calypso Grill	\$ 95.43	
22/10/2005	CI	Ragazzi	\$ 118.38	
29/10/2005	CI	Ragazzi	\$ 90.94	
10/11/2005	CI	Calypso Grill	\$ 103.61	
29/11/2005	NJ	Circuit City	\$ 99.60	
02/12/2005	UK	Subside Sports	\$ 243.87	
08/12/2005	CI	Mezza	\$ 77.56	
09/12/2005	FL	Walt Disney	\$ 328.02	
10/12/2005	FL	Walt Disney	\$ 394.19	
11/12/2005	FL	Hertz	\$ 1,047.29	4 days
13/12/2005	CI	Royal Palms	\$ 62.81	
15/12/2005	CI	Avis	\$ 204.98	
16/12/2005	CI	Calypso Grill	\$ 191.84	
11/01/2006	CI	Ragazzi	\$ 506.94	
13/01/2006	FL	CVS Store	\$ 9.74	
15/01/2006	FL	CVS Store	\$ 90.10	
17/01/2006	FL	American Airlines	\$ 157.10	New York?
17/01/2006	CI	Neptune	\$ 86.48	
18/01/2006	CI	Ragazzi	\$ 176.88	
25/01/2006	NY	Haru	\$ 115.15	
26/01/2006	NY	Bens Limousine	\$ 99.00	
31/01/2006	NY	Bens Limousine	\$ 126.00	
06/02/2006	CI	HD Morgan	\$ 177.38	
09/02/2006	FL	CVS Store	\$ 32.06	
10/02/2006	CI	Calypso Grill	\$ 304.98	
13/02/2006	CI	Avis	\$ 818.62	
13/02/2006	CI	Ritz	\$ 43.79	
13/02/2006	CI	Calypso Grill	\$ 99.79	
16/02/2006	CI	HD Morgan	\$ 83.00	
27/02/2006	CI	Calypso Grill	\$ 71.66	
03/03/2006	FL	Miami Dental Care	\$ 230.00	
04/03/2006	FL	Walt Disney	\$ 35.95	
31/03/2006	CI	Ritz	\$ 78.24	
01/04/2006	CI	Art.Com	\$ 126.90	
07/04/2006	CI	HIR Cayman Ltd Hotel	\$ 218.90	
10/04/2006	CI	Calypso Grill	\$ 91.63	
17/04/2006	CI	Sunshine Suites	\$ 276.00	
23/04/2006	FL	Café Med	\$ 133.19	
30/04/2006	CI	Comfort Suites	\$ 209.00	
02/05/2006	CI	Eats	\$ 25.75	

				PERSONAL	
	purchase date	Country	Location	CHARGES	DESCRIPTION
	02/05/2006	FL	Walt Disney	\$ 160.56	
	08/05/2006	CI	CastAways	\$ 159.06	
	17/05/2006	CI	Chel Tells	\$ 80.71	
	19/05/2006	CI	CastAways	\$ 94.81	
	22/05/2006	FL	Walt Disney	\$ 351.46	number of guests
	22/05/2006	FL	Walt Disney	\$ 321.44	number of guests
	22/05/2006	FL	Walt Disney	\$ 463.40	number of guests
	23/05/2006	FL	Walt Disney	\$ 456.98	number of guests
	24/05/2006	FL	Cres Chop House	\$ 172.58	
	01/06/2006	CI	Avis	\$ 204.23	
	06/06/2006	CI	marriot	\$ 69.05	
	18/06/2006	CI	Comfort Suites	\$ 210.00	
	19/06/2006	CI	ICOA	\$ 100.00	
	22/06/2006	CI	Copperfalls	\$ 307.68	
	26/06/2006	TX	Continental Airlines	\$ 786.25	Family flights
	26/06/2006	TX	Continental Airlines	\$ 691.25	Family flights
	26/06/2006	TX	Continental Airlines	\$ 691.25	Family flights
	03/07/2006	CI	The Wharf	\$ 293.11	
	05/07/2006	CI	Fine Dine In	\$ 97.37	
	06/07/2006	FL	Tiger Direct	\$ 320.60	
	13/07/2006	CI	Thai Orchid	\$ 72.13	
	18/07/2006	NJ	AAA membership	\$ 96.00	
	19/07/2006	NJ	Spirit Airlines	\$ 1,242.00	
	21/07/2006	NY	Bronx	\$ 47.14	
	21/07/2006	NY	Bronx	\$ 42.00	
	13/08/2006	FL	Mancinis	\$ 241.05	
	13/08/2006	FL	Macys	\$ 199.02	
	14/08/2006	FL	Wal Mart	\$ 122.32	
	18/08/2006	FL	City Cellar Wine	\$ 59.68	
	18/08/2006	FL	Miami Dental Care	\$ 350.00	
	31/08/2006	CI	Cayman Dental	\$ 605.49	
	03/09/2006	CI	The Wharf	\$ 259.01	
	04/09/2006	CI	Avis	\$ 86.20	
	04/09/2006	CI	Destiny Ltd	\$ 64.37	
1	09/07/2006	CI	ICOA	\$ 87.50	Meals for Dive Operator
3	08/09/2006	CI	Wharf rest	\$ 395.96	food in CI?
6	09/09/2006	FL	bostonian	\$ 116.60	
8	09/09/2006	FL	CVS Stores	\$ 34.88	
9	09/09/2006	FL	CVS Stores	\$ 9.08	
10	09/09/2006	FL	Home Improvement	\$ 69.92	Unable to validate
11	08/09/2006	CI	Rent A Car	\$ 207.08	Who rented car?
13	10/09/2006	FL	Café Med	\$ 123.76	
15	11/09/2006	FL	Escopazzo	\$ 306.15	
16	11/09/2006	FL	CVS Stores	\$ 43.42	

				PERSONAL		
	purchase date	Country	Location	CHARGES	DESCRIPTION	
17	12/09/2006	FL	Summerfield Suites	\$ 90.40		
18	12/09/2006	FL	Softel F & B	\$ 202.18		
19	12/09/2006	FL	Hertz	\$ 444.11		
20	12/09/2006	FL	lenscrafters	\$ 270.97		
21	12/09/2006	FL	Publix Str	\$ 7.20		
24	12/09/2006	FL	Dr Casas	\$ 95.00		
26	14/09/2006	FL	Hilton Miami	\$ 893.14		
27	14/09/2006	FL	Puccini	\$ 111.21		
29	15/09/2006	CI	ICOA	\$ 26.88		Food in CI
30	17/09/2006	CI	Hyatt	\$ 61.04		Food in CI
31	15/09/2006	UT	JetBlue	\$ 208.60		
32	18/09/2006	CI	Dental Serv	\$ 605.00		
33	22/09/2006	FL	Cingular Wireless	\$ 28.74		cell phone accessories
34	22/09/2006	FL	mancinis	\$ 216.42		
37	23/09/2006	FL	café Del mar	\$ 184.45		
40	24/09/2006	FL	Hertz	\$ 483.16		
42	24/09/2006	FL	Casa D Angelo	\$ 287.30		
44	24/09/2006	FL	Aldos European	\$ 2,054.28		Business Class Raffle
45	24/09/2006	FL	Hyatt Ft L	\$ 1,015.35		
48	25/09/2006	NJ	Blockbuster	\$ 31.00		
49	26/09/2006	NJ	hertz	\$ 370.51		
50	25/09/2006	NJ	Boston Market	\$ 52.12		
51	26/09/2006	FL	herz	\$ 93.38		
52	25/09/2006	FL	Hat World	\$ 81.32		promtional gift
53	26/09/2006	FL	Duty Free Shop	\$ 144.50		Gift for Rick (perhaps Whiskey but 'not sure')
54	26/09/2006	FL	Miami Mindworks	\$ 106.98		cd burning for CAL
58	27/09/2006	IL	FTD.COM	\$ 83.98		floral purchase, compassionate gift
59	29/09/2006	CI	Castaway Grill	\$ 166.88		Food in CI

				PERSONAL	
	purchase date	Country	Location	CHARGES	DESCRIPTION
60	29/09/2006	IL	Compusystems	\$ 367.43	DH not sure, suggests I check with Mel
62	29/09/2006	CI	The Strand	\$ 75.00	gifts for the 'editor'
63	29/09/2006	CI	Ambience Ltd	\$ 59.90	gifts for the 'editor'
64	29/09/2006	CI	Churchills Cigars	\$ 550.00	see notes below
65	02/10/2006	FL	Bond Street Lounge	\$ 248.19	
66	03/10/2006	FL	CVS Stores	\$ 29.97	personal
67	04/10/2006	FL	Publix Str	\$ 9.70	
68	04/10/2006	FL	The Grape	\$ 40.98	
69	04/10/2006	FL	Grill Room	\$ 50.51	
70	03/10/2006	CA	Memory X	\$ 138.98	wireless booster for Ricks laptop used fro DEMA
71	05/10/2006	FL	Wal Mart	\$ 123.93	Not sure
72	05/10/2006	FL	Kenneth Cole	\$ 474.00	Business class promotion - overnight bag
73	05/10/2006	FL	Steve Madden	\$ 117.65	
1	04/10/2006	FL	macintis	\$ 166.07	
2	05/10/2006	FL	Hertz	\$ 649.78	
3	05/10/2006	FL	Circuit City	\$ 56.69	Car phone accessories, extension card or usbs
4	05/10/2006	FL	Office Max	\$ 279.76	
5	05/10/2006	FL	Macy's	\$ 235.40	personal
6	05/10/2006	FL	Macy's	\$ 317.20	personal
7	06/10/2006	GA	Untied Airlines	\$ 409.30	
9	06/10/2006	GA	American Airlines	\$ 270.30	
10	07/10/2006	FL	Sofitel Hotel	\$ 1,895.68	Hotel accommodation
11	10/10/2006	FL	American Airlines	\$ 109.30	

				PERSONAL		
	purchase date	Country	Location	CHARGES	DESCRIPTION	
						approx 7 pirate costumes purchased for the DEMA dive show
12	10/10/2006	NV	Halloween Mart	\$ 556.18		
13	10/10/2006	FL	Walt Disney World	\$ 156.38		
14	11/10/2006	BE	Oriental Trading	\$ 103.15		
15	12/10/2006	FL	Hertz	\$ 209.96		car rental for the day
17	12/10/2006	FL	Guess	\$ 342.40		personal
19	12/10/2006	CI	Churchhills Cigar	\$ 260.00		cigars for Tropicana
20	17/10/2006	FL	Hertz	\$ 102.23		
21	17/10/2006	IL	The Weber Grill	\$ 136.69		
22	17/10/2006	FL	Orange County Conven	\$ 100.60		buying and rental of equipment for DEMA trade shows
27	18/10/2006	IL	Circuit City	\$ 1,401.91		Personal Computer
40	20/10/2006	MO	Applebees	\$ 111.33		
44	20/10/2006	OR	Flyaway Travel	\$ 1,000.00		no idea or recollection of this
45	21/10/2006	IL	Oakbrook Terrace	\$ 510.07		
46	22/10/2006	IL	Hertz	\$ 550.22		
49	22/10/2006	MI	Paradies	\$ 156.99		compassionate gift - flowers
52	22/10/2006	MO	American Airlines	\$ 160.00		
53	23/10/2006	FL	Hertz	\$ 67.55		
54	23/10/2006	MO	Holiday inn	\$ 327.42		
55	20/10/2006	MO	Macy's	\$ 197.90		needed a jacket in Chicago (cold)
56	24/10/2006	FL	Hilton	\$ 387.68		two days
58	23/10/2006	CI	Royal Palms	\$ 664.06		meals on island - farewell party for Rick

	purchase date	Country	Location	PERSONAL CHARGES	DESCRIPTION
59	24/10/2006	CI	Cable & Wireless	\$ 68.85	feels that this is a valid transaction
60	24/10/2006	CI	Jacques Scott	\$ 251.75	gifts for Rick
61	26/10/2006	NV	Smart City Solutions	\$ 1,319.12	Paul to ask Mel for more detail
62	27/10/2006	CI	AVIS	\$ 346.97	car rental for BET for jazz fest
63	27/10/2006	CI	Cast Aways	\$ 157.70	Food in CI
64	01/11/2006	NV	Gas	\$ 56.43	rental of goods for booth
65	02/11/2006	CI	Ragazzi	\$ 197.94	Food in CI
66	02/11/2006	NV	Expo Ease Florist	\$ 168.00	funeral for Bob Weir
67	03/11/2006	CI	Ritz	\$ 101.69	Food in CI
			TOTAL CHARGES	\$ 56,609.59	
			Less Salary Deduction Nov	\$ (3,346.32)	
			BALANCE OWING	\$ 53,263.27	

IN THE GRAND COURT OF THE CAYMAN ISLANDS

CAUSE NO: 302 OF 2007

BETWEEN:

CAYMAN AIRWAYS LTD

Plaintiff

AND

DONALD HICKS

Defendant

**ACKNOWLEDGMENT OF SERVICE
OF WRIT OF SUMMONS**

If you intend to instruct an Attorney to act for you, give him this form IMMEDIATELY.

Important. Read the accompanying directions and notes for guidance carefully before completing this form. If any information required is omitted or given wrongly, THIS FORM MAY HAVE TO BE RETURNED.

Delay may result in judgment being entered against a Defendant whereby he may have to pay the costs of applying to set it aside.

1. State the full name of the Defendant by whom or on whose behalf the service of the Writ is being acknowledged.

2. State whether the Defendant intends to contest the proceedings (tick appropriate box)

yes

no

3. If the claim against the Defendant is for a debt or liquidated demand, AND he does not intend to contest the proceedings, state if the Defendant intends to apply for a stay of execution against any judgment entered by the Plaintiff (tick box)

yes

no

Service of the Writ is acknowledged accordingly

(Signed)
Attorney for

Please complete overleaf

Notes on address for service

Attorney: where the Defendant is represented by an attorney, state the attorney's place of business in the Cayman Islands. A Defendant may not act by a foreign attorney.

Defendant in person: where the Defendant is acting in person, he must give his post office box number and the physical address of his residence or, if he does not reside in the Cayman Islands, he must give an address in Grand Cayman where communications for him should be sent. In the case of a limited company, "residence" means its registered or principal office.

Endorsement by plaintiff's Attorney (or by plaintiff if suing in person) of his name, address and reference, if any, in the box below.

Cayman Airways Ltd
C/o Maples and Calder
PO Box 309GT
Ugland House
South Church Street
George Town
Grand Cayman
Cayman Islands
MWI/615953-03

Endorsement by defendant's Attorney (or by defendant if suing in person) of his name, address and reference, if any, in the box below.

[Empty box for defendant's Attorney endorsement]

**DIRECTIONS FOR ACKNOWLEDGMENT OF SERVICE
OF WRIT OF SUMMONS**

1. The accompanying form of Acknowledgment of Service should be completed by an Attorney acting on behalf of the Defendant or by the Defendant if acting in person.

After completion it must be delivered or sent by post to the Law Courts, P.O. Box 495G, George Town, Grand Cayman.

2. A Defendant who states in his Acknowledgment of Service that he intends to contest the proceedings must also serve a defence on the Attorney for the Plaintiff (or on the Plaintiff if acting in person).

If a Statement of Claim is indorsed on the Writ (i.e. the words "Statement of Claim" appear on the top of page 2), the Defence must be served within 14 days after the time for acknowledging service of the Writ, unless in the meantime a summons for judgment is served on the Defendant.

If the Statement of Claim is not indorsed on the Writ, the Defence need not be served until 14 days after a Statement of Claim has been served on the Defendant.

If the Defendant fails to serve his defence within the appropriate time, the Plaintiff may enter judgment against him without further notice.

3. A Stay of Execution against the Defendant's goods may be applied for where the Defendant is unable to pay the money for which any judgment is entered. If a Defendant to an action for a debt or liquidated demand (i.e. a fixed sum) who does not intend to contest the proceedings states, in answer to Question 3 in the Acknowledgment of Service, that he intends to apply for a stay, execution will be stayed for 14 days after his Acknowledgment, but he must, within that time, issue a Summons for a stay of execution, supported by an affidavit of his means. The affidavit should state any offer which the Defendant desires to make for payment of the money by instalments or otherwise.

See over for notes for guidance

Please complete overleaf

Notes for Guidance

1. Each Defendant (if there are more than one) is required to complete an Acknowledgment of Service and return it to the Courts Office.
2. For the purpose of calculating the period of 14 days for acknowledging service, a writ served on the Defendant personally is treated as having been served on the day it was delivered to him.
3. Where the Defendant is sued in a name different from his own, the form must be completed by him with the addition in paragraph 1 of the words "sued as (the name stated on the Writ of Summons)".
4. Where the Defendant is a FIRM and an attorney is not instructed, the form must be completed by a PARTNER by name, with the addition in paragraph 1 of the description "Partner in the firm of (.....)" after his name.
5. Where the Defendant is sued as an individual TRADING IN A NAME OTHER THAN HIS OWN, the form must be completed by him with the addition in paragraph 1 of the description "trading as (.....)" after his name.
6. Where the Defendant is a LIMITED COMPANY the form must be completed by an Attorney or by someone authorised to act on behalf of the Company, but the Company can take no further step in the proceedings without an Attorney acting on its behalf.
7. Where the Defendant is a MINOR or a MENTAL PATIENT, the form must be completed by an Attorney acting for a guardian ad litem.
8. A Defendant acting in person may obtain help in completing the form at the Courts Office.