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SCHEDULE

Rule 3(11)(i)

**"Form 60**

**Magistrates' Courts (Northern Ireland) Order 1981  
Article 91, Rule 105**

**Notice to Defendant of Sum Adjudged to be Payable by a conviction**

Name and address of defendant:

Case Ref:

Online Account Ref:



At (name of court) on (date) you were convicted of (an) offence(s) and ordered to pay the following sums on the terms shown below:

Fine Notice Details						
Charge	Fine amount	Offender Levy	Extra Costs	Other Party	Charge Total	Payment terms
<b>OVERALL TOTAL</b>						
Payment received*						

\* Any payments made by you at Court may not be reflected on this notice

<b>Driving Licence Disqualifications and Endorsements (if applicable)</b>
(Insert details)
If you do not surrender your driving licence in court you must surrender it to the court office within 5 days of the date of court. Failure to do this may result in further prosecution.
<b>Supervised Activity Order details (if applicable)</b>
And it was ordered that the defendant shall, within the period of 12 months beginning with the date of this order, be required to complete a Supervised Activity Order for _____ hours.

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Making Payments	
	Online using a debit or credit card at <a href="http://www.courtsni.gov.uk">www.courtsni.gov.uk</a> You will need your case reference number [ID] and your online account number [online ref]
	Call [payment centre tel num] and pay by debit or credit card. You will need your case reference number [ID]
Alternatively send a crossed cheque including your case reference [ID] and name made payable to 'NI Courts and Tribunals Service' to: [payment centre][payment centre address]. Enclose the payment slip attached to this notice. For receipts, enclose a stamped addressed envelope.	

Please note that payment can be made in full or in part by any of the above payment methods up until the payment due date.

Where no collection order has been made, insert the following—

**[FURTHER TIME TO PAY**

You may apply to the Court for payment by instalments, for further time to pay or to vary an instalment order. All applications should detail the reasons for your application and include details of your financial circumstances or any change in your circumstances since the date of your conviction. The Court may require you to appear at the hearing of an application.

NOTE: A COPY OF THIS NOTICE SHOULD BE SENT WITH YOUR APPLICATION.]

Where a collection order has been made, insert the following—

[See attached collection order for details of payment methods and compliance with order.]

**FAILURE TO PAY**

Failure to pay as ordered by the Court will make you liable for further enforcement action. This will include:

- deducting money from your benefits or wages;
- freezing your bank account to the value of the outstanding amount;
- vehicle seizure and ultimately selling your vehicle to cover the outstanding amount;
- a warrant of distress (i.e. the seizure and sale of your goods to satisfy the outstanding amount);
- a Supervised Activity Order requiring you to complete unpaid work for a specified period to clear the outstanding amount;
- a warrant committing you to prison for a specified period.

Maximum periods of imprisonment for non-payment	
An amount not exceeding £200	7 days
An amount exceeding £200 but not exceeding £500	14 days
An amount exceeding £500 but not exceeding £1,000	28 days
An amount exceeding £1,000 but not exceeding £2,500	45 days
An amount exceeding £2,500 but not exceeding £5,000	3 months
An amount exceeding £5,000 but not exceeding £10,000	6 months
An amount exceeding £10,000	12 months

Dated:

Clerk of Petty Sessions

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**Form 60A**

**Magistrates' Courts (Northern Ireland) Order 1981, Rule 105 [Road Traffic Offenders (Northern Ireland) Order 1996: Article 76(2)] [Justice Act (Northern Ireland) 2011: section 67]**

**Notice of registration of a fixed penalty as a fine**

Name and address of defendant:

Case Ref:

Online Account Ref:

On [FP\_Issue\_Date] a Fixed Penalty Notice was issued against you and remains unpaid.

The Chief Constable (or person authorised on his behalf) has now issued a registration certificate under [Article 61(3)/Article 69(2)] of the Road Traffic Offenders (NI) Order 1996] [section 66(3) of the Justice Act (NI) 2011] requiring a sum equal to the fixed penalty plus one half of the amount of that penalty, to be registered under [Article 76 of the Road Traffic (NI) Order 1996] [section 67 of the Justice Act (NI) 2011] for enforcement as a fine.

The particulars of the offence to which the fixed penalty notice relates are:

Date of offence:

Location of offence:

Nature of offence:

Fixed Penalty Notice no:

Date notice to owner/notice to hirer was issued (if applicable):



Vehicle Registration No. (if applicable):

Driver No. (if applicable):

You are hereby given notice that:—

(a) in consequence of the registration certificate issued by the Chief Constable, or person authorised on his behalf, the sum of (insert amount) has been registered as a fine and [is now enforceable by a court of summary jurisdiction] [a Collection Order has been made, a copy of which is attached].

(b) you must pay the fine on or before (date).

Making Payments	
	Online using a debit or credit card at <a href="http://www.courtstni.gov.uk">www.courtstni.gov.uk</a> You will need your case reference number [ID] and your online account number [online ref]
	Call [payment centre tel num] and pay by debit or credit card. You will need your case reference number [ID]
Alternatively send a crossed cheque including your case reference [ID] and name made payable to 'NI Courts and Tribunals Service' to: [payment centre][payment centre address]. Enclose the payment slip attached to this notice. For receipts, enclose a stamped addressed envelope.	

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Please note that payment can be made in full or in part by any of the above payment methods up until the payment due date.

Where no collection order has been made, insert the following—

**[FURTHER TIME TO PAY**

You may apply to the Court for payment by instalments, for further time to pay or to vary an instalment order. All applications should detail the reasons for your application and include details of your financial circumstances or any change in your circumstances since the date of your conviction. The Court may require you to appear at the hearing of an application. NOTE: A COPY OF THIS NOTICE SHOULD BE SENT WITH YOUR APPLICATION.]

Where a collection order has been made, insert the following—

[See attached collection order for details of payment methods and compliance with order.]

**FAILURE TO PAY**

Failure to pay as ordered by the Court will make you liable for further enforcement action. This could include:

- deducting money from your benefit or wages;
- freezing your bank account to the value of the outstanding amount;
- vehicle seizure and ultimately selling your vehicle to cover the outstanding amount;
- a warrant of distress (i.e. the seizure and sale of your goods to satisfy the outstanding amount);
- a Supervised Activity Order requiring you to complete unpaid work for a specified period to clear the outstanding amount;
- a warrant committing you to prison for a specified period.

Maximum periods of imprisonment for non-payment	
An amount not exceeding £200	7 days
An amount exceeding £200 but not exceeding £500	14 days
An amount exceeding £500 but not exceeding £1,000	28 days
An amount exceeding £1,000 but not exceeding £2,500	45 days
An amount exceeding £2,500 but not exceeding £5,000	3 months
An amount exceeding £5,000 but not exceeding £10,000	6 months
An amount exceeding £10,000	12 months

Dated:

Clerk of Petty Sessions

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### Form 60B

#### Magistrates' Courts (Northern Ireland) Order 1981, Rule 105A Justice Act (Northern Ireland) 2016, section 3

#### COLLECTION ORDER

Name and address of defendant:

Case Ref:

Online Account Ref:



At [Court Venue] on [Date Imposed] a Collection Order was made in accordance with section 3 of the Justice Act (Northern Ireland) 2016 in respect of [Name] for the following amount(s):

	Fine amount	Offender Levy	Extra Costs	Other Party	Total
Total					
Payment received*					

\* Any payments made by you at Court may not be reflected on this notice

Payment Details	<p>If payment terms are for one off payment display: "The Court ORDERS the full amount of £[total imposed] to be paid by [payment due by]".</p> <p>If payment terms are instalments display: "The Court ORDERS the full amount of £[total imposed] to be paid by instalments of [instalment amount] per [instalment frequency] commencing on [commencement date] until the outstanding balance is paid in full".</p> <p>If Collection Order is for Deduction from Benefit display: "The Court ORDERS, the full amount of £[total imposed] to be paid by deductions from benefits. An application for deduction from benefits will be submitted by the Collection Officer to the Social Security Agency. You will be informed in due course of the amount of the deduction".</p> <p>If Collection Order is for Attachment of Earnings display: "The Court ORDERS, the full amount of £[total imposed] to be paid by an Attachment of Earnings Order. An Order for deduction from your wages will be progressed by the Collection Officer".</p>
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Making Payments	
	<p>Online using a debit or credit card at <a href="http://www.courtsni.gov.uk">www.courtsni.gov.uk</a></p> <p>You will need your case reference number [ID] and your online account number [Online Ref]</p>
	<p>Call [Payment Centre Tel No] and pay by debit or credit card.</p> <p>You will need your case reference number [ID]</p>
<p>Alternatively send a crossed cheque including your case reference [ID] and name made payable to 'NI Courts and Tribunals Service' to: [Payment Centre][Payment Centre Address]. Enclose the payment slip attached to this Collection Order. For receipts, enclose a stamped addressed envelope.</p>	

**Difficulty making payment**

If you have difficulty in paying the amount due you may apply to the Collection Officer to vary the arrangements specified in this order. A Collection Officer responsible for securing compliance with this Order can be contacted on [FCS Office Telephone No].

**FAILURE TO PAY**

Failure to pay as ordered by the Court will make you liable for further enforcement action. This could include:

- deducting money from your benefits or wages;
- freezing your bank account to the value of the outstanding amount;
- vehicle seizure and ultimately selling your vehicle to cover the outstanding amount;
- a warrant of distress (i.e. the seizure and sale of your goods to satisfy the outstanding amount);
- a Supervised Activity Order requiring you to complete unpaid work for a specified period to clear the outstanding amount;
- a warrant committing you to prison for a specified period.

Maximum periods of imprisonment for non-payment	
An amount not exceeding £200	7 days
An amount exceeding £200 but not exceeding £500	14 days
An amount exceeding £500 but not exceeding £1,000	28 days
An amount exceeding £1,000 but not exceeding £2,500	45 days
An amount exceeding £2,500 but not exceeding £5,000	3 months
An amount exceeding £5,000 but not exceeding £10,000	6 months
An amount exceeding £10,000	12 months

Dated:

Clerk of Petty Sessions

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## Form 60C

### Magistrates' Courts (Northern Ireland) Order 1981, Rule 105B Justice Act (Northern Ireland) 2016, section 5(4)

#### SUMMONS TO DEBTOR TO ATTEND ON A COLLECTION OFFICER

Complainant – Collection Officer  
Fine Collection and Enforcement Service  
[Address]

Responding Party – [Debtor Name]  
[Address]  
[DOB]

Case Reference:  
Online Account Reference:

WHEREAS you were ordered to pay a financial penalty in the sum of £[amount imposed] on [date] and [this amount] [a balance of £...] remains outstanding.

THIS IS TO COMMAND YOU to attend at [Time] on [Date] at [Venue Name and Address] where the Collection Officer will conduct an interview with you in relation to the collection and enforcement of this outstanding financial penalty.

At interview the Collection Officer will require you, under section 5(2) of the Justice Act (Northern Ireland) 2016, to provide or verify the following information:

- your full name, address, date of birth and National Insurance number;
- particulars of any earnings or other income you receive or expect to receive and the name and address of any employer;
- particulars of any welfare benefits you receive;
- particulars of any bank account or similar account held in your sole name; and
- particulars of any vehicles registered in your name.

You will be committing an offence under section 5(5) of the Justice Act (Northern Ireland) 2016 if you fail, without excuse, to provide the information outlined above and you will also commit an offence under section 5(6) if you:

- provide information which you know to be false in a material particular;
- recklessly provide information which is false in a material particular; or
- knowingly fail to disclose a material fact.

A person guilty of an offence under either section 5(5) and/or section 5(6) shall be liable on summary conviction to a fine not exceeding £500.00.

If you pay the whole outstanding balance before the interview date of [Date], it will not be necessary for you to attend this interview. If you have any queries you should contact the Fine Collection and Enforcement Service immediately on [FCS Telephone Number].

Dated

District Judge (Magistrates' Courts)/  
Lay Magistrate

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To the said [Debtor Name]

Certificate of Service

I            of            hereby declare that on            day of            20            I served a copy of this summons as follows:

- (a) by delivering it to the above named debtor at [Address]
- (b) by delivering it to a person over the age of sixteen years at [Address]
- (c) by sending it by ordinary post in an envelope addressed to the debtor at [Address],  
being his usual or last known place of abode
- (d) by sending it by registered post/recorded delivery in an envelope addressed to the debtor at [Address], being his usual or last known place of abode.

Dated:

Name:



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**Form 60D**

**Magistrates' Courts (Northern Ireland) Order 1981, Rule 105C  
Justice Act (Northern Ireland) 2016, section 6(10) or 8(3)**

**SUMMONS TO DEBTOR TO ATTEND A DEFAULT HEARING FOR  
FAILURE TO PAY A FINANCIAL PENALTY**

Complainant – [Collection Officer or Clerk of Petty Sessions]  
[Address]

Responding Party – [Debtor Name]  
[Address]  
[DOB]

Case Reference:  
Online Account Reference:

[In the case of a court imposed fine]  
WHEREAS at [location] court on [date imposed] you were ordered to pay a financial penalty in the following terms:

[In the case of a registered fixed penalty]  
WHEREAS on [Date of Registration], the sum as shown below was registered as a sum adjudged to be paid by a conviction against you in respect of Fixed Penalty Notice No [FPN Num] and Notice of Registration of the fine was served on you in the following terms:

[In the case of a Transfer of Fine from outside Northern Ireland]  
WHEREAS on [Date considered by court] a fine transferred from [court/country] was considered suitable for enforcement against you in Northern Ireland in the following terms:

Fine Notice Details						
Charge	Fine amount	Offender Levy	Extra Costs	Other Party	Charge Total	Payment terms
<b>OVERALL TOTAL</b>						

[AND WHEREAS you have made the following payment:

Total Payment Made	[Total Paid]	As of [Date]
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This leaves a current balance outstanding of [Total O/S]

AND WHEREAS a complaint has been made before me that you have [defaulted on payment of the said penalty] [failed to comply with the Collection Order].

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**THIS IS TO COMMAND YOU** to attend at [Sitting Time] on [Sitting Date] at [Venue] Court [Venue Address] where the court will hold a Default Hearing to consider the exercise of its powers under section 9 of the Justice Act (Northern Ireland) 2016, which may include:

- deducting money from your benefits or wages;
- freezing your bank account to the value of the outstanding amount;
- vehicle seizure and ultimately selling your vehicle to cover the outstanding amount;
- a warrant of distress (i.e. the seizure and sale of your goods to satisfy the outstanding amount);
- a Supervised Activity Order requiring you to complete unpaid work for a specified period to clear the outstanding amount;
- a warrant committing you to prison for a specified period.

Maximum periods of imprisonment for non-payment	
An amount not exceeding £200	7 days
An amount exceeding £200 but not exceeding £500	14 days
An amount exceeding £500 but not exceeding £1,000	28 days
An amount exceeding £1,000 but not exceeding £2,500	45 days
An amount exceeding £2,500 but not exceeding £5,000	3 months
An amount exceeding £5,000 but not exceeding £10,000	6 months
An amount exceeding £10,000	12 months

The issue of a warrant may result in you being liable for additional costs which would increase the amount you owe.

You are entitled to appear and to be legally represented at a Default Hearing and, depending on your means, you may be entitled to legal aid.

If you pay the whole outstanding balance before the Default Hearing date of [Sitting Date], it will not be necessary for you to appear.

**WARNING: NON-ATTENDANCE AT THE DEFAULT HEARING MAY RESULT IN YOU BEING DEALT WITH IN YOUR ABSENCE**

Please Note: Costs incurred for the default hearing may be added to your outstanding balance.

Dated

District Judge (Magistrates' Courts)/  
Lay Magistrate

To the said [Debtor Name]

Certificate of Service

I of hereby declare that on day of 20 I served a copy of this summons as follows:

- (a) by delivering it to the above named debtor at [Address]
- (b) by delivering it to a person over the age of sixteen years at [Address]
- (c) by sending it by ordinary post in an envelope addressed to the debtor at [Address], being his usual or last known place of abode
- (d) by sending it by registered post/recorded delivery in an envelope addressed to the debtor at [Address], being his usual or last known place of abode.

Dated:

Name:

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**Acknowledgement by debtor of receiving summons to attend a default hearing**

[Debtor's name and address]

Case Reference:

Online Account Reference:

To appear at [time] at [name of court] Magistrates' Court [address]

**IMPORTANT**

- This acknowledgement of receipt of summons to attend a default hearing should be completed by you or your solicitor and returned to the court office (address shown above) within 14 days or before the date of hearing (whichever is sooner).
- The notice should be retained by you or your solicitor. Only this acknowledgement should be returned.
- By signing the acknowledgement you are not accepting or disputing the failure to pay the fine (or other monetary penalty). You should make arrangements to attend and/or be represented at court on the date and time stated on the notice.
- If you have any queries about the form or its effect you should consult your solicitor.

**ACKNOWLEDGEMENT**

I (print name) of (print address)  
received a copy of the notice of the Fine Default Hearing summarised at the top of this form.

Signed:  
[Defendant/Solicitor on behalf of Defendant]

Date:

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**Form 60E**

**Magistrates' Courts (Northern Ireland) Order 1981, Rule 105D  
Justice Act (Northern Ireland) 2016, section 10**

**WARRANT OF ARREST FOR FAILURE TO ATTEND A DEFAULT  
HEARING**

**Complainant** – [Collection Officer or Clerk of Petty Sessions]  
[Address]

**Responding Party** – [Debtor Name]  
[Address]  
[DOB]

**Case Reference:**  
**Online Account Reference:**

WHEREAS [Debtor] failed to appear at [court] on [court date] in answer to a summons issued under section 6(10) and 8(3) of the Justice Act (Northern Ireland) 2016 in relation to an outstanding financial penalty.

THIS IS TO COMMAND YOU, to whom this warrant is addressed, to arrest and bring the said [Responding Party Name] before either a magistrates' court or the Crown Court, whichever is next sitting, in accordance with section 11 of the Justice Act (NI) 2016 unless the total amount outstanding of [outstanding amount] be sooner paid.

I HEREBY DIRECT that the said [Debtor] be released on his own bail of £ [with suret[y] [ies] of £ each] upon entering into a recognizance to appear at the court on the terms specified therein.

And this warrant shall be sufficient authority to all whom it may concern.

Dated

District Judge (Magistrates' Courts)  
[Lay Magistrate]

To the Chief Constable of the Police Service of Northern Ireland.

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**ENDORSED FOR BAIL**

The Court has endorsed this warrant for bail in the amount of £  
[with surety[ies] of £ each].

The Court directs that [debtor] be released on bail, upon entering into a recognizance to appear before the court on the terms specified.

Dated

District Judge (Magistrates' Courts)  
[Lay Magistrate]

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 60F**

**Magistrates' Courts (Northern Ireland) Order 1981, Rule 105D  
Justice Act (Northern Ireland) 2016, section 10**

**RECOGNIZANCE TO APPEAR AT A DEFAULT HEARING**

**Complainant** – [Collection Officer or Clerk of Petty Sessions]  
[Address]

**Responding Party** – [Debtor Name]  
[Address]  
[DOB]

**Case Reference:**

WHEREAS [Debtor], failed to appear at [Court Venue] on [Court Date] in answer to a summons issued under section 6(10) or 8(3) of the Justice Act (Northern Ireland) 2016 in relation to an outstanding financial penalty.

The undersigned [Debtor] of [Debtor Address] hereby binds himself/herself to perform the following obligations, viz:-

To appear personally before and surrender to the custody of the [Court Tier]

sitting at \_\_\_\_\_ (venue)

on \_\_\_\_\_ (court date)

at \_\_\_\_\_ (court time).

and to appear personally and surrender at every time and place to which, during the course of proceedings, the hearing may from time to time be adjourned and not to depart the court without leave.

The said [Debtor] [together with (name) of (address) and (name) of (address)] acknowledges himself/herself bound to forfeit to the Crown the sum of £ \_\_\_\_\_ (and the said surety in the sum of £ \_\_\_\_\_ (each)) in case the said [debtor] fails to perform the above obligation.

Signed \_\_\_\_\_  
(Debtor)

Signed \_\_\_\_\_  
Police Officer – PSNI

Signed \_\_\_\_\_  
(Surety)

Declared before me  
on: \_\_\_\_\_ ”

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**“Form 62B**

Rule 3(1)(n)

**Magistrates’ Courts (Northern Ireland) Order 1981, Rules 14 and 106A  
Criminal Justice (Northern Ireland) Order 2008, Article 45**

**SUPERVISED ACTIVITY ORDER**

..... of .....  
Complainant

..... of .....  
Defendant

WHEREAS it appears that the defendant being aged 18 or over, was on the (date) convicted by a magistrates’ court sitting at (place) of the following offence(s):  
(state shortly particulars of offence(s))

AND that on the (date) the court ordered the debtor to pay the following sum:—  
£

AND the court ordered the defendant to pay the said sum [forthwith] [within  
weeks] [by instalments of £ per commencing on (date)].

[AND WHEREAS the defendant has not paid the sum as ordered and the sum of £ is  
outstanding AND following a default hearing at (venue) on (date)].

IT IS ORDERED that the defendant shall, during the period of 12 months beginning with the date of this order, be required to complete a Supervised Activity Order for the period of ... hours, and shall comply with the following requirements:

1. That the defendant shall report to the supervising officer and notify the officer without delay of any change of address or in the times (if any) at which the defendant usually works or attends a school or other educational establishment;
2. That the defendant shall attend at a place of supervision specified in this order and engage in activities in accordance with such instructions as may be given by the supervising officer for the period specified in this order.

[The court directs that the requirements of this order shall be [concurrent with] [additional to] the requirements specified in the supervised activity order(s) made on (date) for hours activity [respectively]].

The Supervised Activity Order can only be discharged by:

- the carrying out of the number of hours’ activity specified in this order; or
- payment of the outstanding amount\*; or
- service of a period of imprisonment imposed under paragraph 5 or 6 of Schedule 3 to the Criminal Justice (NI) Order 2008.

Dated

District Judge (Magistrates’ Courts)  
[Lay Magistrate] [Clerk of Petty Sessions]

\* the outstanding amount takes into account any hours already completed”

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**“Form 72**

Rule 3(1)(g)

**Magistrates’ Courts (Northern Ireland) Order 1981, Article 96 and Rule 109**

**Notice of Transfer of Fine Order**

Complaint  
....., of .....



Defendant  
....., of .....

On the      day of      20      , you were adjudged by the magistrates’ court [Crown Court] sitting at      to pay the sums shown below [in instalments of £      ] and the said sum(s) [or the balance of £      ] remain(s) unpaid.

	£
Fine Compensation Costs	
Total	
Part Payment	
Balance	

You are hereby given notice that in consequence of a transfer of fine order made on the day of      20      , the enforcement of payment of the said sum [or balance] is enforceable by a magistrates’ court in Northern Ireland.

Payment of the said sum [or balance] should be made before the      day of      20      .

Making Payments	
	Online using a debit or credit card at <a href="http://www.courtsonline.gov.uk">www.courtsonline.gov.uk</a> You will need your case reference number [ID] and your online account number [online ref]
	Call [payment centre tel num] and pay by debit or credit card. You will need your case reference number [ID]
Alternatively send a crossed cheque including your case reference [ID] and name made payable to ‘NI Courts and Tribunals Service’ to: [payment centre][payment centre address]. Enclose the payment slip attached to this notice. For receipts, enclose a stamped addressed envelope.	

Please note that payment can be made in full or in part by any of the above payment methods up until the payment due date.

Where no collection order has been made, insert the following—

**[FURTHER TIME TO PAY**

You may apply to the Court for payment by instalments, for further time to pay or to vary an instalment order. All applications should detail the reasons for your application and include details of your financial circumstances or any change in your circumstances since the date of your conviction. The Court may require you to appear at the hearing of an application. NOTE: A COPY OF THIS NOTICE SHOULD BE SENT WITH YOUR APPLICATION.]



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Where a collection order has been made, insert the following—

[See attached collection order for details of payment methods and compliance with order.]

#### FAILURE TO PAY

Failure to pay as ordered by the Court will make you liable for further enforcement action. This could include:

- deducting money from your benefits or wages;
- freezing your bank account to the value of the outstanding amount;
- vehicle seizure and ultimately selling your vehicle to cover the outstanding amount;
- a warrant of distress (i.e. the seizure and sale of your goods to satisfy the outstanding amount);
- a Supervised Activity Order requiring you to complete unpaid work for a specified period to clear the outstanding amount;
- a warrant committing you to prison for a specified period.

Maximum periods of imprisonment for non-payment	
An amount not exceeding £200	7 days
An amount exceeding £200 but not exceeding £500	14 days
An amount exceeding £500 but not exceeding £1,000	28 days
An amount exceeding £1,000 but not exceeding £2,500	45 days
An amount exceeding £2,500 but not exceeding £5,000	3 months
An amount exceeding £5,000 but not exceeding £10,000	6 months
An amount exceeding £10,000	12 months

Dated:

Clerk of Petty Sessions"

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**“Form 72B**

Rule 3(11)(r)

**Magistrates’ Courts (Northern Ireland) Order 1981, Rule 109A  
Criminal Justice and Immigration Act 2008, section 88**

**Notice of enforcement**



Complaint  
....., of .....

Defendant  
....., of .....

On the        day of        20        , you were adjudged by        to pay the sums  
of        [enter sum in currency of issuing state], representing        and the said sum [or  
the balance of £        ] remain(s) unpaid.

You are hereby given notice that in consequence of the registration of this notice of enforcement  
on the        day of        20        , the enforcement of payment of the said sum [or  
balance] is enforceable by a magistrates’ court in Northern Ireland.

Payment of the said sum [or balance] should be made before the        day of  
20        .

<b>Making Payment:</b>	
	Online using a debit or credit card at <a href="http://www.courtsni.gov.uk">www.courtsni.gov.uk</a> You will need your case reference number [ID] and your online account number [online ref]
	Call [payment centre tel num] and pay by debit or credit card. You will need your case reference number [ID]
Alternatively send a crossed cheque including your case reference [ID] and name made payable to ‘NI Courts and Tribunals Service’ to: [payment centre][payment centre address]. Enclose the payment slip attached to this notice. For receipts, enclose a stamped addressed envelope.	

**Please note that payment can be made in full or in part by any of the above payment methods up until the payment due date.**

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Where no collection order has been made, insert the following—

**[FURTHER TIME TO PAY**

You may apply to the Court for payment by instalments, for further time to pay or to vary an instalment order. All applications should detail the reasons for your application and include details of your financial circumstances or any change in your circumstances since the date of your conviction. The Court may require you to appear at the hearing of an application. NOTE: A COPY OF THIS NOTICE SHOULD BE SENT WITH YOUR APPLICATION.]

Where a collection order has been made, insert the following—

[See attached collection order for details of payment methods and compliance with order.]

**FAILURE TO PAY**

Failure to pay as ordered by the Court will make you liable for further enforcement action. This could include:

- deducting money from your benefits or wages;
- freezing your bank account to the value of the outstanding amount;
- vehicle seizure and ultimately selling your vehicle to cover the outstanding amount;
- a warrant of distress (i.e. the seizure and sale of your goods to satisfy the outstanding amount);
- a Supervised Activity Order requiring you to complete unpaid work for a specified period to clear the outstanding amount;
- a warrant committing you to prison for a specified period.

Maximum periods of imprisonment for non-payment	
An amount not exceeding £200	7 days
An amount exceeding £200 but not exceeding £500	14 days
An amount exceeding £500 but not exceeding £1,000	28 days
An amount exceeding £1,000 but not exceeding £2,500	45 days
An amount exceeding £2,500 but not exceeding £5,000	3 months
An amount exceeding £5,000 but not exceeding £10,000	6 months
An amount exceeding £10,000	12 months

Dated:

Clerk of Petty Sessions”