
S T A T U T O R Y I N S T R U M E N T S

1982 No. 586 (L.16)

**COUNTY COURTS
PROCEDURE**

The County Court (Forms) Rules 1982

Made - - -

22nd April 1982

Coming into Operation

1st September 1982

1. These Rules may be cited as the County Court (Forms) Rules 1982 and shall come into operation on 1st September 1982.
- 2.—(1) The forms contained in the Schedule to these Rules shall be used in connection with proceedings in county courts to which the County Court Rules 1981 (a) apply, subject to and in accordance with the provisions of this rule.
(2) The said forms shall be used in the several cases to which they apply with such variations as the circumstances may require.
(3) Where any of the County Court Rules 1981 re-enacts, with or without modification, a rule revoked by those rules, any form prescribed for use under the rule so revoked may, if substantially to the same effect as a form prescribed for use under the provision so re-enacted, be used under that provision until the Lord Chancellor otherwise directs.
(4) Every form in the Schedule marked with the words “[*Royal Arms*]” shall have a replica of the Royal Arms printed, or embossed by an officer of the court, at the head of the first page.
(5) Every form in the Schedule marked with the word “Seal” shall bear the seal of the court.

(a) S.I. 1981/1687.

We, the undersigned members of the Rule Committee appointed by the Lord Chancellor under section 102 of the County Courts Act 1959 (a), having by virtue of the powers vested in us in this behalf made the foregoing Rules, do hereby certify the same under our hand and submit them to the Lord Chancellor accordingly.

David Peck.
J. B. Taylor.
C. R. Oddie.
M. Birks.
Andrew Smith.
A. C. Goodall.
S. S. Gill.
M. A. W. Grundy.
Fielding Hatton.
Norman Cooper.
Alan K. Griesbach.

I allow these Rules which shall come into operation on 1st September 1982.

Dated 22nd April 1982. *Hailsham of St. Marylebone, C.*

SCHEDULE
DEFAULT SUMMONS (FIXED AMOUNT)
(Order 3, rule 3(2)(b)).

[Royal Arms]

CASE No.

IN THE

COUNTY COURT

PLAINTIFF

SEAL

DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS

(see particulars attached)

Court Fee

Solicitor's costs

TOTAL

£	p

This summons was issued on

JUDGMENT MAY BE OBTAINED AGAINST YOU and enforced without further notice
UNLESS within 14 days after the service of this summons, you:

Pay the total amount of the claim and costs into Court

or

Send to the Court an admission, defence or counterclaim using the attached form.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

IMPORTANT — FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION

- (a) If you intend to defend this claim and the court issuing this summons is not your local county court, you may write to the Registrar of the issuing court requesting that the action be transferred to your local county court. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.
- (b) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (c) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors.
- (d) If this summons results in a judgment being entered against you, then if £10 or more remains outstanding one month after the date of judgment, your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS — WITHIN 14 DAYS AFTER THE DATE OF SERVICE, YOU MUST:

- 1 IF YOU ADMIT OWING ALL THE CLAIM EITHER, pay that amount into court together with the costs shown overleaf OR complete and return to the court the attached form of admission stating your proposals for paying the claim
If your offer of payment is accepted you will be sent an order from the court explaining how payments should be made.
If your offer of payment is not accepted, you will be sent a notice telling you when the court will decide how payment must be made. You may if you wish attend that hearing.
- 2 IF YOU DISPUTE ALL OR PART OF THE CLAIM, complete and return to the court the attached form of defence stating clearly how much of the claim you dispute and your reasons for doing so.
If you dispute only part of the claim you should also complete the admission part of the form stating how much you owe and either send that amount with the form or state how you propose to pay.
If you have paid the amount of the claim since the date of issue of the summons, complete and return to the court the attached form of defence stating the date of payment and pay the costs into court.
If you enter a defence you may have to attend court. The court will send you notice of hearing.
- 3 IF YOU HAVE A CLAIM AGAINST THE PLAINTIFF, complete and return to the court the attached form of counterclaim giving details of your claim. If your counterclaim exceeds the claim you may have to pay a fee. The court will notify you of this. Unless the plaintiff admits your counterclaim you will have to attend court to prove it.
- 4 UNLESS payment of the claim and costs in full is made into court within 14 days after the date of service of this summons you may be liable for additional costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N 12 Certificate of Service
Order 7 rule 6 (1), (4a) and (2)

Case No. _____
I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected _____

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company) _____

(b) At the address stated in the summons (or at _____) by delivering it to the defendant personally (or to _____)

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on _____ pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff/Officer of the Court

(1) I have reason to believe the summons will reach the defendant in sufficient time, because _____

Bailiff.

Or I certify that this summons has not been served for the following reasons _____

Bailiff/Officer of the Court

DEFAULT SUMMONS (UNLIQUIDATED)
(Order 3, rule 3(2)(b)).

[Royal Arms]

CASE No.

IN THE

COUNTY COURT

PLAINTIFF



DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS

(see particulars attached)

Court Fee

Solicitor's costs

TOTAL

£	p

This summons was issued on

JUDGMENT MAY BE OBTAINED AGAINST YOU without further notice UNLESS within 14 days after the service of this summons, you send to the Court an admission, defence or counterclaim using the attached form.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday

IMPORTANT — FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION

- (a) If you agree you are liable for some or all of the claim read instructions 1 and 2.
- (b) If you dispute liability for all or part of the claim read instructions 1 and 2.
- (c) Whether you admit or dispute the claim you may make a claim against the plaintiff. See instruction 3.
- (d) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (e) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors.
- (f) Application forms for issue of a witness summons may be obtained at the court office.
- (g) If you intend to defend this claim and the court issuing this summons is not your local county court you may write to the registrar of the issuing court requesting that the action be transferred to your local county court. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.
- (h) If this summons results in a judgment being entered against you, then if £10 or more remains outstanding one month after the date of judgment, your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS – WITHIN 14 DAYS AFTER THE DATE OF SERVICE, YOU MUST:

- IF YOU ADMIT THE CLAIM OR ANY PART OF IT, pay the amount admitted into the court. If the plaintiff accepts the amount paid you will not be liable for any subsequent costs. If you require more time to pay complete the attached form of admission. If the plaintiff does not accept the amount you admit or your proposal for payment you will be given notice to attend court.
- IF YOU DISPUTE THE CLAIM OR ANY PART OF IT, return to the court the attached form of defence stating clearly how much you dispute and your reasons for doing so. If you enter a defence you may have to attend court. The court will send you a notice of hearing.
- IF YOU HAVE A CLAIM AGAINST THE PLAINTIFF, complete and return to the court the attached form of counterclaim giving details of your claim. If your counterclaim exceeds the claim, you may have to pay a fee. The court will notify you of this. Unless the plaintiff admits your counterclaim you will have to attend court to prove it.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N.12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No _____

I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected _____

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company) _____

(b) At the address stated in the summons (or at _____)

by delivering it to the defendant personally (or to _____)

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____)

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor _____

(d) By posting it to the defendant on _____ pursuant to the certificate at (1) below _____

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1) _____

Bailiff/Officer of the Court _____

(1) I have reason to believe the summons will reach the defendant in sufficient time, because _____

Bailiff _____

Or, I certify that this summons has not been served for the following reasons _____

Bailiff/Officer of the Court _____

FIXED DATE SUMMONS (PRE-TRIAL REVIEW)
(Order 3, rule 3(2)(b)).

[Royal Arms]

CASE No.

IN THE

COUNTY COURT

PLAINTIFF

SEAL

DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS

(see particulars attached)

Court Fee

Solicitor's costs

TOTAL

	£	p

THE REGISTRAR WILL CONSIDER GIVING DIRECTIONS FOR THE DETERMINATION OF THIS ACTION AT

ON

AT WHEN YOU ARE SUMMONED TO ATTEND. FAILURE TO ATTEND MAY RESULT IN JUDGMENT BEING ENTERED AGAINST YOU. This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

IMPORTANT --FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION

- (a) If you agree you are liable for some or all of the claim shown in the attached particulars of claim, read instructions 1 and 2.
- (b) If you dispute all or part of the claim, read instructions 1 and 2.
- (c) Whether you admit or dispute the claim you may make a claim against the plaintiff. See instruction 3.
- (d) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (e) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors.
- (f) Application forms for issue of a witness summons may be obtained at the court office.
- (g) If you intend to defend this claim and the court issuing this summons is not your local county court you may write to the Registrar of the issuing court requesting that the action be transferred to your local county court. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.
- (h) Any delay in payment or in returning the attached form may add to the costs.
- (i) If this summons results in a judgment being entered against you, then if £10 or more remains outstanding one month after the date of judgment, your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS – WITHIN 14 DAYS OF THE DATE OF SERVICE YOU MUST:

1. If there is a claim for money and you admit the claim or any part of it, pay the amount admitted into court. If you require more time to pay, complete the attached form of admission.
2. If you dispute the claim or any part of it, return to the court the attached form of defence stating clearly how much you dispute and your reasons for doing so.
3. If you have a claim against the plaintiff complete and return to the court the attached form of counterclaim giving details of your claim. If your counterclaim exceeds the claim you may have to pay a fee. The court will notify you of this.
4. Unless you pay or make an admission and proposal for payment which the plaintiff accepts, you should attend at the court on the day and time as stated on the summons, and be prepared to give the Registrar information about the nature of your case. The Registrar will then give directions as to how the action is to be dealt with. If you intend to ask the Registrar to give any particular direction, you should give notice of your intention to him and the plaintiff. If you do not attend as stated on the summons, judgment may be entered against you.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

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N.12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No. _____
I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected
(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).

(b) At the address stated in the summons (or at _____)

by delivering it to the defendant personally (or to apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____).

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on _____ pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff/Officer of the Court
(1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or, I certify that this summons has not been served for the following reasons.

Bailiff/Officer of the Court

(Page 2)

FIXED DATE SUMMONS
(Order 3, rule 3(2)(b)).

[Royal Arms]

CASE No.

IN THE

COUNTY COURT

PLAINTIFF

SEAL

DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS

(see particulars attached)

Court Fee

Solicitor's costs

TOTAL

£	p

THIS CLAIM WILL BE HEARD AT

ON

AT WHEN YOU ARE SUMMONED TO ATTEND. FAILURE TO ATTEND MAY RESULT
IN JUDGMENT BEING ENTERED AGAINST YOU. This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

IMPORTANT – FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION

- (a) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (b) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors.
- (c) Application forms for the issue of a witness summons may be obtained at the county court office.
- (d) If this summons results in a judgment for money being entered against you, then, if £10 or more remains outstanding one month after the date of judgment, your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the Court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS

Within 14 days after the date of service, you must complete the attached form and send it to the court. Any delay in returning this form could result in your incurring further costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

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N.12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No. _____
 I certify that the summons of which this is a true copy was served by me on (date) _____
 Service was effected _____
 (a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).
 (b) At the address stated in the summons (or at _____)
 by delivering it to the defendant personally (or to _____)
 apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____)
 (c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.
 (d) By posting it to the defendant on _____ pursuant to the certificate at (1) below.
 (e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff/Officer of the Court
 (1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff/Officer of the Court

POSSESSION SUMMONS
(Order 3, rule 3(4)).

[Royal Arms] CASE No.

IN THE COUNTY COURT

PLAINTIFF

DEFENDANT

SEAL

TO THE DEFENDANT
 THE PLAINTIFF CLAIMS possession of
 on the grounds stated in the attached particulars of claim.

THE PLAINTIFF ALSO makes a claim for money	(see particulars attached) Court fee Solicitor's costs TOTAL	<table border="1" style="border-collapse: collapse; width: 100px;"> <thead> <tr> <th style="width: 50%; text-align: center;">£</th> <th style="width: 50%; text-align: center;">p</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table>	£	p				
£	p							

This claim will be heard on
 at
 at when you are summoned to attend. This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
 THE COURT OFFICE AT
 is open from 10 am to 4 pm Monday to Friday.

IMPORTANT – FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION

- (a) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (b) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors.
- (c) Application forms for the issue of a witness summons may be obtained at the county court office.
- (d) If this summons results in a judgment for money being entered against you, then, if £10 or more remains outstanding one month after the date of judgment, your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the Court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS

Within 14 days after the date of service, you must complete the attached form and send it to the court. Any delay in returning this form could result in your incurring further costs.

METHOD OF PAYMENT

By calling at the Court Office. Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form with a receipt, to be returned to you.

N 12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No.

I certify that the summons of which this is a true copy was served by me on (date)

Service was effected

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).

(b) At the address stated in the summons (or at)
by delivering it to the defendant personally (or to

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on)

(c) By posting it to the defendant on at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff/Officer of the Court

(1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff/Officer of the Court

POSSESSION SUMMONS (FORFEITURE)

(Order 3, rule 3(4)).

[Royal Arms]

CASE No.

IN THE

COUNTY COURT

PLAINTIFF



DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS possession of

by way of enforcing a right of re-entry or forfeiture for non-payment of rent, details of which are stated in the attached particulars of claim.

Rent in arrears at date of issue of this summons
Court fee
Solicitor's costs
TOTAL ⁽¹⁾

£	p

(1) See note (a) overleaf.

This claim will be heard on
at

at when you are summoned to attend. This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

IMPORTANT – FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION:

- (a) This action will cease if, at least 5 clear days before the hearing date, you pay into Court the total sum shown overleaf together with any further rent that has become payable between the date when the summons was issued and the date when it was served upon you. The daily rate of rent is to be found in the attached particulars of claim.
- (b) If you do not pay as in paragraph (a) above at least 5 days before the hearing date, the hearing will proceed and the Plaintiff may ask for judgment for that amount and any further sum that has fallen due up to the hearing date together with costs.
- (c) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (d) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors
- (e) Application forms for the issue of a witness summons may be obtained at the County Court Office.
- (f) If this summons results in a judgment being entered against you, then, if £10 or more remains outstanding one month after the date of judgment your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the Court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS – YOU MUST EITHER

- 1 pay into Court all monies required to satisfy this claim, as set out in paragraph (a) above; OR
- 2. within 14 days after service you should complete the attached form and send it to the Court.

NOTE. ANY DELAY IN PAYMENT OR IN RETURNING THE ATTACHED FORM COULD RESULT IN YOUR INCURRING FURTHER COSTS.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you

N 12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No _____

I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected _____

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company) _____

(b) At the address stated in the summons (or at _____)
by delivering it to the defendant personally (or to _____)
apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____)

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on _____ pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Baillif/Officer of the Court

(1) I have reason to believe the summons will reach the defendant in sufficient time, because _____

Baillif.

Or I certify that this summons has not been served for the following reasons _____

Baillif/Officer of the Court

SUMMONS FOR RENT

(Order 24, rule 10).

[Royal Arms]

CASE No.

IN THE

COUNTY COURT

PLAINTIFF



DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS

Arrears of Rent (see particulars attached)

Court fee

Solicitor's costs

TOTAL

	£	p

This claim will be heard on

at

at when you are summoned to attend. This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

IMPORTANT – FOR INSTRUCTIONS TURN OVER

GENERAL INFORMATION:

- (a) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (b) Application forms for issue of a witness summons may be obtained at the county court office.
- (c) If you dispute the claim, you may be entitled to legal aid. Information about the Legal Aid Scheme may be obtained from any county court office, citizens' advice bureau, legal advice centre and from most firms of solicitors.
- (d) If this summons results in a judgment being entered against you, then if £10 or more remains outstanding one month after the date of judgment, your name and address will be entered in the Register of County Court Judgments. Registration may affect your ability to obtain credit although you may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

INSTRUCTIONS

1. If you admit the claim or any part of it, pay the amount admitted and costs INTO COURT as soon as possible. Delay may add to the costs.
2. If you dispute the claim or any part of it, or if you require time for payment, you must attend the court at the time and place stated on the summons, otherwise judgment may be given in your absence.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N.12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No.
 I certify that the summons of which this is a true copy was served by me on (date)

Service was effected

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).

(b) At the address stated in the summons (or at

by delivering it to the defendant personally (or to)

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on)

(c) By posting it to the defendant on at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated in the summons for the reasons at (1).

Bailiff/Officer of the Court

(1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff/Officer of the Court

NOTICE TO RESPONDENT WHEN A MATTER WILL BE HEARD
(Order 3, rule 4(4)(b))

[Royal Arms]

IN THE COUNTY COURT
NO. OF MATTER

BETWEEN

APPLICANT



AND

RESPONDENT

To the Respondent

A sealed copy of an originating application to the Court is attached.

The Registrar will consider giving directions for the determination of this matter

OR

This matter will be heard by this Court

at

on

at o'clock when you should attend.

Failure to attend may result in an order being made in your absence.

DATED

Address all communications to the Chief Clerk QUOTING THE NUMBER OF MATTER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

NOTICE TO RESPONDENT WHEN A MATTER WILL BE HEARD UNDER ORDER 24
(Order 3, rule 4(4)(b) and Order 24, rule 4).

[Royal Arms]

IN THE COUNTY COURT
NO. OF MATTER

BETWEEN

APPLICANT



AND

RESPONDENT(S)

To [Named Respondent and] every [other] person in occupation of

A sealed copy of an originating application to the Court is attached.

This matter will be heard by this Court
at

on
at o'clock when you should attend.

Failure to attend may result in an order being made in your absence.

TAKE NOTICE. Any person occupying the premises mentioned in the application, who is not named as a respondent may apply to the Court to be joined as a Respondent.

DATED

Address all communications to the Chief Clerk QUOTING THE NUMBER OF MATTER
THE COURT OFFICE AT

is open from 10am to 4 pm Monday to Friday

NOTICE TO RESPONDENT IN APPLICATION UNDER SECTION 53, LANDLORD AND TENANT ACT 1954
(Order 43, rule 2(1)).

[Royal Arms]

IN THE COUNTY COURT
NO. OF MATTER

BETWEEN

APPLICANT



AND

RESPONDENT

To the Respondent

A sealed copy of an originating application to the Court is attached.

The Registrar will consider giving directions for the determination of this matter

OR

This matter will be heard by this Court
at

on
at o'clock when you should attend.

TAKE NOTICE that if you should wish to oppose the application or to dispute any allegation contained therein, you must, within 14 days after the service of this notice on you, file in the office of this court an answer, together with as many copies as there are other parties to the proceedings, specifying the allegations which you dispute and stating the grounds of your opposition.

Failure to attend may result in an order being made in your absence.

DATED

Address all communications to the Chief Clerk QUOTING THE NUMBER OF MATTER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

**NOTICE TO RESPONDENT WHEN A MATTER WILL BE HEARD UNDER MARRIED
WOMEN'S PROPERTY ACT 1882**

(Order 47, rule 2(2)(b)).

[Royal Arms]

IN THE

COUNTY COURT

NO. OF MATTER

BETWEEN

APPLICANT



AND

RESPONDENT

To the Respondent

A sealed copy of an originating application to the Court is attached.

The Registrar will consider giving directions for the determination of this matter

OR

This matter will be heard by this Court

at

on

at _____ o'clock when you should attend.

TAKE NOTICE that within 14 days after the service of this notice on you, you must file in the office of this court an answer, with as many copies as there are other parties to the proceedings, specifying the allegations which you dispute and stating the grounds of your opposition.

Failure to attend may result in an order being made in your absence.

DATED

Address all communications to the Chief Clerk QUOTING THE NUMBER OF MATTER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

NOTICE TO RESPONDENT IN APPLICATION UNDER SECTION 17 OR 18 OF THE LEASEHOLD REFORM ACT 1967 (Order 49, rule 8(4)).

[Royal Arms]

IN THE

COUNTY COURT

NO. OF MATTER

BETWEEN

APPLICANT



AND

RESPONDENT

To the Respondent

A sealed copy of an originating application to the Court is attached.

The Registrar will consider giving directions for the determination of this matter

OR

This matter will be heard by this Court at

on at o'clock when you should attend.

TAKE NOTICE that if any person is in occupation of the property or part of the property to which this originating application relates under an immediate or derivative sub-tenancy, you must forthwith serve on him a notice in form N426 (1) informing him of the proceedings.

You must also file in the office of this court, within 14 days after the service of this application on you, an answer stating the grounds, if any, on which you intend to oppose the application giving particulars of any sub-tenancy, together with a copy for every other party to the proceedings.

(1) Form N426 is available from any county court office.

Failure to attend may result in an order being made in your absence.

DATED

Address all communications to the Chief Clerk QUOTING THE NUMBER OF MATTER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM TO ACCOMPANY FORMS N1, 2, 3 AND 4

(Order 3, rule 3(2)(e)).

IN THE COUNTY COURT

v

ADMISSION CASE NO.

Read the instructions on the back of the summons carefully before completing this form. Please use black ink. Immediately after you have filled in this form send it by post or take it to the Court Office as stated on the summons.

- 1 Do you admit the plaintiff's claim in full? YES/NO
2 Do you admit part of the plaintiff's claim? YES/NO
If so, how much do you admit? £
(Put your reasons for disputing the balance overleaf)
3 If you wish the court to consider whether to make an instalment order you should answer the following questions:—
PAY AND MEANS
(a) What is your occupation?
(b) What is the name and address of your employer?
(c) What is your pay before deductions? £ per week/month
(d) What overtime, bonuses, fees, allowances or commission do you receive? £
(e) What is your usual take-home pay? £ per week/month
(f) Do you receive a pension or any other income? YES/NO
Please give details:—

(g) What contributions, if any, are made by any member of your household?

LIABILITIES

- (a) What persons, if any are financially dependent on you? Please give details including the ages of any dependent children:—
(b) What rent or mortgage instalments do you have to pay? £ per week/month
(c) What rates, if any do you have to pay? £ per week/month
(d) Do you have to pay under any Court Orders? Please give details including name of court and case number.
(e) What other regular payments do you have to make?
(f) Have you any other liabilities which you would like the Court to take into account? Please give details:—

WHAT OFFER OF PAYMENT DO YOU MAKE?

Payment in full on the day of 19 OR by instalments of £ per month

Address to which notices about this case should be sent to you SIGN HERE DATE

FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM TO ACCOMPANY FORMS N1, 2, 3 AND 4 (Order 3, rule 3(2)(e)).

IN THE COUNTY COURT

v

CASE NO.

DEFENCE

- 1. Do you dispute the plaintiff's claim or any part of it? YES/NO
2. If so, how much do you dispute and what are your reasons?

COUNTERCLAIM

- 1. Do you wish to make a claim against the plaintiff? YES/NO
2. If so, for how much? £
3. What is the nature of the claim?

[To be completed where the sum claimed or amount involved exceeds £500

If you dispute the plaintiff's claim or wish to make a claim against him do you want the proceedings referred to arbitration? YES/NO]

NOTES:

- 1 Any claim for £500 or less which is defended will be referred to arbitration automatically, but the reference may be rescinded on application
2 When a defended claim is arbitrated the right of appeal against the arbitrator's award is very limited.
3 If your claim against the plaintiff is bigger than his claim against you, you may have to pay a fee before it can be dealt with. You can find out whether a fee is payable by enquiring at any county court office.

Address to which notices about this case should be sent to you SIGN HERE DATE

**FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM TO ACCOMPANY
FORMS N3 AND N4 (HIRE-PURCHASE ACT 1965, SEC. 35 OR
HIRE-PURCHASE ACT 1938, SEC. 12)
(Order 3, rule 3(2)(e)).**

IN THE COUNTY COURT

v

CASE NO.

ADMISSION

Read the instructions on the back of the summons carefully before completing this form. Please use black ink. Immediately after you have filled in this form send it by post or take it to the Court Office as stated on the summons.

1. Do you admit the plaintiff's claim in full? YES/NO
2. Do you admit **part** of the plaintiff's claim? YES/NO
If so, how much do you admit? £
(Put your reasons for disputing the balance overleaf)
3. If you wish the court to consider whether to make an instalment order you should answer the following questions:—
PAY AND MEANS
 - (a) What is your occupation?
 - (b) What is the name and address of your employer?
 - (c) What is your pay before deductions? £ per week/month
 - (d) What overtime, bonuses, fees, allowances or commission do you receive? £
 - (e) What is your usual take-home pay? £ per week/month
 - (f) Do you receive a pension or any other income? YES/NO
Please give details:—
 - (g) What contributions, if any, are made by any member of your household?

LIABILITIES

- (a) What persons, if any are financially dependent on you? Please give details including the ages of any dependent children:—
- (b) What rent or mortgage instalments do you have to pay? £ per week/month
- (c) What rates, if any do you have to pay? £ per week/month
- (d) Do you have to pay under any Court Orders? Please give details including name of court and case number.
- (e) What other regular payments do you have to make?
- (f) Have you any other liabilities which you would like the Court to take into account?
Please give details:—

- 4 Are the goods in your possession? YES/NO

I understand that if the plaintiff accepts my offer of payment by instalments the Court will make an order for the return of the goods but the plaintiff will not be able to enforce this order so long as I pay the instalments punctually.

WHAT OFFER OF PAYMENT DO YOU MAKE?

Payment in full on the day of 19..... OR by instalments of £ per month

Address to which notices about this case should be sent to you

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

SIGN HERE

DATE

FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM TO ACCOMPANY FORMS N3 AND N4 (HIRE-PURCHASE ACT 1965, SEC. 35 OR HIRE-PURCHASE ACT 1938, SEC. 12) (Order 3, rule 3(2)(e)),

IN THE COUNTY COURT

v

CASE NO.

DEFENCE

- 1 Do you dispute the plaintiff's claim or any part of it? YES/NO
2 If so, how much do you dispute and what are your reasons?

COUNTERCLAIM

- 1 Do you wish to make a claim against the plaintiff? YES/NO
2 If so, for how much? £
3 What is the nature of the claim?

[To be completed where the sum claimed or amount involved exceeds £500

If you dispute the plaintiff's claim or wish to make a claim against him do you want the proceedings referred to arbitration? YES/NO]

NOTES

- 1 Any claim for £500 or less which is defended will be referred to arbitration automatically, but the reference may be rescinded on application
2 When a defended claim is arbitrated the right of appeal against the arbitrator's award is very limited
3 If your claim against the plaintiff is bigger than his claim against you, you may have to pay a fee before it can be dealt with. You can find out whether a fee is payable by enquiring at any county court office

Address to which notices about this case should be sent to you

SIGN HERE
DATE

FORM OF REPLY — POSSESSION SUMMONS

(Order 3, rule 3(2)(e)).

IN THE

COUNTY COURT

v

CASE No.

Read the instructions on the back of the summons before completing this form. Please use black ink.

YOU MUST ANSWER QUESTION 1.

1. Do you admit the Plaintiff is entitled to possession of the premises? YES/NO

Please give below any facts you would like the court to take into consideration when making an order for possession OR your reasons for disputing the claim.

YOU NEED ONLY ANSWER THE FOLLOWING QUESTIONS IF THERE IS ALSO A MONEY CLAIM AGAINST YOU.

2. Do you admit the money claim in full? YES/NO

3. Do you admit only part of the money claim? YES/NO

Please state the amount admitted £

4. If you dispute all or part of the Plaintiff's money claim please give below your reasons for doing so.

You must sign here: Date

and give an address where notices about this case may be sent to you.
.....
.....

CERTIFICATE OF SERVICE*(Order 7, rule 6(1) and (2)).*

Case No. _____

I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected

- (a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).
- (b) At the address stated in the summons (or at _____)

by delivering it to the defendant personally (or to _____)

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____).

- (c) By posting it to the defendant on at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.
- (d) By posting it to the defendant on pursuant to the certificate at ⁽¹⁾ below.
- (e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at ⁽¹⁾

Bailiff/Officer of the Court⁽¹⁾ I have reason to believe the summons will reach the defendant in sufficient time, because:*Bailiff*

Or I certify that this summons has not been served for the following reasons:

*Bailiff Officer of the Court***Form N.12**

CERTIFICATE OF SERVICE (FIRM)*(Order 7, rule 6(1)(a) and (2)).*

Case No. _____

I certify that the summons of which this is a true copy, was served by me on (date) _____

Service was effected,

(a) by delivering it at the address stated in the summons or at _____

to _____

a partner in [or who stated that he was a partner in] the defendant firm [or who stated that he carried on business in the name of _____];

(b) by delivering it at the address stated in the summons or at _____

to a person who did not give his name, but stated that he was a partner in the defendant firm [or that he carried on business in the name of _____];

(c) by delivering it at the address stated in the summons or at _____ being the principal place of business of the defendant firm within the district of this Court to _____the person [or ⁽¹⁾ to a person] who had appeared to have the control or management of the business there.⁽¹⁾ If the name is not known.*(d)* by posting it to the defendant firm on _____ at the address stated in the summons, in accordance with the certificate of the plaintiff or his solicitor.*(e)* by posting it to the defendant firm on _____ pursuant to the certificate at ⁽²⁾ below.*(f)* by inserting it, enclosed in an envelope addressed to the defendant firm, in the letter box at the address stated in the summons for reasons at ⁽²⁾.*Bailiff/Officer of the Court*⁽²⁾ I have reason to believe the summons will reach the defendant firm in sufficient time, because: _____*Bailiff*

OR I certify that this summons has not been served for the following reasons: _____

*Bailiff/Officer of the Court***Form N.13**

REQUEST FOR ENTRY OF JUDGMENT IN DEFAULT ACTION
(Order 9, rule 6(1))

IN THE COUNTY COURT
BETWEEN PLAINTIFF

CASE No.

AND DEFENDANT

To the Court

I request you to enter judgment by default against defendant(s)

(1) Delete as appropriate

(1) (Payable forthwith)

(1) (Payable on the)

(1) (Payable by instalments of £ per commencing on)

	£	£
Amount of claim as stated in Summons	£	
Court Fees entered on Summons		
Solicitor's Charge (if any) entered on Summons		
Solicitor's Charge (if any) on entering Judgment		
	SUB-TOTAL	
Deduct amount (if any) paid into court by Defendant		
Deduct amount (if any) paid to Plaintiff direct since issue		
Balance payable by Defendant and for which judgment is to be entered		

DATED

Plaintiff (or Plaintiff's Solicitor)

TAKE NOTICE.

This form must not be used in respect of —

(a) a claim for money secured by a mortgage or (b) a claim for unliquidated damages (use form N.234).

THIRD PARTY NOTICE
(Order 12, rule 1(1)).

[Royal Arms]

IN THE COUNTY COURT

BETWEEN

PLAINTIFF



AND

DEFENDANT

AND

THIRD PARTY

CASE No.

TO (THE THIRD PARTY)

TAKE NOTICE that this action has been brought by the Plaintiff against the Defendant and that the Defendant claims against you

- or (a) that he is entitled to contribution from you to the extent of
- or (b) that he is entitled to be indemnified by you against liability in respect of
- or (c) that he is entitled to the following relief or remedy relating to or connected with the original subject matter of the action, namely
- or (d) that the following question or issue relating to or connected with the subject matter of the action should properly be determined as between the Plaintiff and the Defendant and the third party, namely

The grounds of the Defendant's claim are –

If you dispute the plaintiff's claim against the defendant or the defendant's claim against you, you must within 14 days after the service of this notice upon you take or send to the court two copies of your defence.

AND TAKE NOTICE that you should attend at

on _____ at _____ o'clock

when directions will be given for the further conduct of these proceedings.

If you fail to attend you may be deemed to admit:—

- (1) the plaintiff's claim against the defendant; and
- (2) the defendant's claim against you; and
- (3) your liability to (contribute to the extent claimed) or (indemnify the defendant) or
- (4) the defendant's right to the relief or remedy claimed in paragraph (c) above; and
- (5) the validity of any judgment in the action;

And you will be bound by the judgment in the action.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

INTERIM INJUNCTION
(Order 13, rule 6).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF

AND



DEFENDANT

CASE No

The plaintiff undertaking by his counsel or solicitor to abide by any order this Court may make for the payment of damages in case this Court shall hereafter find that the defendant has sustained any loss or damage by reason of this Order

IT IS ORDERED that the defendant(s) [whether by (himself themselves his their) servants or agents, or otherwise] [be restrained] [do]

until the day after the day upon which this action shall be heard, or until further order, in the meantime, or until the Order shall be further continued. upon which day this Court will consider whether this

TAKE NOTICE THAT UNLESS YOU OBEY THE DIRECTIONS CONTAINED IN THIS ORDER YOU WILL BE GUILTY OF CONTEMPT OF COURT, AND WILL BE LIABLE TO BE COMMITTED TO PRISON.

DATED

JUDGE

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

**INTERLOCUTORY JUDGMENT FOR PLAINTIFF
(DAMAGES TO BE ASSESSED)**

(Order 17, rule 7(2) and Order 22, rule 5(2)).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF

AND

SEAL

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DEFENDANT

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CASE No.

IT IS ADJUDGED that the Plaintiff do recover against the Defendant damages to be assessed and costs.

(1) Delete as necessary

(1) [AND TAKE NOTICE
You should attend this Court

at

on

when the damages will be assessed]

DATED

Address all communications to the Chief Clerk
AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

Form N.17

NOTICE OF REFERENCE TO ARBITRATION

(Order 19, rule 2(3)).

IN THE	COUNTY COURT	
	CASE No.	
BETWEEN	[PLAINTIFF]	(SEAL)
AND	[DEFENDANT]	

TAKE NOTICE that these proceedings have been referred to arbitration by the Registrar of this Court on the following terms:—

1. There will be a preliminary hearing before the Registrar at
on
at o'clock to consider how best to resolve the matters in dispute. He will give such directions as he considers necessary for the future conduct of the case. If you do not attend such order will be made as the Court thinks just. In the absence of the plaintiff the proceedings may be struck out and in the absence of the defendant judgment may be entered against him.
2. With the consent of the parties the arbitrator may decide the case on the statements and documents submitted to him, otherwise he should fix a date for the dispute to be heard.
3. The hearing shall be informal and the strict rules of evidence shall not apply.
4. At the hearing the arbitrator may adopt any method of procedure which he may consider to be convenient and to afford a fair and equal opportunity to each party to present his case.
5. If any party does not appear at the arbitration, the arbitrator may make an award on hearing any other party to the proceedings who may be present.
6. Where an award has been given in the absence of a party, the arbitrator may, on that party's application, set aside the award and order a fresh hearing.
7. With the consent of the parties and at any time before giving his decision and either before or after the hearing, the arbitrator may consult any expert or call for an expert report on any matter in dispute or invite an expert to attend the hearing as an assessor.
8. The costs of the action up to and including the entry of judgment shall be in the discretion of the arbitrator, but no solicitors' costs shall be allowed except for the costs stated on the summons, the costs of enforcing the award and such costs as are certified by the arbitrator to have been incurred through the unreasonable conduct of the opposite party in relation to the case.

If you object to the reference to arbitration, or to any of the terms, you may apply to the Court in writing for the reference to be rescinded or for the terms to be varied, stating in either case the grounds of your application.

Dated

Address all communications to the Chief Clerk and quote the above case number

THE COURT OFFICE at

is open from 10 am to 4 pm Monday to Friday

ORDER REFERRING PROCEEDINGS TO ARBITRATION

(Order 19, rule 2(5)(a)).

IN THE COUNTY COURT

CASE No.

BETWEEN PLAINTIFF

AND DEFENDANT

SEAL

IT IS ORDERED, with the consent of all parties, [or on the application of] that these proceedings be referred to the arbitration of

whose award, [to be made on or before the day of 19](1) shall be entered as the judgment in this action.

1. There will be a preliminary hearing before the Registrar at on at o'clock to consider how best to resolve the matters in dispute. He will give such directions as he considers necessary for the future conduct of the case. If you do not attend such order will be made as the Court thinks just. In the absence of the plaintiff the proceedings may be struck out and in the absence of the defendant judgment may be entered against him.
2. With the consent of the parties the arbitrator may decide the case on the statements and documents submitted to him, otherwise he should fix a date for the dispute to be heard.
3. The hearing shall be informal and the strict rules of evidence shall not apply.
4. At the hearing the arbitrator may adopt any method of procedure which he may consider to be convenient and to afford a fair and equal opportunity to each party to present his case.
5. If any party does not appear at the arbitration, the arbitrator may make an award on hearing any other party to the proceedings who may be present.
6. Where an award has been given in the absence of a party, the arbitrator may, on that party's application, set aside the award and order a fresh hearing.
7. With the consent of the parties and at any time before his decision and either before or after the hearing, the arbitrator may consult any expert or call for an expert report on any matter in dispute or invite an expert to attend the hearing as an assessor.
8. The costs of the action up to and including the entry of judgment shall be in the discretion of the arbitrator to be exercised in the same manner as the discretion of the court under the provisions of the County Court Rules.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

SUMMONS TO WITNESS TO ATTEND TO GIVE ORAL EVIDENCE (AND TO PRODUCE DOCUMENTS)

(Order 20, rule 12(1)).

[Royal Arms]

IN THE

COUNTY COURT

CASE No.

BETWEEN

PLAINTIFF



AND

DEFENDANT

TO
of

You are summoned to attend at

on _____, at _____ o'clock

to give evidence in the above case [and to bring with you and produce the document(s) specified below] ⁽¹⁾

(1) Delete as necessary

(2) Here list documents to be produced (2)

If you fail to attend you will be liable to pay a fine of £50, if at the time this summons was served upon you, you were paid or offered your reasonable expenses of travelling to and from the court together with the prescribed sum as compensation for loss of time.

⁽¹⁾ Sum to be paid or offered to the witness:— £

DATED

This summons was issued on the application of the plaintiff (or defendant) or the plaintiff's (or defendant's) solicitor whose name, address and ref. no. is:—

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

CASE No.

CASE No.

v

v

I CERTIFY THAT

The summons of which this is a true copy was served by me on the within named

personally, at

on the

day of

19

and the sum of £ was at the same time paid [or offered] by me to the said

for his expenses and loss of time.

Bailiff/Officer of the Court

I CERTIFY THAT

The summons of which this is a true copy was served by posting to the within named

on

at the address stated on the summons in accordance with the certificate of the applicant or his solicitor, when I enclosed a P.O. for £

for his expenses and loss of time.

Officer of the Court

NON-SERVICE

I CERTIFY THAT THIS SUMMONS HAS NOT BEEN SERVED FOR THE FOLLOWING REASONS:—

N.20 (1) SERVICE CERTIFICATE
WITNESS SUMMONS

Bailiff/Officer of the Court

ORDER FOR EXAMINATION OF WITNESS OUT OF COURT
(Order 20, rule 13(1) and (3)).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF



AND

DEFENDANT

CASE No.

Upon hearing
and reading the affidavit of

sworn on the day of and filed on
behalf of

IT IS ORDERED THAT the evidence of

a witness on behalf of the be taken orally on oath
before
and
is hereby required to attend at

on at

(1) List of documents to give evidence and to produce the document[s] specified below, namely (1)

AND IT IS FURTHER ORDERED THAT the original deposition of the witness shall be filed
in the office of this court.

Sum to be paid or offered to the witness:— £

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

CASE No.

.....

v.

.....

I CERTIFY THAT

The summons of which this is a true copy was served by me on the within named

personally, at

on the

day of

19

and the sum of £ was at the same time paid [or offered] by me to the said

for his expenses and loss of time.

Bailiff/Officer of the Court

NON-SERVICE

I CERTIFY THAT THIS SUMMONS HAS NOT BEEN SERVED FOR THE FOLLOWING REASONS:

20 (1) SERVICE CERTIFICATE
WITNESS SUMMONS

Bailiff/Officer of the Court

JUDGMENT WHERE COUNTERCLAIM HAS BEEN MADE

(Order 21, rule 4(4)).

IN THE COUNTY COURT

CASE No.

BETWEEN PLAINTIFF

AND DEFENDANT

SEAL

IT IS ADJUDGED that the Plaintiff do recover against the Defendant the sum of £ for debt (or damages) and £ for costs (or his costs of this action to be taxed on scale) amounting together to the sum of £

[or that judgment be entered for the Defendant [or that a nonsuit be entered] and the Plaintiff do pay the Defendant the sum of £ for costs (or his costs to be taxed on scale)].

AND IT IS FURTHER ADJUDGED that the Defendant do recover on his counterclaim against the Plaintiff the sum of £ for debt (or damages) and £ for costs (or his costs of this action to be taxed on scale) amounting together to the sum of £

[or that judgment be entered for the Plaintiff on the Defendant's counterclaim [or that the counterclaim be struck out] and the Defendant do pay the Plaintiff the sum of £ for costs (or his costs to be taxed on scale) on the counterclaim].

(1) If the same party succeeds both in the Action and on the Counterclaim proceed as follows

AND IT IS ORDERED that the Plaintiff (or Defendant) do pay into the office of this Court⁽¹⁾ the sum of £ (together with the costs when taxed) being the amount adjudged against him.

(2) Or, if one party succeeds in the Action and the other on the Counterclaim proceed as follows

[OR⁽²⁾ the sum of £ (together with the costs when taxed), the balance in favour of the Plaintiff (or Defendant) after the deduction of the amount adjudged to the Plaintiff (or Defendant)]

The said sum to be paid on or before the (together with the amount of the costs when taxed on or before that day or, if costs have not been taxed before the expiration of that day, within 14 days of taxation).

OR (together with the amount of costs when taxed) by instalments of £ for every calendar month, the first instalment to be paid on or before the

DATED

TAKE NOTICE Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed Cheques, giro cheques and stamps are not accepted Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt to be returned to you

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

GENERAL FORM OF JUDGMENT OR ORDER
(Order 22, rule 1(1)).

IN THE

COUNTY COURT

(1) BETWEEN

PLAINTIFF

AND



DEFENDANT

CASE No.

(1) If in a Matter revise heading

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR PLAINTIFF WITH COSTS TO BE TAXED

(Order 22, rule 1(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND

DEFENDANT

(SEAL)

CASE No.

IT IS ADJUDGED that the Plaintiff do recover against the Defendant the sum of £ for debt [or damages], and his costs of this action, to be taxed on scale

AND [the Defendant having paid to the court or the plaintiff the sum of £]

(1) The debt or damages or the balance thereof

IT IS ORDERED THAT the Defendant do pay into the office of this court the sum of £⁽¹⁾ £ forthwith [or on or before the] (and do pay the amount of the costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation)

OR (together with the amount of costs when taxed) by instalments of £ for every calendar month, the first instalment to be paid on or before the

DATED

TAKE NOTICE

Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

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THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR PLAINTIFF IN ACTION FOR RECOVERY OF LAND

(Order 22, rule 1(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND DEFENDANT

SEAL

CASE No.

IT IS ADJUDGED that the Plaintiff do recover against the Defendant possession of the land mentioned in the particulars of claim attached to the summons in this action, namely: ⁽¹⁾

(1) Here describe the land as set out in the particulars

AND that the Plaintiff do recover against the Defendant the sum of £ for rent and mesne profits and £ for costs [or his costs of this action to be taxed on scale], amounting together to the sum of £

IT IS ORDERED that the Defendant do give the Plaintiff possession of the said land on the

AND that the Defendant do pay into the office of this court the [total] sum mentioned above on or before the

[and do pay the amount of costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation].

OR [together with the amount of costs when taxed] by instalments of £ for every calendar month, the first instalment to be paid on or before the

DATED

TAKE NOTICE

Failure to comply with this order may result in your eviction by the bailiff of the court and your goods being removed and sold to satisfy the money claim

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

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Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR PLAINTIFF IN ACTION OF FORFEITURE FOR NON-PAYMENT OF RENT

(Order 22, rule 1(1)).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF
AND DEFENDANT
SEAL

UPON HEARING

IT IS ADJUDGED that the Plaintiff is entitled to recover against the Defendant possession of the land mentioned in the particulars attached to the summons in this action namely:—

(1) Here describe the land as set out in the particulars

the rent of the land amounting to £ being in arrear and the Plaintiff having a right of re-entry or forfeiture in respect thereof

AND THAT the Plaintiff do recover against the Defendant the sum of £ for arrears of rent [and the sum of £ for costs (or his costs of this action to be taxed on scale) (amounting together to the sum of £)].

(2) A date not less than four weeks from the date of the order

AND IT IS ORDERED that the Defendant do pay into the office of this court the [total] sum mentioned above on or before the

(and do pay the amount of the costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation.)

AND THAT unless payment of the said sum is made by the said date the Defendant shall thereupon give possession of the land to the Plaintiff.

AND IT IS FURTHER ADJUDGED that the Plaintiff do recover against the Defendant by way of mesne profits the sum of £

AND IT IS ORDERED that the Defendant do pay into the office of this court the further sum of £ on or before the

DATED

TAKE NOTICE

Failure to comply with this order may result in your eviction by the bailiff of the court and your goods being removed and sold to satisfy the money claim

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT
By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed
PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed Cheques, giro cheques and stamps are not accepted Payment cannot be received by bank or giro credit transfer
This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt to be returned to you

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR PLAINTIFF IN ACTION OF FORFEITURE FOR NON-PAYMENT OF RENT WHERE ORDER REFUSED UNDER RENT ACTS

(Order 22, rule 1(1)).

IN THE COUNTY COURT
CASE No.

BETWEEN PLAINTIFF

AND DEFENDANT

SEAL

IT IS ADJUDGED for the purposes of Section 191 of the County Courts Act 1959 only, that the Plaintiff is entitled to recover against the Defendant possession of the land mentioned in the particulars attached to the summons in this action namely:—⁽¹⁾

(1) Here describe the land as set out in the particulars

the rent of the land amounting to £ being in arrear and the Plaintiff having a right of re-entry or forfeiture in respect thereof.

AND that the Plaintiff do recover against the Defendant the sum of £ for arrears of rent [and the sum of £ for costs, (or his costs of this action to be taxed on scale) (amounting together to the sum of £)].

(2) A date not less than four weeks from the date of the order

AND IT IS ORDERED that the Defendant do pay into the office of this court the (total) sum mentioned above on or before the⁽²⁾

(and do pay the amount of the costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation).

FOR THE AFORESAID PURPOSES ONLY, that unless payment of the said sum is made by the said date, the Defendant shall thereupon give possession of the land to the Plaintiff.

AND IT IS FURTHER ADJUDGED that the Plaintiff do recover against the Defendant by way of mesne profits the sum of £

AND IT IS ORDERED that the Defendant do pay into the office of this court the further sum of £ on or before the

AND no order or judgment being made or given under the Rent Acts for the recovery of possession of the land, **IT IS ORDERED** that no warrant shall issue to enforce the said order for possession.

DATED

TAKE NOTICE.

If you pay the arrears of rent and costs by the date mentioned in the fourth paragraph above or within such further time as the court may allow, you will be entitled to hold the land according to the lease without any new lease. If you do not pay the arrears of rent and costs as aforesaid, you will be barred from all relief against forfeiture of the lease while this order remains unreversed, but your landlord will not be able to evict you without further proceedings.

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

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THE COURT OFFICE AT

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JUDGMENT FOR PLAINTIFF IN ACTION OF FORFEITURE FOR NON-PAYMENT OF RENT WHERE ORDER SUSPENDED UNDER RENT ACTS (Order 22, rule 1(1)).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF
AND DEFENDANT
SEAL

IT IS ADJUDGED that the Plaintiff is entitled to recover against the Defendant possession of the land mentioned in the particulars attached to the summons in this action namely:— (1)

the rent of the land amounting to £ being in arrear and the Plaintiff having a right of re-entry or forfeiture in respect thereof.

AND that the Plaintiff do recover against the Defendant the sum of £ for the arrears of rent [and the sum of £ for costs, (or his costs of this action to be taxed on scale) (amounting together to the sum of £)].

AND IT IS ORDERED that the Defendant do pay into the office of this court the (total) sum mentioned above on or before the (2) (and do pay the amount of the costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation).

AND that unless payment of the said sum is made by the said date the Defendant shall thereupon give possession of the land to the Plaintiff.

AND IT IS FURTHER ADJUDGED that the Plaintiff do recover against the Defendant by way of mesne profits the sum of £

AND IT IS ORDERED that the Defendant do pay into the office of this court the further sum of £ on or before the

AND IT IS FURTHER ORDERED that execution on such order be suspended for so long as the Defendant punctually pays to the Plaintiff or his agent the said sum of £ and £ for mesne profits, making a total of £ by instalments of £ per , commencing on the

in addition to the current rent of £ per , and that no execution shall issue on such order when the said sum of £ has been paid.

DATED

TAKE NOTICE

If you pay the arrears of rent and costs by the date mentioned in the third paragraph above or within such further time as the court may order, you will be entitled to hold the land according to the lease without any new lease. If you do not pay the arrears of rent and costs as aforesaid, you will be barred from all relief against forfeiture of the lease while this order remains unreversed, but the order will not be enforceable against you so long as you comply with the terms mentioned in the final paragraph above. If you become ill or out of work, ask your landlord to suspend the order until you are better or back at work. If he will not do so, you should ask the court officials to help you prepare an application to the Judge.

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT
By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.
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THE COURT OFFICE AT
is open from 10am to 4pm Monday to Friday.

SUSPENDED ORDER FOR RECOVERY OF LAND
(Order 22, rule 1(1)).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF
AND DEFENDANT
SEAL

(1) Here describe the land as set out in the particulars

IT IS ADJUDGED that the Plaintiff do recover against the Defendant possession of the land mentioned in the particulars of claim attached to the summons in this action, namely:— (1)

AND THAT the Plaintiff do recover against the Defendant the sum of [£ for arrears of rent and mesne profits and] £ for costs [or his costs of this action to be taxed on scale] [amounting together to the sum of £].

IT IS ORDERED that the judgment for possession shall not be enforced for days in any event, and for so long thereafter as the Defendant punctually pays to the Plaintiff of his agent the [arrears of rent, mesne profits and] costs by instalments of £ per week in addition to the current rent.

AND that the judgment for £ [and costs to be taxed] shall not be enforced for so long as the Defendant pays the instalments of £ per week.

AND ALSO that the judgment(s) shall cease to be enforceable when the [arrears of rent, mesne profits and] costs referred to above are satisfied.

(2) Delete where judgment given for arrears of rent and mesne profits if any

CURRENT RENT £
[ARREARS TO DATE OF JUDGMENT £] (2)

The first payment will be due on or before the

DATED

TAKE NOTICE.

If you are ill or out of work you should ask your landlord to suspend the order until you are better or back at work. If he will not do so, you should ask the court officials to help you to prepare an application to the Judge.

Failure to comply with this order may result in your eviction by the bailiff of the court and your goods being removed and sold to satisfy the money claim.

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

Form N.28

JUDGMENT FOR PLAINTIFF IN AN ACTION UNDER A MORTGAGE OR CHARGE
(Order 22, rule 1(1)).

IN THE COUNTY COURT

CASE No. _____

BETWEEN PLAINTIFF

AND..... DEFENDANT

(SEAL)

Upon Hearing
And upon Reading

IT IS ORDERED that the Defendant do deliver to the Plaintiff on or before the _____ day of 19____, possession of the property comprised in a mortgage (or legal charge) dated _____ and known as⁽¹⁾ _____

(1) Here describe the land as set out in the particulars

[AND] THAT the Plaintiff do recover against the Defendant (the sum of £ _____ for principal money and or interest secured by the mortgage or charge and) the sum of £ _____ for costs (or his costs of this action to be taxed on scale _____).

AND THAT the Defendant do pay into the office of this court the (total) sum mentioned above on or before the _____ (and do pay the amount of costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation).

OR (together with the amount of costs when taxed) by instalments of £ _____ for every calendar month, the first instalment to be paid on or before the _____

DATED

TAKE NOTICE

Failure to comply with this order may result in your eviction by the bailiff of the court and your goods being removed and sold to satisfy the money claim

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT

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THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

JUDGMENT FOR PLAINTIFF (SINGLE INSTALMENT PAYMENT)

(Order 22, rule 1(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND

DEFENDANT



CASE No.

IT IS ADJUDGED that the Plaintiff do recover against the Defendant

	£	p	
the sum of			for debt (or damages).
and			for costs
amounting together to the sum of			
AND (the Defendant having paid the sum of			into Court or to the Plaintiff)
IT IS ORDERED that the Defendant do pay the sum of			into the office of this Court
(by instalments of			for every calendar month.

the first instalment to be paid) on or before the

DATED

TAKE NOTICE Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

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Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

ORDER FOR POSSESSION OF MORTGAGED LAND SUSPENDED UNDER SECTION 36 OF THE ADMINISTRATION OF JUSTICE ACT 1970 AND SECTION 8 OF THE ADMINISTRATION OF JUSTICE ACT 1973

(Order 22, rule 1(1)).

IN THE COUNTY COURT
BETWEEN PLAINTIFF
AND
DEFENDANT
CASE No.



Upon Hearing
And upon Reading

(1) Here describe the land as set out in the particulars

IT IS ORDERED that the Defendant do deliver to the Plaintiff on or before the day of 19, possession of the property comprised in a mortgage (or legal charge) dated and known as (1)

[and that the Plaintiff do recover against the Defendant the sum of £ for costs (or his costs of this action to be taxed on scale)].

AND IT IS FURTHER ORDERED that this order shall not be enforced without the leave of the court whilst the Defendant pays to the Plaintiff(s):

- (a) the arrears of £ now due under the mortgage (or legal charge) [and the costs] by instalments of £ for every calendar month, the first instalment to be paid on or before the and
(b) all sums to become payable by way of [capital and] interest or otherwise under the mortgage (or legal charge) when such sums shall become due or would have had there been no default, become due.

AND ALSO that this order shall cease to be enforceable when the arrears [and costs] referred to above are satisfied

DATED

TAKE NOTICE. Failure to comply with this order may result in your eviction by the bailiff of the court and your goods being removed and sold to satisfy the money claim. This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER. THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR DELIVERY OF GOODS

(Order 22, rule 1(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND DEFENDANT

SEAL

CASE No.

IT IS ADJUDGED that the Plaintiff do recover against the Defendant the following goods of the Plaintiff wrongfully detained by the Defendant, namely ⁽¹⁾

(1) Specify the goods which the Court decides have been detained

of the value £ and [also the sum of £ for damages for the detention of the goods],
and the sum of £ for costs

AND IT IS ORDERED ⁽²⁾ that the Defendant do return the goods to the Plaintiff, or do pay the sum of £ their value into the office of this Court, on or before the

(2) Delete as necessary

OR ⁽²⁾ that the Defendant do return the goods to the Plaintiff on or before the

AND that the Defendant do also pay the sum of [£ damages and the sum of] £ for costs into the office of this Court on or before the

DATED

TAKE NOTICE

Failure to comply with this order may result in the removal by a bailiff of the court of the goods mentioned, and the removal and sale of other of your goods to satisfy the judgment

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT

By calling at the Court Office. Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

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Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR DELIVERY OF GOODS UNDER PARAGRAPH (a) OF SECTION 35(4) OF THE HIRE-PURCHASE ACT 1965 (OR SECTION 12(4) OF THE HIRE-PURCHASE ACT 1938)

(Order 22, rule 1(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND

DEFENDANT

SEAL

CASE No.

(1) Or as the case may be

IT IS ADJUSTED that the Defendant having failed to comply with the terms of a hire-purchase agreement dated the day of 19 made between the Plaintiff and the Defendant(s) ⁽¹⁾

(2) Insert name of hirer
(3) Specify the goods which the Court decides have been detained

the Plaintiff do recover against the Defendant ⁽²⁾ the following goods of the Plaintiff, being goods subject to the agreement and wrongfully detained by the Defendant; namely: ⁽³⁾

and do recover against the Defendant the sum of £ for costs [or his costs of this action to be taxed on scale].

AND IT IS ORDERED that the Defendant ⁽²⁾ do return the goods to the Plaintiff on or before the

AND that the Defendant do pay the sum of £ for costs [or the amount of the costs when taxed] into the office of this Court on or before the

[or within 14 days of taxation] [or by instalments of £ for every calendar month the first instalment to be paid on or before the].

DATED

TAKE NOTICE Failure to comply with this order may result in the removal by a bailiff of the court of the goods mentioned, and the removal and sale of other of your goods to satisfy the judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR DELIVERY OF GOODS UNDER PARAGRAPH (b) OF SECTION 35(4) OF THE HIRE-PURCHASE ACT 1965 (OR SECTION 12(4) OF THE HIRE-PURCHASE ACT 1938)

(Order 22, rule 1(1)).

IN THE COUNTY COURT
CASE No.

BETWEEN

PLAINTIFF

AND

DEFENDANT



IT IS ADJUDGED that the Defendant having failed to comply with the terms of a Hire-Purchase Agreement dated the _____ day of _____ 19____ made between the Plaintiff and the Defendant(s) ⁽¹⁾

(1) Or as the case may be

the Plaintiff do recover against the Defendant ⁽²⁾ the following goods of the Plaintiff being goods subject to the Agreement and wrongfully detained by the Defendant; namely:— ⁽³⁾

(2) Insert name of hirer

(3) Specify the goods which the Court decides have been detained

and do recover against the Defendant the sum of £ _____ for costs [or his costs of this action to be taxed on scale _____].

IT IS ORDERED that unless the Defendant(s) fulfil the conditions of the postponement hereinafter imposed, the Defendant ⁽²⁾ do return the goods to the Plaintiff on or before the _____ AND that the operation of this order be postponed on condition that the unpaid balance of the hire-purchase price, namely £ _____ is paid into the office of this court by instalments of £ _____ for every calendar month the first instalment to be paid on or before the _____

(4) Add any further conditions imposed by the Court

AND that the terms of the above-mentioned Agreement be modified in the following respects:—

No sum except the above-mentioned instalments shall be payable to the Plaintiff in respect of the Agreement during the postponement.

(5) State any other respects in which the Agreement is to be modified

AND ALSO that the Defendant do pay the sum of £ _____ for costs [or the amount of the costs when taxed] into the office of this court by instalments of £ _____ for every calendar month the first instalment to be paid one calendar month after the last instalment of the hire-purchase price is paid.

DATED

TAKE NOTICE.

Failure to comply with this order may result in the removal by a bailiff of the court of the goods mentioned, and the removal and sale of other of your goods to satisfy the judgment.

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed. PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer. This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

JUDGMENT FOR DELIVERY OF GOODS UNDER PARAGRAPH (c) OF SECTION 35(4) OF THE HIRE-PURCHASE ACT 1965 (OR SECTION 12(4) OF THE HIRE-PURCHASE ACT 1938)

(Order 22, rule 1(1)).

IN THE COUNTY COURT
CASE No.

BETWEEN

PLAINTIFF

AND

DEFENDANT



IT IS ADJUDGED that, the Defendant having failed to comply with the terms of a hire-purchase agreement dated the ... day of ... 19 ... made between the Plaintiff and the Defendant(s) (1)

(1) Or as the case may be

the Plaintiff do recover against the Defendant (2)

(2) Insert name of hirer.

the following goods of the Plaintiff being goods subject to the agreement and wrongfully detained by the Defendant namely:— (3)

(3) Specify the goods which the Court decides have been detained

and do recover against the Defendant the sum of £ ... for costs [or his costs of this action to be taxed on scale ...].

IT IS ORDERED that the Defendant (2) do return the goods to the Plaintiff on or before the AND ALSO that the Defendant do pay the sum of £ ... for costs [or the amount of the costs when taxed] into the office of this court on or before the [or within 14 days of taxation] or by instalments of £ ... for every calendar month, the first instalment to be paid on or before the

(4) Specify the remainder of the goods to which the Agreement relates

AND that the Plaintiff's title to the following goods be transferred to the Defendant (2) namely:— (4)

DATED

TAKE NOTICE.

Failure to comply with this order may result in the removal by a bailiff of the court of the goods mentioned, and the removal and sale of other of your goods to satisfy the judgment.

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

ORDER ON APPLICATION UNDER SECTIONS 38 OR 39 OF THE HIRE-PURCHASE ACT 1965 (OR SECTION 13 OF THE HIRE-PURCHASE ACT 1938)

(Order 22, rule 1(1)).

IN THE COUNTY COURT

CASE No.

BETWEEN

PLAINTIFF

SEAL

AND

DEFENDANT

IT IS ORDERED that instead of the conditions mentioned in the judgment in this action dated the day of 19, the operation of the order therein shall be postponed on the following conditions, namely:— (1)

(1) State the varied conditions

AND that the terms of the Hire-Purchase Agreement referred to in the judgment be further modified in the following respects (2)

(2) State the respects in which the agreement is to be modified

OR that the postponement of the operation of the order in the judgment in this action dated the day of 19, be revoked and that the Defendant (3) do return the goods specified in the judgment to the Plaintiff on or before the

(3) Insert name of hirer

OR that the Defendant (3) do return the following goods to the Plaintiff on or before the (4)

(4) Specify the goods of which the Court decides to order the return

OR that the Plaintiff's title to the following goods be transferred to the Defendant (3) namely:— (5)

(5) Specify the remainder of the goods to which the agreement relates

AND that the do pay the sum of £ for costs [or the amount of the costs of these proceedings when taxed] into the office of this court on or before the [or within 14 days of taxation] [or by instalments of £ for every calendar month, the first instalment to be paid on or before the]

DATED

TAKE NOTICE.

Failure to comply with this order may result in the removal by a bailiff of the court of the goods mentioned, and the removal and sale of other of your goods to satisfy the judgment.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed Cheques, giro cheques and stamps are not accepted Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

**ORDER ON APPLICATION UNDER SECTION 42 OF THE HIRE-PURCHASE ACT 1965
(OR SECTION 18 OF THE HIRE-PURCHASE ACT 1964)**

(Order 22, rule 1(1)).

IN THE BETWEEN AND [.....] [.....]	COUNTY COURT <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">PLAINTIFF</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DEFENDANT</div>
--	--



CASE No.

IT IS ORDERED that the order in this action dated the day of 19 , for the return of the specified goods be revoked and that the defendant do pay the sum of £ in respect of the balance of the price of the goods and £ for costs into the office of this court [by instalments of £ for every calendar month, the first instalment to be paid] on or before the

DATED

TAKE NOTICE. Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment. This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

JUDGMENT FOR DELIVERY OF GOODS LET UNDER SIMPLE HIRE AGREEMENT AND PAYMENT OF ARREARS AND COSTS BY INSTALMENTS

(Order 22, rule 1(1)).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF

AND

DEFENDANT



CASE No.

(1) Specify the goods which the Court decides have been detained

IT IS ADJUDGED that the Plaintiff do recover against the Defendant the following goods of the Plaintiff wrongfully detained by the Defendant namely:— (1)

of the value of £ and also the sum of £ for arrears of hire-rent and the sum of £ for costs

IT IS ORDERED that the Defendant do return the goods to the Plaintiff, or do pay the sum of £ for their value into the office of this court on or before the

AND ALSO that the Defendant do pay the sum of £ arrears and £ for costs amounting together to the sum of £ into the office of this court by instalments of £ for every calendar month the first instalment to be paid on or before the

DATED

TAKE NOTICE

Failure to comply with this order may result in the removal by a bailiff of the court of the goods mentioned, and the removal and sale of other of your goods to satisfy the judgment

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

FINAL JUDGMENT FOR PLAINTIFF AFTER ASSESSMENT OF DAMAGES

(Order 22, rule 6(1)).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF

AND



DEFENDANT

CASE NO.

UPON HEARING

The plaintiff in this action having on the obtained interlocutory judgment against the defendant for damages to be assessed, and the Registrar having assessed the damages at £

IT IS ADJUDGED that the plaintiff do recover against the defendant the sum of £ together with the sum of £ for costs [or his costs of this action to be taxed on scale]

and [the defendant having paid the sum of £ into court or to the plaintiff]

IT IS ORDERED that the defendant do pay into the office of this court the sum of £ [on or before the (and do pay the amount of the costs when taxed on or before that day or, if costs have not been taxed before the expiration of that day, within 14 days of taxation)].

OR [(together with the amount of the costs when taxed) by instalments of £ for every calendar month, the first instalment to be paid on or before the].

DATED

TAKE NOTICE Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment Registration may affect your ability to obtain credit You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied

METHOD OF PAYMENT
<p><i>By calling at the Court Office</i> Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.</p> <p>PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.</p> <p>This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you</p>

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

VARIATION ORDER

(Order 22, rule 10(6)).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF

AND



DEFENDANT

CASE No.

On the application of the Plaintiff/Defendant, the judgment [or order] made against the Defendant in this Court on the day of 19 for payment of £ and £ for costs is hereby varied.

IT IS NOW ORDERED that the Defendant do pay the sum remaining due, namely £ , into the office of this court [by instalments of £ for every calendar month, the first payment to be made] on or before the

DATED

TAKE NOTICE Failure to pay in accordance with this order may result in your goods being removed and sold [There remain £ unsatisfied execution costs under the previous judgment [or order] These must be paid, in addition to the amount shown in this order, to enable you to obtain a certificate of satisfaction of the original judgment.]

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

ORDER FOR POSSESSION UNDER ORDER 24
(Order 24, rule 5(3)).

IN THE COUNTY COURT

BETWEEN APPLICANT

AND

RESPONDENT

CASE No.



UPON HEARING

[and upon reading the affidavit of of]

(1) Here describe the land

IT IS ORDERED that the Applicant do recover possession of the land mentioned in the originating application in this matter, namely (1)

[Where the Respondent is named and the Court exercises its power to postpone the order add

AND IT IS ORDERED that the Respondent do give possession of the land on] that the Applicant do recover against the Respondent the sum of £ for costs [or his costs of this matter to be taxed on scale]

AND FURTHER that the Respondent do pay the sum above mentioned into the office of this Court on or before the [or do pay the costs, when taxed into the office of this Court on or before that day, or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation.]

DATED

TAKE NOTICE.

This judgment will be registered in the Register of County Court Judgments if £10 or more remains outstanding one month after the date of judgment. Registration may affect your ability to obtain credit. You may apply to the court for the registration to be cancelled when the judgment has been fully satisfied.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

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Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

ORDER FOR ORAL EXAMINATION OF JUDGMENT DEBTOR
(Order 25, rule 3(1)).

IN THE COUNTY COURT
BETWEEN PLAINTIFF

AND
DEFENDANT



CASE No.

The Plaintiff obtained a Judgment (or order) against you in this Court (or in the)⁽¹⁾ on the day of 19 [and (the Plaintiff has not accepted the contents of your statement (or affidavit), (or you have failed to provide a statement or affidavit as to your means or liabilities).]⁽¹⁾

YOU ARE ORDERED to attend before the Registrar (or before one of the officers) of this Court at the court office at

on at o'clock and be examined under oath as to your financial circumstances including what property or other assets you may have, and to produce at the examination any books or documents in your possession or power containing information about your financial circumstances.⁽²⁾

AND IT IS FURTHER ORDERED that the costs of this application and of the examination thereunder be in the discretion of the Registrar.

DATED

This order was made on the application of of

TAKE NOTICE: REPEATED FAILURE TO ATTEND AN EXAMINATION AT COURT MAY RESULT IN YOUR IMPRISONMENT.

(Solicitor(s) for) the Plaintiff

BALANCE NOW DUE⁽³⁾

Amount of Judgment and costs

Subsequent costs

Total

Less amount paid

Total

Fee on issue of this order

Travelling expenses to be paid or offered (personal service only)

BALANCE NOW DUE⁽⁴⁾

(4) [Unsatisfied warrant costs not included in balance amount to £]

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

BOOKS OR DOCUMENTS IN YOUR POSSESSION OR POWER

When you attend the examination the court will expect you to provide evidence of your income and commitments.

Examples of the sort of evidence you should bring with you are:

Rent books, receipts for mortgage repayments, pay slips, hire purchase or other hiring agreements, bank statements, Building Society, Post Office or Trustee Savings Bank books, court orders on which you still owe money, bills which you either owe or are owed to you, share certificates etc.

If you own, or are a partner in, a business you should also bring with you documents to prove the present financial state of the business.

BALANCE NOW DUE

It will not be necessary for you to attend the examination if you pay to the Court Office, before the date of hearing, the sum shown on the front of this form as the balance now due. You should deduct from your payment the travelling expenses shown overleaf if you did not accept them when this form was handed to you.

NOTE: If payment is made too late to prevent the plaintiff's attendance on the day of the hearing, you may be liable for further costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Certificate of Service

Order 7, rules 6(1)(a) & (2).

Case No.

I certify that the order of which this is a true copy, was served by me on (date)

Service was effected.

(a) at the address stated in the order or at

by delivering the order to the defendant personally [when I paid or offered him travelling expenses of £ _____].

OR to

apparently not less than 16 years old, who promised to give it to the defendant the same day (1) or as the case may be

(b) by posting it to the defendant on at the address stated in the order in accordance with the certificate of the plaintiff or his solicitor

(c) by posting it to the defendant on pursuant to the certificate at (2) below.

(d) by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated in the order for the reasons at (2)

Bailiff/Officer of the Court

(2) I have reason to believe the order will reach the defendant in sufficient time because:

Bailiff

OR I certify that the order has not been served for the following reasons—

Bailiff/Officer of the Court

ORDER FOR ORAL EXAMINATION (PERSON OTHER THAN JUDGMENT DEBTOR)
(Order 25, rule 3(1)).

IN THE COUNTY COURT

CASE No.

BETWEEN

PLAINTIFF



AND

DEFENDANT

To
of

(1) Delete as appropriate

The plaintiff obtained a judgment (or order) against the above-named defendant in this court (or in the) (1)
on the day of 19 [and (the plaintiff has not accepted the contents of the statement (or affidavit) filed on behalf of the company) (or the company has failed to provide a statement or affidavit as to its means or liabilities)] (1) and as it appears that you are an officer of the defendant company [or]

YOU ARE ORDERED to attend before the Registrar (or before one of the officers) of this court at the court office at

on
at o'clock and be examined under oath as to the financial circumstances of the defendant company including what property or other assets it may have, and to produce at the examination any books or documents in your possession or power containing information about the financial circumstances of the defendant company.

AND IT IS FURTHER ORDERED that the costs of this application and of the examination thereunder be in the discretion of the Registrar.

DATED

This order was made on the application of
of

(Solicitor(s) for
the Plaintiff

(2) See note overleaf

BALANCE NOW DUE (2)

Amount of Judgment and costs
Subsequent costs
Total
Less amount paid
Total
Fee on issue of this order
Travelling expenses to be paid or offered (personal service only)
BALANCE NOW DUE (3)

(3) Unsatisfied warrant costs, not included in balance, amount to £

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday

BALANCE NOW DUE

It will not be necessary for you to attend the examination if your company pays or causes to be paid into the Court Office, before the date of hearing the sum shown on the front of this form as the balance now due. Your company should deduct from their payment the travelling expenses shown overleaf if you did not accept them when this form was handed to you.

NOTE: If payment is made too late to prevent the plaintiff's attendance on the day of the hearing, your company may be liable for further costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Case No.

I certify that the order of which this is a true copy, was served by me on (date)

Service was effected.

(a) at the address stated in the order or at

by delivering the order to the within named personally [when I paid or offered him travelling expenses of £.],

OR to

apparently not less than 16 years old, who promised to give it to the within named the same day¹

(1) or as the case may be

(b) by posting it to the within named on at the address stated in the order in accordance with the certificate of the plaintiff or his solicitor.

(c) by posting it to the within named on pursuant to the certificate at (2) below.

(d) by inserting it, enclosed in an envelope addressed to the within named, in the letter box at the address stated in the order for the reasons at²

Bailiff/Officer of the Court

(2) I have reason to believe the order will reach the within named in sufficient time because


Bailiff

OR I certify that the order has not been served for the following reasons:

Bailiff/Officer of the Court

Order 7, rules 6(1)(a), & (2)

ORDER FOR DEFENDANT'S ATTENDANCE AT AN ADJOURNED HEARING OF AN ORAL EXAMINATION
(Order 25, rule 3(4)).

IN THE	COUNTY COURT	
	CASE No.	
BETWEEN	PLAINTIFF	
AND	DEFENDANT	

To
of

YOU were ordered to attend court on the day of 19
at o'clock to be examined under oath as to your financial circumstances [or, as to the financial circum-
stances of the Defendant company] and failed to do so.
THE APPOINTMENT for your examination has been adjourned to
the day of 19 , at o'clock
at
WHEN YOU ARE ORDERED to attend
AND TAKE NOTICE that if you fail to do so you may be committed to prison for contempt of court.

DATED

Travelling expenses to be paid or offered to the person to be served £
The balance now due, including [the costs of the hearing which you failed to attend and] [the above mentioned
travelling expenses] is £
(Unsatisfied warrant costs, not included in the above, amount to £).

IMPORTANT FOR INSTRUCTIONS TURN OVER

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

BOOKS OR DOCUMENTS IN YOUR POSSESSION OR POWER

When you attend the examination the court will expect you to provide evidence of your income and commitments

Examples of the sort of evidence you should bring with you are:—

Rent books, receipts for mortgage repayments, pay slips, hire purchase or other hiring agreements, bank statements, Building Society, Post Office or Trustee Savings Bank books, court orders on which you still owe money, bills which you either owe or are owed to you, share certificates etc.

If you own, or are a partner in, a business you should also bring with you documents to prove the present financial state of the business.

BALANCE NOW DUE

It will not be necessary for you to attend the examination if you pay (or your company pays or causes to be paid) into the court office, before the date of hearing, the sum shown on the front of this form as the balance now due. You (or your company) should deduct from your (their) payment the travelling expenses shown overleaf if you did not accept them when this form was handed to you.

NOTE: If payment is made too late to prevent the plaintiff's attendance on the day of the hearing, you (or your company) may be liable for further costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

CASE No

I certify that the Order of which this is a true copy was served by me on the within named personally at the address stated in the Order, or at.

on the day of 19 .
[when I paid or offered him travelling expenses of £].

Bailiff/Officer of the Court

Order 7, rule 2(a)

NOTICE OF NON-SERVICE

I certify that the Order has not been served for the following reason.

Bailiff/Officer of the Court

WARRANT OF COMMITTAL (ORAL EXAMINATION)
(Order 25, rule 3(5)).

IN THE COUNTY COURT

CASE No.

WARRANT OF
COMMITTAL No.

BETWEEN

PLAINTIFF

AND

DEFENDANT

SEAL

To the Registrar and bailiffs of the court, and every constable within his jurisdiction, and to the Governor of Her Majesty's Prison at The Defendant (or as the case may be) of having been ordered to attend on a specified day for the adjourned hearing of an oral examination, has failed to do so [or, having attended for the hearing of an oral examination, has refused to be sworn [or to give evidence]]:

(1) Insert name IT IS ORDERED that (1) be committed to prison for

YOU the Registrar, Bailiffs and others are therefore required to arrest (1) and to deliver him to the Governor of the Prison and you the Governor to receive him and safely keep him in prison for from the arrest under this order or until he shall be sooner discharged by due course of law.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

IN THE COUNTY COURT
CASE No.
WARRANT OF
COMMITTAL No.

DEFENDANT
(or otherwise)

I arrested the within-named on the
and delivered him into the custody of the
Governor of HM Prison at

on the

BAILIFF OF THE
COUNTY COURT

N75 Indorsement on a warrant of committal sent to a Foreign Court.
Order 25, rule 11(3)

To the Governor of Her Majesty's Prison
at⁽¹⁾



TAKE NOTICE that in accordance with the provisions of section 161 of the County Courts Act, 1959, this Warrant of Committal has been sent to this Court and that the Debtor, if arrested within the jurisdiction of this Court, is to be conveyed to the Prison of this Court, and is to be there kept for the time mentioned in the Warrant of Committal unless sooner discharged by law.

DATED

(1) Here insert name of prison of Foreign Court

(Page 2)

N53 Warrant of Execution or Committal to Registrar of Foreign Court. Section 138 or 161 County Courts Act 1959

To the Registrar of the County Court.

TAKE NOTICE. This Warrant has been issued out of this Court for execution at an address within the jurisdiction of your Court.



YOU ARE THEREFORE required to execute the said Warrant.

DATED

ORDER SUSPENDING JUDGMENT, ORDER, EXECUTION OR COMMITTAL
(Order 25, rule 8(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND

DEFENDANT

SEAL

CASE No.

ON THE APPLICATION OF

and the Court being satisfied that the Defendant is unable to pay and discharge the sum payable by him in this action [or the instalments due under the judgment or order in this action].

(1) Delete as necessary
(2) State time

IT IS ORDERED that the judgment or order be suspended ⁽¹⁾
the warrant of execution issued in this action be suspended ⁽¹⁾
the warrant of committal issued in this action be suspended for ⁽¹⁾ ⁽²⁾

upon the following terms, namely:—

that the Defendant, do pay into the office of this court [or to the office of County Court] the sum of £
[by instalments of £ for every calendar month, the first instalment to be paid] on or before the
OR
that the Defendant be discharged from custody under the warrant of committal ⁽³⁾

(3) State terms including liability to re arrest if so ordered

DATED

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

WARRANT OF EXECUTION AGAINST GOODS OF DEFENDANT

(Order 26, rule 1(2)).

To the Registrar and Bailiffs of the Court.

On the _____ day of _____ 19____, the Plaintiff obtained a Judgment or an Order in this Court or the High Court of Justice Division or as the case may be, against the Defendant (1), for the sum of £ _____ for Debt or Damages and Costs; to be paid forthwith [or on or before the _____] [or by instalments of £ _____ for every calendar month].

AND THE DEFENDANT HAVING FAILED TO PAY AS ORDERED THE PLAINTIFF HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE.

YOU ARE THEREFORE required forthwith to levy the amount due to the Plaintiff under the Judgment or Order together with the costs of issue and execution of this Warrant by distress and sale of the Defendant's goods wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value of £100, and the tools and implements of his trade, to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties or securities for money belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.

Application was made to this court for this Warrant at _____ minutes past the hour of _____ o'clock on _____

(1) If there is more than one Defendant, name those against whom the Judgment was obtained. TAKE NOTICE The goods are not to be sold until after the end of five days next following the day on which they were seized, unless they are of a perishable nature, or at the request of the Defendant.

N 53. Warrant of Execution or Committal to Registrar of Foreign Court.
Section 126 or 161 County Courts Act, 1959

To the Registrar of the _____ County Court.



TAKE NOTICE This Warrant has been issued out of this Court for execution at an address within the jurisdiction of your Court

YOU ARE THEREFORE required to execute the said Warrant.

DATED _____

COUNTY COURT

IN THE _____

CASE NO. _____

WARRANT NO. _____

BETWEEN _____

Plaintiff

(Name and address of the (solicitor to the) Plaintiff)

AND _____

Defendant

Amount for which Judgment [or Order] was obtained				
Subsequent Costs				
Paid [into Court]				
Remaining due				
Fee for issuing this Warrant				
Solicitor's costs of issue				
Paid for Certificate of search in the Land Registry				
Total amount to be levied				

Date received	19	£		Bailiff's Initials		Paid into Court	19	Clerk's Initials	
---------------	----	---	--	--------------------	--	-----------------	----	------------------	--

PERFORATION

If you pay the total amount to be levied, which is shown overleaf, you will incur no further fees or expenses. Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.

If your goods are removed, the bailiff is required to give you an inventory of the goods removed, their value will be assessed and they may be sold. You will be given at least 4 days' notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized, unless they are of a perishable nature or at your request.

When your goods have been valued and sold you will be liable for the following fees, and no others —

For valuing the goods: 5p for every £1 of the assessed value

For the sale including advertisements, catalogues, sale and commission and delivery of the goods: 15p for every £1 of the amount realised by the sale, or such other sum, as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act, 1959.

If the sale is stopped because the warrant is withdrawn, satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.

If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.

TAKE NOTICE All payments under the Warrant of Execution issued in this action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to THE CHIEF CLERK _____ COUNTY COURT—[N 54].

THE COURT OFFICE AT _____

is open from 10am to 4pm Monday to Friday

WARRANT OF EXECUTION AGAINST GOODS OF DEFENDANT FOR PART OF THE AMOUNT DUE (Order 26, rule 1(2))

IN THE COUNTY COURT
CASE NO.
WARRANT NO.
BETWEEN
[Name and address of the (solicitor to the) Plaintiff]
AND
Defendant
Amount for which Judgment [or Order] was obtained
Subsequent Costs
Paid [into Court]
Remaining due
Amount for which this Warrant is issued
Fee for Issuing this Warrant
Solicitor's costs of issue
Paid for Certificate of search in the Land Registry
Total amount to be levied
Date received
Bailiff's Amount Initials
Paid into Court
Clerk's Initials

To the Registrar and Bailiffs of the Court.
On the day of 19, the Plaintiff obtained a Judgment or an Order in this Court or the High Court of Justice or as the case may be, against the Defendant.
for the sum of £
for Debt or Damages and Costs: for every calendar month.
AND THE DEFENDANT HAVING FAILED TO PAY AS ORDERED THE PLAINTIFF HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE FOR THE SUM OF £ BEING PART OF THE SUM OF £ REMAINING UNPAID.
YOU ARE THEREFORE required forthwith to levy the amount for which this Warrant is issued together with the costs of this warrant, by distress and sale of the Defendant's goods.
wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value £100 and the tools and implements of his trade, to the value of £150), and also by seizing any money, bank notes, bills or exchange, promissory notes, bonds, specialties or securities for money belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.
Application was made to this court for this Warrant at minutes past the hour of o'clock on
(1) If there is more than one Defendant, name those against whom the Judgment was obtained.
(2) If there is more than one Defendant, name those against whose goods execution is issued.
TAKE NOTICE. The goods are not to be sold until after the end of five days next following the day on which they were seized, unless they are of a perishable nature, or at the request of the Defendant.
N53 Warrant of Execution or Commitment to Registrar of Foreign Court.
Section 138 or 161 County Courts Act, 1959.
County Court.
To the Registrar of the
SEAL
TAKE NOTICE. This Warrant has been issued out of this Court for execution at an address within the jurisdiction of your Court.
YOU ARE THEREFORE required to execute the said Warrant.
DATED

PERFORATION
If you pay the total amount to be levied, which is shown overleaf, you will incur no further fees or expenses.
Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.
If your goods are removed, the bailiff is required to give you an inventory of the goods removed, their value will be assessed and they may be sold.
You will be given at least 4 days' notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized, unless they are of a perishable nature or at your request.
When your goods have been valued and sold you will be liable for the following fees, and no others -
For valuing the goods, 5p for every £1 of the assessed value
For the sale including advertisements, catalogues, sale and commission, and delivery of the goods, 15p for every £1 of the amount realised by the sale, or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act, 1959.
If the sale is stopped because the warrant is withdrawn, satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.
If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds
TAKE NOTICE All payments under the Warrant of Execution issued in this action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to THE CHIEF CLERK COUNTY COURT.

WARRANT OF EXECUTION AGAINST THE GOODS OF THE PLAINTIFF
(Order 26, rule 1(2)).

IN THE _____ COUNTY COURT

BETWEEN PLAINTIFF CASE No. _____

AND DEFENDANT WARRANT No. _____

To the Registrar and bailiffs of the court



ON the _____ day of _____ 19____, judgment was entered for the defendant, (or a nonsuit was entered) in this court (or the High Court of Justice, Division) or _____ and it was ordered that the plaintiff should pay into the office of this court on or before the _____ the sum of £ _____ for the defendant's costs.

THE PLAINTIFF HAVING FAILED TO PAY AS ORDERED, THE DEFENDANT HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE.

YOU ARE THEREFORE REQUIRED forthwith to levy the amount due to the defendant under the said order, together with the costs of issue and execution of this warrant, by distress and sale of the plaintiff's goods, wherever they may be found within the district of this court (except the wearing apparel and bedding of him or his family to the value of £100 and the tools and implements of his trade to the value of £150) and also by seizing and taking any money, bank notes, bills of exchange, promissory notes, bonds, specialties, or securities for money, belonging to him which may be found there, or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into court, and immediately thereafter to make a return of what you have done.

Application was made to this court for this Warrant at _____ minutes past the hour of _____ o'clock on _____

	£	p
Amount for which judgment or order was obtained
Subsequent costs
Paid (into Court)
Remaining due
Fee for issuing this warrant
Solicitor's costs of issue
(1) Paid for certificate of search in Land Registry
Total amount to be levied

(1) Where the warrant is against a farmer insert as an additional item

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they were seized, unless they are of a perishable nature, or at the request of the plaintiff.

NOTICE OF LEVY
(Order 26, rule 7).

IN THE COUNTY COURT
BETWEEN PLAINTIFF CASE No.
AND DEFENDANT WARRANT No.

TAKE NOTICE, that the Warrant of Execution against your goods on the Judgment or Order obtained against you in this action is for the amount stated overleaf.
IF YOU PAY THE TOTAL AMOUNT TO BE LEVIED, WHICH IS SHOWN OVERLEAF, YOU WILL INCUR NO FURTHER FEES OR EXPENSES



Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.

If your goods are removed, the bailiff is required to give you an inventory of the goods removed, their value will be assessed and they may be sold

You will be given at least 4 days notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized, unless they are of a perishable nature or at your request

When your goods have been valued and sold you will be liable for the following fees, and no others ---

For valuing the goods, 5p for every £1 of the assessed value.

For the sale including advertisements, catalogues, sale and commission, and delivery of the goods, 15p for every £1 of the amount realised by the sale, or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act, 1959.

If the sale is stopped because the warrant is withdrawn, satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.

If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.

NOTE THE EXECUTION OFFICER IS INSTRUCTED TO GIVE A PRINTED AND NUMBERED RECEIPT FOR EVERY PAYMENT MADE TO HIM UNDER THIS WARRANT, AND YOU SHOULD ACCEPT NO OTHER FORM OF RECEIPT.

[See overleaf]

Table with 2 columns: Description of charges (Amount for which Judgment [or Order] was obtained, Subsequent Costs, Paid (into Court), Remaining due, Fee for issuing this Warrant, Solicitor's Costs of Issue, Total amount to be levied, with fees for execution of Warrant) and a grid for recording amounts.

(1) For use when the Warrant issues for instalment or part of amount remaining due
(2) Where the Warrant is against a farmer insert as an additional item

(1) Amount for which this Warrant is issued
(2) Paid for Certificate of Search in the Land Registry

Form N.45

NOTICE TO BE INDORSED ON NOTICE OF LEVY WHERE WARRANT OF EXECUTION SENT TO FOREIGN COURT, SECTION 138 COUNTY COURTS ACT 1959

TAKE NOTICE that all payments under the Warrant of Execution issued in this Action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to:

THE CHIEF CLERK COUNTY COURT

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Form N.54

NOTICE OF LEVY ON WARRANT OF DELIVERY AND EXECUTION FOR JUDGMENT DEBT AND COSTS

(Order 26, rule 7).

IN THE COUNTY COURT

BETWEEN PLAINTIFF CASE No.

AND DEFENDANT WARRANT No.

TAKE NOTICE, that the Warrant of Execution against your goods on the Judgment [or Order] obtained against you in this Action is for the amount stated overleaf.

IF YOU PAY THE TOTAL AMOUNT TO BE LEVIED, WHICH IS SHOWN OVERLEAF, YOU WILL INCUR NO FURTHER FEES OR EXPENSES.



Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.

If your goods are removed, the bailiff is required to give you an inventory of the goods removed; their value will be assessed and they may be sold.

You will be given at least 4 days notice of the time and place of sale of your goods. The sale will not take place until six days after the goods were seized, unless they are of a perishable nature or at your request.

When your goods have been valued and sold you will be liable for the following fees, and no others:—

For valuing the goods, 5p for every £1 of the assessed value.

For the sale including advertisements, catalogues, sale and commission, and delivery of the goods, 15p for every £1 of the amount realised by the sale, or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act 1959.

If the sale is stopped because the warrant is withdrawn, satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.

If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.

NOTE. THE EXECUTION OFFICER IS INSTRUCTED TO GIVE A PRINTED AND NUMBERED RECEIPT FOR EVERY PAYMENT MADE TO HIM UNDER THIS WARRANT, AND YOU SHOULD ACCEPT NO OTHER FORM OF RECEIPT.

[See overleaf]

Damages and/or Arrears of hire		
Costs		
Subsequent Costs		
Total		
Paid (into Court)		
Balance		
Fee for issuing this Warrant		
Solicitor's Costs of issue		
(1) Where the Warrant is against a farmer insert as an additional item	(1) Paid for Certificate of Search in the Land Registry		
Total amount to be levied, with fees for execution of Warrant							

Form N.45 (1)

NOTICE TO BE ENDORSED ON NOTICE OF LEVY WHERE WARRANT OF EXECUTION SENT TO FOREIGN COURT. SECTION 138 COUNTY COURTS ACT 1959

TAKE NOTICE that all payments under the Warrant of Execution issued in this Action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to:

THE CHIEF CLERK COUNTY COURT
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Form N.54

NOTICE OF LEVY ON WARRANT OF DELIVERY WHERE, IF GOODS ARE NOT RETURNED, LEVY TO BE MADE FOR THEIR VALUE (Order 26, rule 7).

IN THE COUNTY COURT BETWEEN PLAINTIFF AND DEFENDANT CASE No. WARRANT No. SEAL

TAKE NOTICE, that the Warrant of Execution against your goods on the Judgment or Order obtained against you in this action is for the amount stated overleaf.

IF YOU PAY THE TOTAL AMOUNT TO BE LEVIED, WHICH IS SHOWN OVERLEAF, YOU WILL INCUR NO FURTHER FEES OR EXPENSES.

Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals

If your goods are removed, the bailiff is required to give you an inventory of the goods removed; their value will be assessed and they may be sold

You will be given at least 4 days notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized, unless they are of a perishable nature or at your request.

When your goods have been valued and sold you will be liable for the following fees, and no others:

For valuing the goods, 5p for every £1 of the assessed value.

For the sale including advertisements, catalogues, sale and commission, and delivery of the goods, 15p for every £1 of the amount realised by the sale, or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act 1959.

If the sale is stopped because the warrant is withdrawn, satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.

If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.

NOTE THE EXECUTION OFFICER IS INSTRUCTED TO GIVE A PRINTED AND NUMBERED RECEIPT FOR EVERY PAYMENT MADE TO HIM UNDER THIS WARRANT, AND YOU SHOULD ACCEPT NO OTHER FORM OF RECEIPT.

[See overleaf]

Table with columns for Balance of, Assessed value of the specified goods/or the total price, Damages and/or Arrears of hire, Costs, Subsequent Costs, Total, Paid (into Court), Balance, Fee for issuing this Warrant, Solicitor's Costs of issue, Paid for Certificate of Search in the Land Registry, Total amount to be levied, with fees for execution of Warrant.

(1) Where the Warrant is against a farmer insert as an additional item

* to calculate amount deduct assessed value of goods from total stated at (a)

Form N.45 (2)

NOTICE TO BE INDORSED ON NOTICE OF LEVY WHERE WARRANT OF EXECUTION SENT TO FOREIGN COURT SECTION 138 COUNTY COURTS ACT 1959

TAKE NOTICE that all payments under the Warrant of Execution issued in this Action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to:

THE CHIEF CLERK COUNTY COURT

THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

Form N.54

WARRANT OF DELIVERY AND OF EXECUTION FOR DAMAGES AND COSTS
(Order 26, rule 16(2)).

IN THE COUNTY COURT

BETWEEN..... PLAINTIFF CASE No.

AND DEFENDANT WARRANT No.

To the Registrar and Bailiffs of the Court.



ON the day of 19 , the Plaintiff obtained a judgment or order against the Defendant for the recovery of the goods listed overleaf and for the payment of [£ : for debt/damages and of] £ : for costs, [amounting together to the sum of £ :] and it was ordered that the Defendant should return the goods to the Plaintiff on or before the and that he should pay the sum of £ : for debt/damages and costs into the office of this court on or before the [or by instalments of £ : for every calendar month]:

THE DEFENDANT HAVING FAILED TO RETURN THE GOODS AND PAY AS ORDERED, THE PLAINTIFF HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE:

YOU ARE THEREFORE required forthwith to seize the goods listed overleaf wherever they may be found within the district of this Court, and to deliver them to the Plaintiff.

AND YOU ARE FURTHER required forthwith to levy the amount due to the Plaintiff under the judgment or order together with the costs of issue and execution of this Warrant by distress and sale of the Defendant's goods wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value £100, and the tools and implements of his trade, to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties or securities for money belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.

Application was made to this court for this Warrant at minutes past the hour of o'clock on

	£	p
Debt/damages		
Costs		
Subsequent costs		
Fee for issuing this Warrant		
Solicitor's costs of issue		
(1) Paid for Certificate of Search in the Land Registry		
Total amount to be levied		

(1) Where the Warrant is against a farmer, insert as an additional item.

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they are seized, unless they are of perishable nature, or at the request of the Defendant.

WARRANT OF DELIVERY AND EXECUTION ON A JUDGMENT UNDER SECTION 35(4)(b) OF THE HIRE-PURCHASE ACT 1965 (OR SECTION 12(4)(b) OF THE HIRE PURCHASE ACT 1938)

(Order 26, rule 16 (3)).

IN THE COUNTY COURT
BETWEEN..... PLAINTIFF CASE No.
AND DEFENDANT WARRANT No.

To the Registrar and Bailiffs of the Court.



ON the day of 19 , the plaintiff obtained a judgment against the defendant for the recovery of the goods listed overleaf and for the payment of [£ for debt/damages and] £ for costs [amounting together to the sum of £] and it was ordered that the defendant should return the goods to the plaintiff on or before the

AND it was further ordered that the operation of this order be postponed on condition that the unpaid balance of the hire-purchase price then amounting to £ be paid into the office of this court by instalments of £. for every calendar month;

AND it was further ordered that the defendant should pay the [debt/damages and] costs by instalments of £ for every calendar month;

THE DEFENDANT HAVING FAILED TO RETURN THE GOODS AND PAY AS ORDERED THE PLAINTIFF HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE.

YOU ARE THEREFORE required forthwith to seize the goods listed overleaf wherever they may be found within the district of this Court, and to deliver them to the Plaintiff unless the unpaid balance of the hire-purchase price now amounting to £ is paid.

AND YOU ARE FURTHER required forthwith to levy the amount due to the plaintiff under the judgment or order together with the costs of issue and execution of this warrant by distress and sale of the defendant's goods wherever they may be found within the district of this court (except the wearing apparel and bedding of him or his family to the value of £100, and the tools and implements of his trade, to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties or securities for money belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into court, and immediately thereafter to make a return of what you have done.

Application was made to this court for this warrant at minutes past the hour of o'clock on

£

Debt/damages		
Costs		
Subsequent costs		
Fee for issuing this Warrant		
Solicitor's costs of issue		
(1) Paid for Certificate of Search in the Land Registry		
Total amount to be levied		

(1) Where the warrant is against a farmer, insert as an additional item.

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they are seized, unless they are of a perishable nature, or at the request of the Defendant.

WARRANT OF DELIVERY WHERE, IF GOODS ARE NOT RETURNED, LEVY IS TO BE MADE FOR THEIR VALUE

(Order 26, rule 16(4)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF CASE No.

AND DEFENDANT WARRANT No.



To the Registrar and Bailiffs of the Court.

ON the ... day of ... 19 ... the Plaintiff obtained judgment against the Defendant for the recovery of the goods listed overleaf of the value of £ ... and for the payment of [£ ... for damages for the detention of the goods, and of] £ ... for costs, and it was ordered that the Defendant should return the goods to the Plaintiff or pay the sum of £ ... their value, into the office of this court on or before the

[postponed on payment of £ ... per calendar month, the first payment to be made on or before the ...]

AND it was further ordered that the Defendant should pay [the sum of £ ... for damages and] the sum of £ ... for costs into the office of this court on or before the

THE DEFENDANT HAVING FAILED TO RETURN THE GOODS AND PAY AS ORDERED THE PLAINTIFF HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE.

YOU ARE THEREFORE required forthwith to seize the goods listed overleaf wherever they may be found within the district of this court, and to deliver the same to the Plaintiff.

AND if the goods cannot be found by you within such district, you are required forthwith to levy the sum of £⁽¹⁾ ... together with [£ ... for damages] £ ... for costs and the costs of issue and execution of this warrant by distress and sale of the defendant's goods wherever they may be found within the district of this court (except the wearing apparel and bedding of him or his family to the value of £100, and the tools and implements of his trade, to the value of £150), and also by seizing and taking any money, bank notes, bills of exchange, promissory notes, bonds, specialties or securities for money belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution and to bring the proceeds of the levy into court, and immediately thereafter to make a return of what you have done

(1) Balance of the assessed value of the goods

Application was made to this court for this Warrant at ... minutes past the hour of ... o'clock on

£ p

Balance of the assessed value of the specified goods		
Balance of	Damages for detention of goods	
	Costs	
	Fee for issuing this Warrant	
	Solicitor's costs of issue	
	⁽²⁾ Paid for certificate of search in the Land Registry	
	Total amount to be levied (a) If goods not returned	
	(b) if goods returned	

(2) Where the Warrant is against a farmer insert as an additional item

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they are seized, unless they are of a perishable nature, or at the request of the Defendant.

WARRANT FOR POSSESSION OF LAND
(Order 26, rule 17).

To the Registrar and Bailiffs of the Court.



ON the _____ day of _____ 19____, it was adjudged that the Plaintiff was entitled to possession of ⁽¹⁾ _____ and it was ordered that the Defendant should give the Plaintiff possession of the said land on or before the _____ [unless the rent in arrear, amounting to £ _____ and the costs of this action, amounting to £ _____, were paid into Court on or before the _____.] ⁽²⁾

(2) Add where judgment was for forfeiture for non-payment of rent

[And it was adjudged that the Plaintiff should recover against the Defendant the sum of £ _____ for rent and mesne profits and £ _____ for costs, making together the sum of £ _____ [and it was ordered that the Defendant should pay the last-mentioned sum into the office of this Court on or before the _____

(3) Add where so ordered

(or by instalments of £ _____ for every _____))] ⁽³⁾

[AND it was ordered that the judgment for possession be not enforced for _____ days and for so long thereafter as the Defendant punctually paid to the Plaintiff or his agent the [arrear of rent, mesne profits and] costs by instalments of £ _____ per week in addition to the current rent, the first of such payments to be made on or before the _____

(4) Add where judgment suspended under section 36 of A.J. Act 1970

AND it was ordered that the judgment for £ _____ [and costs to be taxed] be not enforced for so long as the Defendant paid the instalments of £ _____ per week.] ⁽⁴⁾

AND THE DEFENDANT HAVING FAILED TO OBEY THE ORDER THE PLAINTIFF HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE.

YOU ARE THEREFORE required forthwith to give possession of the land to the Plaintiff.

[AND YOU ARE THEREFORE REQUIRED forthwith to levy the amount due to the Plaintiff under the judgment or order, together with the costs of issue and execution of this warrant by distress and sale of the defendant's goods wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value of £100 and the tools and implements of his trade to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties or securities for money, belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.]
Application was made to this court for this warrant at _____ minutes past the hour of _____ o'clock on _____

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they are seized, unless they are of a perishable nature, or at the request of the Defendant.

Form N.49

PERFORATION

<p>N 45 Notice of Levy. Order 26 rule 7</p> <p>IN THE _____ COUNTY COURT</p> <p>CASE NO _____</p> <p>WARRANT NO _____</p> <p>BETWEEN _____</p> <p>[Name and address of the (Solicitor to the) Plaintiff</p> <p style="text-align: right;">Plaintiff</p>	<p>AND _____]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Defendant</td> <td style="width: 50%; text-align: center;">Plaintiff</td> </tr> <tr> <td style="width: 50%;">Amount for which Judgment [or Order] was obtained</td> <td style="width: 50%; text-align: center;">£ _____</td> </tr> <tr> <td>Subsequent Costs</td> <td style="text-align: center;">£ _____</td> </tr> <tr> <td>Paid [into Court]</td> <td style="text-align: center;">£ _____</td> </tr> <tr> <td>Remaining due</td> <td style="text-align: center;">£ _____</td> </tr> <tr> <td>Fee for issuing this Warrant</td> <td style="text-align: center;">£ _____</td> </tr> <tr> <td>Solicitor's costs of issue</td> <td style="text-align: center;">£ _____</td> </tr> <tr> <td>Paid for Certificate of search in the Land Registry</td> <td style="text-align: center;">£ _____</td> </tr> <tr> <td>Total amount to be levied, with fees for execution of warrant</td> <td style="text-align: center;">£ _____</td> </tr> </table>	Defendant	Plaintiff	Amount for which Judgment [or Order] was obtained	£ _____	Subsequent Costs	£ _____	Paid [into Court]	£ _____	Remaining due	£ _____	Fee for issuing this Warrant	£ _____	Solicitor's costs of issue	£ _____	Paid for Certificate of search in the Land Registry	£ _____	Total amount to be levied, with fees for execution of warrant	£ _____
Defendant	Plaintiff																		
Amount for which Judgment [or Order] was obtained	£ _____																		
Subsequent Costs	£ _____																		
Paid [into Court]	£ _____																		
Remaining due	£ _____																		
Fee for issuing this Warrant	£ _____																		
Solicitor's costs of issue	£ _____																		
Paid for Certificate of search in the Land Registry	£ _____																		
Total amount to be levied, with fees for execution of warrant	£ _____																		

(Page 1)

NOTE.—The Execution Officer is instructed to give a printed and numbered receipt from his Official Receipt Book for every payment made to him under this Warrant, and you should accept [SEE BACK] of receipt.



COUNTY COURT

IN THE

CASE NO. _____

WARRANT NO. _____

BETWEEN

.....

[Name and address of the (solicitor to the) Plaintiff: *Plaintiff*]

.....

AND

.....

Defendant

<p>Amount for which Judgment [or Order] was obtained</p> <p>Subsequent Costs</p> <p>Paid [into Court]</p> <p>Remaining due</p> <p>Fee for issuing this Warrant</p> <p>Solicitor's costs of issue</p> <p>Paid for Certificate of search in the Land Registry</p> <p>Total amount to be levied</p>	<p>£</p> <p>P</p>
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The name and address of the (Solicitor to the) Plaintiff is:

.....

Returns other than payment.

19

.....

Possession obtained and given to the Plaintiff on the

Bailiff

.....

I acknowledge having received possession of the land described in this warrant, on the

.....

(For the) Plaintiff

<p>(For use only when sale or other charges incurred)</p> <p>Gross amount levied or received</p> <p>Transport Charges</p> <p>Appraisalment Fee on £</p> <p>Sale Fee on £</p> <p>Advertising</p> <p>Rent to Landlord</p> <p>Costs of Interpleader ordered to be deducted from proceeds</p> <p>Net amount paid into Court on the</p>	<p>£</p> <p>£</p>
--	-------------------

PERFORATION

If you pay the total amount to be levied which is shown overleaf, you will incur no further fees or expenses. Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.

If your goods are removed the bailiff is required to give you an inventory of the goods removed their value will be assessed and they may be sold. You will be given at least 4 days notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized unless they are of a perishable nature or at your request.

When your goods have been valued and sold you will be liable for the following fees and no others -

For valuing the goods 5p for every £1 of the assessed value.

For the sale including advertisements, catalogues sale and commission, and delivery of the goods, 15p for every £1 of the amount realised by the sale, or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act, 1959.

If the sale is stopped because the warrant is withdrawn satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.

If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.

TAKE NOTICE All payments under the Warrant of Execution issued in this action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to THE CHIEF CLERK COUNTY COURT

THE COURT OFFICE AT
is open from 10a.m. to 4p.m. Monday to Friday

WARRANT OF RESTITUTION
(Order 26, rule 17(4)).

To the Registrar and Bailiffs of the Court.



ON the _____ day of _____ 19____, it was adjudged that the plaintiff was entitled to possession of ⁽¹⁾ _____

AND on the _____ day of _____ 19____, a warrant of possession was issued, pursuant to the judgment requiring you to give possession of the land to the plaintiff and possession of the land was given by you to the plaintiff under the warrant of the _____ day of _____ 19____.

AND the plaintiff having satisfied the Court that the land has been re-entered wrongfully and the Court having ordered, on the _____ day of _____ 19____, that a warrant of restitution should issue in respect of the land [and the defendant should pay the plaintiff the sum of £ _____ for costs].

YOU ARE THEREFORE REQUIRED forthwith to enter the land and to cause the plaintiff to have restitution thereof, and forthwith to levy [⁽²⁾ the sum of £ _____ together with] the costs of issue and execution of this warrant by distress and sale of the defendant's goods wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value of £100 and the tools and implements of his trade to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties, or securities for money, belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.

Application was made to this court for this warrant at _____ minutes past the hour of _____ o'clock on _____

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they were seized, unless they are of a perishable nature or at the request of the defendant.

PERFORATION

N.45 Notice of Levy. Order 26 rule 7

IN THE _____ COUNTY COURT

CASE No. _____

WARRANT No. _____

RESTITUTION No. _____

BETWEEN _____

AND _____ PLAINTIFF
DEFENDANT

Amount for which Order was obtained £ _____

Fee for Issuing this Warrant _____

Solicitor's costs of issue _____

Paid for Certificate of search in the Land Registry _____

Total amount to be levied with Fees for execution of Warrant _____

	£ _____
--	---------



TAKE NOTICE that the Warrant of Execution against your Goods on the Judgment [or Order] obtained against you in this action is for the amount stated above.
NOTE—The Execution Officer is instructed to give a printed and numbered receipt from his Official Receipt Book for every payment made to him under this Warrant, and you should accept no other form of receipt.

[SEE BACK]

The name and address of the [Solicitor to the] Plaintiff is:

IN THE COUNTY COURT

CASE No

WARRANT No

RESTITUTION No.

BETWEEN PLAINTIFF

AND DEFENDANT

19 Possession obtained and given to the Plaintiff, the day of 19

19 Bailiff

Returns other than payment

Amount for which Order was obtained

Fee for Issuing this Warrant

Solicitor's costs of issue

Paid for Certificate of search in the Land Registry

Total amount to be levied

Levied on the		day of		Clerk's Initials
Date received	Amount	Bailiff's Initials	Paid into Court	
19	£		19	

I acknowledge having received possession of the land described in this Warrant, on the day of 19

(For the) Plaintiff

(For use only when sale or other charges incurred)

£

Gross amount levied or received

Appraisalment Fee on £

Transport Charges

Sale Fee on £

Advertising

Rent to Landlord

Costs of Interpleader ordered to be deducted from proceeds

Net amount paid into Court on £

If you pay the total amount to be levied which is shown overleaf you will incur no further fees or expenses. Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.

If your goods are removed the bailiff is required to give you an inventory of the goods removed their value will be assessed and they may be sold. You will be given at least 4 days notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized unless they are of a perishable nature or at your request.

When your goods have been valued and sold you will be liable for the following fees and no others:

For valuing the goods 5p for every £1 of the assessed value.

For the sale including advertisements catalogues sale and commission and delivery of the goods 15p for every £1 of the amount realised by the sale or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act 1959.

If the sale is stopped because the warrant is withdrawn satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances and in addition any expenses reasonably incurred in removing the goods or advertising the sale.

If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.

TAKE NOTICE All payments under the Warrant of Execution issued in this action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to THE CHIEF CLERK COUNTY COURT

WARRANT OF RESTITUTION

(Order 24, rule 6(1)).



To the Registrar and Bailiffs of the Court.

ON the _____ day of _____ 19____, it was ordered that the applicant was entitled to possession of ⁽¹⁾ _____

(1) Describe the land as set out in the order

AND on the _____ day of _____ 19____, a warrant of possession was issued, pursuant to the order requiring you to give possession of the land to the applicant and possession of the land was given by you to the applicant under the warrant on the _____ day of _____ 19____.

AND the applicant having satisfied the Court that the land has been re-entered wrongfully and the Court having ordered, on the _____ day of _____ 19____, that a warrant of restitution should issue in respect of the land [and the respondent should pay the applicant the sum of £ _____ for costs].

(2) The amount due to the Plaintiff under the order

YOU ARE THEREFORE REQUIRED forthwith to enter the land and to cause the applicant to have restitution thereof, and forthwith to levy ⁽²⁾ the sum of £ _____ together with] the costs of issue and execution of this warrant by distress and sale of the respondent's goods wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value of £100 and the tools and implements of his trade to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties, or securities for money, belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.

Application was made to this court for this warrant at _____ minutes past the hour of _____ o'clock on _____

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they were seized, unless they are of a perishable nature or at the request of the applicant.

PERFORATION

N.45 Notice of levy. Order 26 rule 7.

IN THE _____ COUNTY COURT

CASE No. _____
WARRANT No. _____
RESTITUTION No. _____

BETWEEN _____ APPLICANT

AND _____ RESPONDENT

Amount for which Order was obtained

£

Fee for issuing this Warrant ..

Solicitor's costs of issue

Paid for Certificate of search in the Land Registry ..

Total amount to be levied with Fees for execution of Warrant

TAKE NOTICE that the Warrant of Execution against your goods on the Judgment [or Order] obtained against you in this action is for the amount stated above.



NOTE—The Execution Officer is instructed to give a printed and numbered receipt from his Official Receipt Book for every payment made to him under this Warrant, and you should accept no other form of receipt.

[SEE BACK]

WARRANT OF POSSESSION UNDER ORDER 24
(Order 24, rule 6(1)).

IN THE COUNTY COURT

BETWEEN APPLICANT CASE No.

AND RESPONDENT WARRANT No.

To the Registrar and Bailiffs of the Court. SEAL

ON the _____ day of _____ 19____, it was ordered that the Applicant do recover possession of ⁽¹⁾ _____

(1) Describe the land as set out in the order

[and it was ordered that the Applicant do recover against the Respondent the sum of £ _____ for costs, which the Respondent was ordered to pay into the office of this Court on or before the _____]

AND THE RESPONDENT HAVING FAILED TO OBEY THE ORDER THE APPLICANT HAS REQUESTED THAT THIS WARRANT SHOULD ISSUE YOU ARE THEREFORE REQUIRED TO GIVE POSSESSION OF THE LAND TO THE APPLICANT

[And, the Respondent having failed to pay the costs as ordered you are required forthwith to levy the amount due to the Applicant under the order, together with the costs of issue and execution of this warrant by distress and sale of the Respondent's goods, wherever they may be found within the district of this Court (except the wearing apparel and bedding of him or his family to the value of £100, and the tools and implements of his trade to the value of £150), and also by seizing any money, bank notes, bills of exchange, promissory notes, bonds, specialties, or securities for money, belonging to him which may be found there or so much thereof as may be sufficient to satisfy this execution, and to bring the proceeds of the levy into Court, and immediately thereafter to make a return of what you have done.]

Application was made to this court for this Warrant at _____ minutes past the hour of _____ o'clock on _____

NOTICE. The goods are not to be sold until after the end of five days next following the day on which they are seized, unless they are of a perishable nature, or at the request of the Defendant.

N.45 Notice of Levy. Order 26 rule 7

IN THE COUNTY COURT

CASE No. _____

WARRANT No. _____

BETWEEN _____

AND _____

Respondent

Applicant

PERFORATION	
Amount for which Judgment [or Order] was obtained	£
Subsequent Costs	P
Paid [into Court]	
Remaining due	
Fee for Issuing this Warrant	
Solicitor's costs of issue	
Paid for Certificate of search in the Land Registry	
Total amount to be levied with fees for execution of Warrant	

(Page 1)

TAKE NOTICE that the Warrant of Execution against your Goods on the Judgment [or Order] obtained against you in this action is for the amount stated above.

NOTE --- The Execution Officer is instructed to give a printed and numbered receipt from his Official Receipt Book for every payment made to him under this Warrant, and you should accept no other form of receipt.

(SEE BACK)



IN THE COUNTY COURT
 CASE No. _____
 WARRANT No. _____
 BETWEEN _____ Applicant
 AND _____ Respondent

The name and address of the [Solicitor to the] Applicant is:

 Returns other than payment.
 19 _____

Possession obtained and given to the Applicant, on the _____
 Bailiff

I acknowledge having received possession of the land described in this warrant, on the _____
 (For the) Applicant

(For use only when sale or other charges incurred)

Gross amount levied or received	£
Transport Charges	£
Appraisal Fee on £	£
Sale Fee on £	£
Advertising	£
Rent to Landlord	£
Costs of Interpleader ordered to be deducted from proceeds	£
Net amount paid into Court on	£

Amount for which Judgment [or Order] was obtained	£
Subsequent Costs	£
Paid [into Court]	£
Remaining due	£
Fee for Issuing this Warrant	£
Solicitor's costs of issue	£
Paid for Certificate of search in the Land Registry	£
Total amount to be levied	£

Levied on the _____ day of _____ 19____	
Date received	Bailiff's Paid into Court Initials
19 _____	19 _____
Amount	Clerk's Initials
£	

If you pay the total amount to be levied, which is shown overleaf, you will incur no further fees or expenses. Should it be necessary to arrange for the removal of your goods you may be liable to pay any expenses reasonably incurred including the feeding and caring for any animals.
 If your goods are removed, the bailiff is required to give you an inventory of the goods removed; their value will be assessed and they may be sold. You will be given at least 4 days notice of the time and place of the sale of your goods. The sale will not take place until six days after the goods were seized, unless they are of a perishable nature or at your request.
 When your goods have been valued and sold you will be liable for the following fees, and no others:—
 For valuing the goods, 5p for every £1 of the assessed value.
 For the sale including advertisements, catalogues, sale and commission, and delivery of the goods, 15p for every £1 of the amount realised by the sale, or such other sum as the court may consider to be justified in the circumstances. The reasonable expenses of advertising a sale by auction as required by section 132 of the County Courts Act, 1959.
 If the sale is stopped because the warrant is withdrawn, satisfied by payment or otherwise suspended you will have to pay a fee of 10p for every £1 of the assessed value of the goods or such other sum as the court may consider to be justified in the circumstances, and in addition any expenses reasonably incurred in removing the goods or advertising the sale.
 If your goods are sold you will be given a detailed account in writing of the sale and of the distribution of the proceeds.
TAKE NOTICE All payments under the Warrant of Execution issued in this action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to THE CHIEF CLERK COUNTY COURT

THE COURT OFFICE AT _____ is open from 10am to 4pm Monday to Friday

[N.54]

**WARRANT OF EXECUTION OR COMMITTAL TO REGISTRAR OF FOREIGN COURT,
SECTION 138 OR 161 COUNTY COURTS ACT 1959**

To the Registrar of the

COUNTY COURT

TAKE NOTICE. This Warrant has been issued out of this Court for execution at an address within the jurisdiction of your Court.

YOU ARE THEREFORE required to execute the said Warrant.



DATED

**NOTICE TO BE INDORSED ON NOTICE OF LEVY WHERE WARRANT OF EXECUTION
SENT TO FOREIGN COURT, SECTION 138 COUNTY COURTS ACT 1959**

TAKE NOTICE that all payments under the Warrant of Execution issued in this Action should be made and all notices or claims in respect of the execution or the goods taken in execution should be given or sent to:

THE CHIEF CLERK

COUNTY COURT

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

NOTICE OF APPLICATION FOR ATTACHMENT OF EARNINGS ORDER

(Order 27, rule 5(1)).

IN THE COUNTY COURT

BETWEEN
AND

PLAINTIFF

DEFENDANT



CASE No.
APPLICATION No.

TO THE DEFENDANT

(1) Or as the case may be On the ... day of ... 19 ... , the plaintiff obtained a judgment (or order) against you in this court (...)⁽¹⁾ for £ ... debt (damages) and costs and as you have failed to pay as ordered, the plaintiff has applied for an Attachment of Earnings Order requiring your employer to make deductions from your earnings to satisfy the judgment (or order).

(2) Insert here address of courthouse The application will be heard by the Registrar of this Court at⁽²⁾

(3) Delete if for maintenance on the ... at ... o'clock. [Unless you pay into court the sum necessary to satisfy the case.]⁽³⁾ YOU MUST COMPLETE THE ATTACHED FORM OF REPLY and send it to reach the court office within 8 days after you receive this notice.

Failure to return the form is a punishable offence and it may result in you being ordered to attend this Court.

Balance of judgment debt and costs	£
Issue fee	£
Amount now due	£
[Unsatisfied warrant costs not included above	£]

DATED

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

IMPORTANT – FOR INSTRUCTIONS TURN OVER

Order 7, rules 6 (1) & (2)

A/E No.

CASE No.

I certify that the notice of which this is a true copy together with the form of reply was served on (date)

Service was effected (a) at the address stated in the notice (or at)

by delivering the notice, and the form of reply to the defendant personally (or to apparently not less than 16 years old, who promised to give them to the defendant the same day or on).

(b) by posting it to the defendant on at the address stated in the notice in accordance with the certificate of the plaintiff or his solicitor.

(c) by posting it to the defendant on pursuant to the certificate at (1) below, by inserting the same, enclosed in an envelope addressed to the defendant, in the letter box at the address stated in the notice for the reasons at (1) below.

Bailiff/Officer of the County Court

(1) I have reason to believe that the notice will reach the defendant in sufficient time because:

Bailiff

OR

I certify that the notice has not been served for the following reasons:

Bailiff/Officer of the County Court

NOTES FOR GUIDANCE FOR COMPLETING THE ATTACHED FORM OF REPLY

ALL CASES

1. If you are unemployed or self-employed you should say so on the form and answer as many questions as you can.
2. If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay, you should say so on the form.
3. You can obtain help in completing the attached form at any county court office or citizens' advice bureau.

ALL CASES EXCEPT MAINTENANCE PAYMENTS

4. If you wish to pay the amount due you must make your payment in accordance with one of the METHODS OF PAYMENT shown on the front of this form.
5. If you return the form within 8 days and the court is satisfied with the information you give it will send you notice of the order it intends to make. Unless you hear from the plaintiff or his solicitor that he objects to the order proposed, or you object to it yourself, you need not attend court.
6. If you do not return the form or pay the full amount due you must attend court on the hearing date.

REPLY TO APPLICATION FOR ATTACHMENT OF EARNINGS ORDER
(Order 27, rule 5(1)).

IN THE COUNTY COURT
 CASE No. _____
 v _____
 A/E No. _____

PLEASE ANSWER ALL THE FOLLOWING QUESTIONS USING BLOCK CAPITALS AND BLACK INK

	Mr. Mrs. Miss	Surname	Other Names
1 EMPLOYMENT			
(a) What is your full name?			
(b) By whom are you employed? If you have more than one employer give answers in respect of each of them. If you are not employed, say so and give the name of your last employer, if any.			
(c) Where are you employed?			
(d) In what capacity are you employed?			
(e) What is the address of your employer's Head Office if different from (c) above?			
(f) What is your works number/pay reference?		Works No.	Pay Ref.
2 PAY AND INCOME			
(a) What is your basic pay before deductions?	£		per week/month
(b) What overtime, bonuses, fees, allowances or commission do you receive?	£		per week/month (on regular basis or otherwise)
(c) What deductions are normally made from your pay?	£		per week/month for
(d) What is your usual take home pay?	£		per week/month
(e) Do you receive a pension or other income? Please give details.			
(f) What contribution, if any, do other members of your family make to household expenses? Please give full details.			
3 LIABILITIES			
(a) What persons, if any, are financially dependent on you?			
(i) Living with you—please give details (including the ages of any dependent children)			
(ii) Not living with you – please give details including any maintenance payments you make to them			
(b) What rent or mortgage instalments do you have to pay?	£		per week/month for
(c) What rates, if any, do you have to pay?	£		per week/month
(d) If you have to pay under any other Court orders give details, including the name of the Court and Case No			
(e) What other regular payments have you to make			
(f) Have you any other liabilities which you would like the Court to take into account? Please give details.			
4 PROPOSAL FOR PAYMENT			
What sum would you be prepared to have deducted from your earnings to satisfy the Plaintiff's Judgment?	£		per week/month
If you are sick/unemployed, what date do you expect to return to work?			19

SIGNED _____ DEFENDANT DATE _____
 ADDRESS _____

NOTICE OF PROPOSAL TO MAKE ATTACHMENT OF EARNINGS ORDER
(Order 27, rule 7(3)).

IN THE COUNTY COURT
BETWEEN..... PLAINTIFF

AND



DEFENDANT

CASE No.
APPLICATION No.

TAKE NOTICE THAT upon consideration of the [information] [and offer] contained in the Form 56 which has been filed by the Defendant [a copy of which is attached.] or [following information which has been obtained regarding the Defendant's means and commitments]

The Registrar will make an attachment of earnings order in the following terms unless, within five days of receipt of this notice, you give to the other party and to the court written notice that you object to the proposed order. If an objection is made the application for an attachment of earnings order will be dealt with on the day which has been fixed for the hearing.

"YOU ARE ORDERED to make out of the earnings of the defendant periodical deductions in accordance with Schedule 3 to the Attachment of Earnings Act 1971 until £ the amount payable under judgment, has been paid. For the purpose of calculating the said deductions the normal deduction rate shall be ... £ a week/month and the protected earnings rate shall be ... £ a week/month

AND YOU ARE ORDERED to pay the sums deducted into the office of this Court at monthly intervals. ⁽¹⁾"

(1) Or as the case may be.

DATED


Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

ORDER FOR DEFENDANT'S ATTENDANCE AT AN ADJOURNED HEARING OF AN ATTACHMENT OF EARNINGS APPLICATION

(Order 27, rule 8(1)).

IN THE	COUNTY COURT	
	CASE No.	
	A/E No.	
BETWEEN	PLAINTIFF	
AND	DEFENDANT	
To		
of		

You failed to attend the County Court on the day and time fixed for the hearing of an application for an Attachment of Earnings Order, after being served with the Notice of Application and the application having been adjourned to the day of 19 , at o'clock at

YOU ARE ORDERED TO ATTEND AT THAT TIME ON THAT DAY. FAILURE TO ATTEND MAY RESULT IN YOU BEING COMMITTED TO PRISON FOR A PERIOD NOT EXCEEDING 14 DAYS.

DATED

TAKE NOTICE

IF YOU EITHER complete the attached Form of Reply and return it immediately to this court OR pay into the office of the court the sum of £ , the amount remaining due, you may not have to attend court.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

IMPORTANT—FOR INSTRUCTIONS TURN OVER

Order 7 rule 2(a)

CASE No.

I certify that the order of which this is a true copy, was served by me on (date)

on the debtor personally
at the address stated in the order,
or at

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE

I certify that the order has not been served for the following reasons:—

Bailiff/Officer of the Court

NOTES FOR GUIDANCE FOR COMPLETING THE ATTACHED FORM OF REPLY

ALL CASES

1. If you are unemployed or self-employed you should say so on the form and answer as many questions as you can.
2. If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay, you should say so on the form.
3. You can obtain help in completing the attached form at any county court office or citizens' advice bureau.

ALL CASES EXCEPT MAINTENANCE PAYMENTS

4. If you wish to pay the amount due you must make your payment in accordance with one of the METHODS OF PAYMENT shown on the front of this form.
5. If you return the form forthwith and the court is satisfied with the information you give it may send you notice of the order it intends to make. Unless you hear from the plaintiff or his solicitor that he objects to the order proposed, or you object to it yourself, you need not attend court.
6. If you do not return the form or pay the full amount due you must attend court on the hearing date.

WARRANT OF COMMITTAL UNDER SECTION 23(1) OF THE ATTACHMENT OF EARNINGS ACT 1971
(Order 27, rule 8(1)).

IN THE	COUNTY COURT	
BETWEEN	PLAINTIFF	
AND	DEFENDANT ⁽¹⁾	

(1) Show below present address, description and, if known, place of employment.

CASE No.
A/E No.
WARRANT OF
COMMITAL No.

To the Registrar and Bailiffs of the Court, and every constable within his jurisdiction, and to the Governor of Her Majesty's Prison at

The debtor
having been ordered to attend at a specified day for the adjourned hearing of an application for an attachment of earnings order, has failed to do so [or, having attended for the hearing of an application for an attachment of earnings order, has refused to be sworn [or to give evidence]]:

IT IS ORDERED that the debtor be committed to prison for days.

YOU the Registrar, Bailiffs and others are therefore required to arrest the debtor and to deliver him to the prison and you the Governor to receive the debtor and safely keep him in prison for days from the arrest under this order or until he shall be sooner discharged by due course of law.

DATED

Address all communications to the Chief Clerk and QUOTE THE ABOVE CASE NUMBER.
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

IN THE COUNTY COURT
CASE No.
WARRANT OF
COMMITTAL No.

DEFENDANT

I arrested the within-named Defendant on
the
and delivered him into the custody of the
Governor of HM Prison at
on the

N.75. Indorsement on a warrant of committal sent to a Foreign Court.
To the Governor of Her Majesty's Prison at ⁽¹⁾

TAKE NOTICE that in accordance with the provisions of section 161 of the County Courts Act, 1959, this Warrant of Committal has been sent to this Court and that the Debtor, if arrested within the jurisdiction of this Court, is to be conveyed to the Prison of this Court, and is to be there kept for the time mentioned in the Warrant of Committal unless sooner discharged by law.

DATED

⁽¹⁾ Here insert name of prison of Foreign Court

(Page 2)

N.53. Warrant of Execution or Committal to Registrar of Foreign Court.
Section 138 or 161, County Courts Act 1959

To the Registrar of the County Court



TAKE NOTICE. This warrant has been issued out of this Court for execution at an address within the jurisdiction of your Court.

YOU ARE THEREFORE required to execute the said Warrant.

DATED

BAILIFF OF THE COUNTY COURT

ATTACHMENT OF EARNINGS ORDER (JUDGMENT DEBT)

(Order 27, rule 10(1)).

IN THE COUNTY COURT

BETWEEN..... PLAINTIFF

AND

DEFENDANT

SEAL

CASE No.

A/E No.

THE DEFENDANT who resides at the above address and works at

as a [Works No./Pay ref.]
 is in arrear under a judgment of this Court⁽¹⁾
 and it appears that earnings are payable by you to the defendant.

(1) Or as the case may be

YOU ARE ORDERED to make periodical deductions out of those earnings in accordance with Schedule 3 to the Attachment of Earnings Act 1971 until £ the amount payable under the judgment, has been paid. For the purpose of calculating the deductions the normal deduction rate shall be £ a week/month and the protected earnings rate shall be £ a week/month.

AND YOU ARE ORDERED to pay the sums deducted into the office of this Court at monthly intervals⁽¹⁾.

DATED

To the Defendant
 TAKE NOTICE this is a copy of an attachment of earnings order directed to your employer. If you leave his employment or become re-employed, you must notify the Court in writing within 7 days, giving particulars of your earnings or anticipated earnings from any new employment. Failure to do so may render you liable to a fine or imprisonment.

To the Employer

Address all communications to the Chief Clerk
 AND QUOTE THE ABOVE CASE NUMBER
 THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

ORDER FOR PRODUCTION OF STATEMENT OF EARNINGS
(Order 27, rule 15(1)).

IN THE

COUNTY COURT

CASE No.

A/E No.

BETWEEN

PLAINTIFF

AND

DEFENDANT



To
of

For the purposes of an application for an attachment of earnings order in respect of the above named defendant, it is ordered that ⁽¹⁾ do, within days after service of this order upon him, file in the Court office a statement signed by him [or on his behalf ⁽²⁾] giving the following particulars.
⁽³⁾

(1) Name of person to whom order is directed.
(2) Delete if directed to the defendant.
(3) Set out the particulars required in the statement.

TAKE NOTICE if you fail to comply with this order you will be liable to be fined not more than £25 [⁽⁴⁾ or to be sent to prison for not more than 14 days] under Section 23 of the Attachment of Earnings Act 1971.

(4) Delete if directed to the employer

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Order 7 rule 2(a)

CASE No.

I certify that the order of which this is a true copy, was served by me on (date)

on the personally, at the address stated in the order, or at

(1) Or, in accordance with an order for substituted service. (1)

(Page 2)

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE

I certify that the order has not been served for the following reasons:

Bailiff/Officer of the Court

SUMMONS FOR OFFENCE UNDER ATTACHMENT OF EARNINGS ACT 1971

(Order 27, rule 16(1)).

IN THE

COUNTY COURT

CASE No.

A/E No.

BETWEEN

PLAINTIFF



AND

DEFENDANT

To

of

YOU ARE SUMMONED to appear at this Court at

on the

at o'clock, to show cause why an order should not be made against you under Section 23(3) of the Attachment of Earnings Act 1971, for the payment of a fine not exceeding £25 [or for your committal to prison for not more than 14 days⁽¹⁾] for failing to comply with an attachment of earnings order made by this Court on the in that you⁽²⁾

(1) Add where appropriate

(2) State particulars of failure, or as the case may be giving details of the alleged offence

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Order 7 rule 2(a)

CASE No.

I certify that the summons of which this is a true copy, was served by me on (date)

on the _____ personally, at the address stated in the summons, or at

(1) or in accordance with substituted service (1)

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE
I certify that the summons has not been served for the following reasons:

Bailiff/Officer of the Court

**NOTICE TO SHOW CAUSE
SECTION 23 OF THE ATTACHMENT OF EARNINGS ACT 1971**

IN THE

COUNTY COURT

CASE No.

A/E No.

BETWEEN

PLAINTIFF

AND

DEFENDANT



To

of

TAKE NOTICE that you have failed to give this court within the time specified a statement of your earnings, resources and means in accordance with Section 14 of the Attachment of Earnings Act 1971. You are required to show cause in person or by affidavit or otherwise at the sitting of this court at

on the _____ at _____ o'clock why you should not be imprisoned for a period not exceeding 14 days or fined not more than £25 under Section 23 of that Act.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Order 7 rule 2(a)

CASE No.

I certify that the notice of which this is a true copy, was served by me on (date)

on the personally, at the address stated in the notice, or at

(1) Or, in accordance with an order for substituted service. (1)

(Page 2)

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE

I certify that the notice has not been served, for the following reasons:

Bailiff/Officer of the Court

SUSPENDED ATTACHMENT OF EARNINGS ORDER

IN THE COUNTY COURT
BETWEEN PLAINTIFF

AND SEAL

DEFENDANT
CASE No.
A/E No.

IT IS ORDERED that the defendant's employer do make periodical deductions out of the earnings of the defendant in accordance with Schedule 3 to the Attachment of Earnings Act 1971 until the amount payable under judgment, has been paid. For the purpose of calculating the deductions the normal deduction rate shall be ... £ a week/month and the protected earnings rate shall be ... £ a week/month

AND IT IS FURTHER ORDERED that the operation of this order be suspended so long as the defendant punctually pays into the office of this Court the sum of £ by instalments of £ a week/month commencing on the and that service of the order on the employer be deferred accordingly.

DATED

TAKE NOTICE. If you change your employer, you must, pursuant to Section 15 of the Attachment of Earnings Act 1971, notify the Court in writing within 7 days giving the name and address of your new employer (and the pay office if different), your works number and/or pay reference and your new rate of pay. Your letter must also show the case number of the action. Failure to comply with the terms of this notice may render you liable to a fine or imprisonment under Section 23 of the Attachment of Earnings Act 1971

METHOD OF PAYMENT
By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed. PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer. This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT
is open from 10am to 4pm Monday to Friday

ATTACHMENT OF EARNINGS ORDER (MAINTENANCE)
(Order 27, rule 17(8)).

IN THE COUNTY COURT
 PRIORITY ORDER
 BETWEEN..... PLAINTIFF
 AND
 DEFENDANT
 CASE No.
 A/E No.



THE DEFENDANT

who works at _____ as a _____
 Works No./Pay ref. _____ is
 required to make payments of £ _____ a week/month under a maintenance order made
 by this Court⁽¹⁾
 on the _____

(1) Or as the case may be.

An application has been made for an attachment of earnings order to secure the payments and it appears that earnings are payable by you to the defendant

YOU ARE ORDERED to make periodical deductions out of those earnings in accordance with Schedule 3 to the Attachment of Earnings Act 1971. For the purpose of calculating the deductions

the normal deduction rate shall be £ _____ a week/month
 and the protected earnings rate shall be £ _____ a week/month.

AND YOU ARE ORDERED to pay the sums deducted into the office of this Court as and when the deductions are made [or at monthly intervals. ⁽¹⁾]

DATED

To the Defendant.
 TAKE NOTICE this is a copy of an attachment of earnings order directed to your employer. If you leave his employment or become re-employed, you must notify the Court in writing within 7 days, giving particulars of your earnings or anticipated earnings from any new employment. Failure to do so may render you liable to a fine or imprisonment.

To the Employer.
 Address all communications to the Chief Clerk
 AND QUOTE THE ABOVE CASE NUMBER
 THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

RECORD OF PAYMENTS

TO THE EMPLOYER:

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Please enter in the box above your name and address where this form and a receipt should be returned after each payment, if different from that shown overleaf.

The details of how to operate an attachment of earnings order are contained in the explanatory booklet which is enclosed (or which may be obtained from the Court Office).

Money deducted under the order is required to be paid to the Court Office at the intervals specified overleaf.

Payment by post may be made by crossed cheque or postal order payable to HM Paymaster General.

Please enter below the date and amount of each payment, send the form, with the payment to the Court Office in the envelope provided.

DATE	AMOUNT		DATE	AMOUNT		DATE	AMOUNT		DATE	AMOUNT	
	£	p		£	p		£	p		£	p
			B/F			B/F			B/F		
C/F			C/F			C/F			C/F		

CONSOLIDATED ATTACHMENT OF EARNINGS ORDER

(Order 27, rule 18).

IN THE COUNTY COURT



CONSOLIDATED ORDER No.

THE DEBTOR [Works No./Pay ref.] is in arrear under a number of judgments and it appears that earnings are payable by you to the debtor.

YOU ARE ORDERED to make periodical deductions out of those earnings in accordance with Schedule 3 to the Attachment of Earnings Act 1971 until £ the total amount payable under the judgments (including the Court fee) has been paid. For the purpose of calculating the deductions the normal deduction rate shall be ... £ a week/month and the protected earnings rate shall be ... £ a week/month.

AND YOU ARE ORDERED to pay the sums deducted into the office of this Court at monthly intervals.

DATED

TAKE NOTICE.

This order does NOT replace any existing attachment of earnings order marked 'PRIORITY'.

This order replaces the attachment of earnings order(s) listed below:

Actual date at which balance calculated:

Case No.	Creditor	Balance due at time this order was made	
Fees due to the Court for carrying out this order			

To the Defendant.

TAKE NOTICE This is a copy of a consolidated attachment of earnings order directed to your employer. If you leave his employment or become re-employed, you must notify the Court in writing within 7 days, giving particulars of your earnings or anticipated earnings from any new employment. Failure to do so may render you liable to a fine or imprisonment.

To (1)

(1) Name and address of employer or debtor as the case may be

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CONSOLIDATED ORDER No. THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

RECORD OF PAYMENTS

TO THE EMPLOYER:

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Please enter in the box above your name and address where this form and a receipt should be returned after each payment, if different from that shown overleaf.

The details of how to operate an attachment of earnings order are contained in the explanatory booklet which is enclosed (or which may be obtained from the Court Office).

Money deducted under the order is required to be paid to the Court Office at the intervals specified overleaf.

Payment by post may be made by crossed cheque or postal order payable to HM Paymaster General.

Please enter below the date and amount of each payment, send the form, with the payment to the Court Office in the envelope provided.

DATE	AMOUNT £ p		DATE	AMOUNT £ p		DATE	AMOUNT £ p		DATE	AMOUNT £ p	
			B/F			B/F			B/F		
C/F			C/F			C/F			C/F		

JUDGMENT SUMMONS UNDER THE DEBTORS ACT 1869

(Order 28, rule 1).

IN THE COUNTY COURT

BETWEEN

PLAINTIFF

SEAL

AND

DEFENDANT (1)

(1) Show below present address, description and, if known, place of employment

CASE No.

JUDGMENT SUMMONS No.

(2) If the summons is issued against some or one only of several Defendants name them or him

TO THE DEFENDANT (2) The Plaintiff obtained a judgment or an order against you in this Court [or in the County Court] [or in

(3) Or as the case may be

the High Court of Justice] (3) on the day of 19, for the payment of ... £ for debt/damages and costs forthwith [or on the] or by instalments of ... £ for every calendar month and subsequent costs have been incurred and allowed by the Judge, amounting to ... £

AND AS YOU HAVE FAILED TO PAY THE SUM OF ... £ payable under the judgment or order, the Plaintiff has required this Judgment Summons to be issued against you.

YOU ARE THEREFORE SUMMONED TO APPEAR PERSONALLY IN THIS COURT AT

on at o'clock, to be examined on oath as to the means you have or have had since the date of the judgment or order to comply with the terms of the judgment or order and also to show cause why you should not be committed to prison for such default, or why a Receiving Order should not be made against you pursuant to subsection 4 of Section 107 of the Bankruptcy Act 1914.

DATED

Sum in payment of which Defendant has made default
Fee for issue of summons
Travelling expenses to be paid or offered to Defendant
Sum on payment of which this summons will be satisfied

Table with 2 columns (£, p) and 2 rows for payment details.

Amount, if any, which will remain outstanding when the above sum has been paid £
IF PAYMENT IS MADE TOO LATE TO PREVENT THE PLAINTIFF'S ATTENDANCE ON THE DAY OF HEARING, YOU MAY BE LIABLE FOR FURTHER COSTS.

Name and address of Plaintiff's Solicitor

METHOD OF PAYMENT

By calling at the Court Office: Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

N. 68 Order 7 rule 2(b) Order 28 rule 2(2)

J.S. No.

I certify that the Summons of which this is a true copy was served by me on

personally, at the address given, or the Debtor,

or

when I at the same time paid [or offered] to the Debtor the sum of £ for his expenses in travelling to and from the Court.

Bailiff/Officer of the Court

N. 68 Order 7 rule 2(b) Order 28 rule 2(2)

I certify that the Summons of which this is a true copy was served by me by posting it to the Debtor on the day of

19 ,

at the address stated in the summons in accordance with the certificate of the judgment creditor or his solicitor, or on the Debtor, by⁽¹⁾

⁽¹⁾In accordance with an order for substituted service

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE
I certify that this Summons has not been served for the following reasons:—

Bailiff/Officer of the Court

CERTIFICATE OF SERVICE (JUDGMENT SUMMONS)

Order 7, rule 2(b) Order 28, rule 2(2)

N.68 *Order 7 rule 2(b) Order 28 rule 2(2)*

J.S. No.

I certify that the Summons of which this is a true copy was served by me on

the Debtor,

personally, at the address given, or

on

when I at the same time paid [or offered]

to the Debtor the sum of £

for his expenses in travelling to and from the Court.

Bailiff/Officer of the Court

N.68 *Order 7 rule 2(b) Order 28 rule 2(2)*

I certify that the Summons of which this is a true copy was served by me by posting it to the Debtor on the _____ day of _____ 19

at the address stated in the summons in accordance with the certificate of the judgment creditor or his solicitor; or on the Debtor.

by ⁽¹⁾

(1) In accordance with an order for substituted service.

Bailiff /Officer of the Court

NOTICE OF NON-SERVICE

I certify that this Summons has not been served for the following reasons:—

Bailiff/Officer of the Court

ORDER FOR DEBTOR'S ATTENDANCE AT AN ADJOURNED HEARING OF A JUDGMENT SUMMONS
(Order 28, rule 4(1)).

IN THE

COUNTY COURT

CASE No.

JUDGMENT
SUMMONS No.

BETWEEN

PLAINTIFF



AND.....

DEFENDANT

To
of

You failed to attend the County Court on the day and time fixed for the hearing of a Judgment Summons after being served with the summons and the hearing having been adjourned to
the day of 19
at o'clock
at

YOU ARE ORDERED TO ATTEND AT THAT TIME ON THAT DAY.

AND TAKE NOTICE that if you fail to do so you may be committed to prison for a period not exceeding 14 days

DATED

(1) Add where travelling expenses not previously paid (1) [Travelling expenses to be paid or offered to the debtor £]

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

JUDGMENT SUMMONS No.

I certify that the order of which this is a true copy was served by me personally on the debtor at the address stated in the order or at

on (date)
when I paid (or offered) the debtor the sum of £ for his travelling expenses.

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE

I certify that the order has not been served for the following reasons:—

Bailiff/Officer of the Court

ORDER OF COMMITMENT UNDER SECTION 144 OF THE COUNTY COURTS ACT 1959
(Order 28, rule 4(1)).

IN THE

COUNTY COURT

BETWEEN

PLAINTIFF



AND

DEFENDANT ⁽¹⁾

(1) Show below present address, description and, if known, place of employment.

CASE No.

JUDGMENT
SUMMONS No.

ORDER OF
COMMITMENT No.

To the Registrar and Bailiffs of the Court, and every constable within his jurisdiction, and to the Governor of Her Majesty's Prison at

The debtor
of

having been ordered to attend on a specified day for the adjourned hearing of a judgment summons, has failed to do so [or, having attended for the hearing of a judgment summons, has refused to be sworn [or to give evidence]]:

IT IS ORDERED that the debtor be committed to prison for days.

YOU the Registrar, Bailiffs and others are therefore required to arrest the debtor and to deliver him to the Prison and you the Governor to receive the debtor and safely keep him in prison for days from the arrest under this order or until he shall be sooner discharged by due course of law.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

IN THE COUNTY COURT

CASE No.

WARRANT OF
COMMITTAL No.

DEFENDANT

N.75. Indorsement on a Warrant of Committal sent to a Foreign Court.
Order 28, rule 11 (3)

To the Governor of Her Majesty's Prison at ⁽¹⁾



TAKE NOTICE that in accordance with the provisions of section 161 of the County Courts Act, 1959, this Warrant of Committal has been sent to this Court and that the Debtor, if arrested within the jurisdiction of this Court, is to be conveyed to the Prison of this Court, and is to be there kept for the time mentioned in the Warrant of Committal unless sooner discharged by law.

DATED

⁽¹⁾ Here insert name of prison of Foreign Court.

N.53. Warrant of Execution or Committal to Registrar of Foreign Court.

Section 138 or 161 County Courts Act 1959

To the Registrar of the

County Court

I arrested the within-named Defendant on the and delivered him into the custody of the Governor of HM Prison at on the

TAKE NOTICE. This Warrant has been issued out of this Court for execution at an address within the jurisdiction of your Court.

YOU ARE THEREFORE required to execute the said Warrant.

DATED

BAILIFF OF THE
COUNTY COURT

ORDER REVOKING AN ORDER OF COMMITMENT UNDER SECTION 144 OF THE COUNTY COURTS ACT 1959.

IN THE COUNTY COURT

BETWEEN..... PLAINTIFF

AND DEFENDANT ⁽¹⁾



(1) Show below present address, description and, if known, place of employment

CASE No.

JUDGMENT SUMMONS No.

ORDER OF COMMITMENT No.

UPON APPLICATION made this day by the debtor, who was committed to prison by order dated for failing to attend the adjourned hearing of a judgment summons [or for refusing to be sworn [or to give evidence] at the hearing of a judgment summons] and upon reading the affidavit [or statement] of the debtor showing the reasons for his failure [or refusal] and upon the undertaking of the debtor to attend the Court [or to be sworn] [or to give evidence] when next ordered or required to do so:

IT IS ORDERED that the order of commitment be revoked [and that be discharged out of the custody of the Governor of Her Majesty's Prison at as to the said failure or refusal].

DATED

**THE GOVERNOR
H.M. PRISON**

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

NOTICE TO DEBTOR WHERE A COMMITTAL ORDER MADE, BUT DIRECTED TO BE SUSPENDED UNDER DEBTORS ACT

(Order 28, rule 7(1)).

IN THE COUNTY COURT

BETWEEN PLAINTIFF

AND DEFENDANT

CASE No.

JUDGMENT SUMMONS No.

SEAL

TAKE NOTICE, that today the Judge made a Committal Order for your imprisonment for days.

This order will not be put into force if [in addition to the sum of £ paid into court since the issue of the judgment summons] you pay into the office of this court the sum of £ [by instalments of £ for every calendar month, the first payment to be made] on or before the

[When you have paid the sum of £ there will remain a further sum of £ payable under the original judgment or order] ⁽¹⁾.

(1) Delete if not applicable

DATED

TAKE NOTICE:
Failure to pay [any instalment] within the time mentioned above, may result in a warrant of committal being issued without further notice, and you may be imprisoned for the period mentioned above.

If you satisfy the Judge that you are unable to pay as directed by this order, he has the power to grant a further suspension on such terms as he thinks fit.

If you decide to apply for a further suspension you should either write to, or attend, the court office, stating the reasons why you cannot pay.

The court will send you notice of a day and time for you to appear before the Judge.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

NEW ORDER ON JUDGMENT SUMMONS
(Order 28, rule 8(1)).

IN THE	COUNTY COURT
BETWEEN	PLAINTIFF
AND	
	DEFENDANT
	CASE No.
	JUDGMENT
	SUMMONS No.



(1) Where judgment has been given against more than one Defendant adapt accordingly

The Defendant ⁽¹⁾ having failed to pay the sum of £ due under the judgment or order in this action given or made in this Court [or in the County Court] [or in the High Court of Justice] ⁽²⁾ on the day of 19 .

(2) Or as the case may be

IT IS ORDERED upon hearing this day of a Judgment Summons issued in this case that the Defendant do pay the amount remaining due under the Judgment or order namely: £ [together with £ for costs amounting to £] into the office of this court, [by instalments of £ for every calendar month; the first payment to be made on or before the]

DATED

TAKE NOTICE. Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy the order.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKERS' DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.


This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

WARRANT OF COMMITTAL ON A JUDGMENT SUMMONS UNDER THE DEBTORS ACT 1869
(Order 28, rule 11(1)).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF JUDGMENT SUMMONS No.
AND DEFENDANT WARRANT No.

To the Registrar and Bailiffs of the Court, and every Constable within his jurisdiction, and to the Governor of Her Majesty's Prison. 
at
The plaintiff obtained a judgment or an order against the defendant(s)

in this court (or in the County Court) (or in the High Court of Justice) on the day of 19, for the payment of £ for debt/damages and costs forthwith (or on the) (or by instalments of £ for every calendar month) and subsequent costs have been incurred amounting to £

AND THE DEFENDANT HAVING FAILED TO PAY THE SUM OF £ DUE UNDER THE SAID JUDGMENT OR ORDER:

AND on the hearing this day of a Judgment Summons issued against the defendant it has been proved to the satisfaction of the court that the defendant has (or has had since the date of the judgment or order) the means to pay the sum and refuses or neglects (or has refused or neglected) to pay the same and the defendant has shown no cause why he should not be committed to prison.

IT IS THEREFORE ORDERED that the defendant be committed to prison for days, unless he pays the sum stated below, or files an affidavit stating that a receiving order or an order of adjudication in bankruptcy has been made against him.

YOU THE REGISTRAR, BAILIFFS AND OTHERS ARE THEREFORE required to arrest the defendant and to deliver him to Prison and you the Governor to receive the defendant, and safely keep him in prison for days from the arrest under this order, or until he shall be sooner discharged by due course of law.

DATED (1)

(1) Date on which Order was made in Court

Warrant issued on the day of 19

Sum in payment of which defendant had made default at the time of issue of Judgment Summons		
Fee and costs on issue and hearing of Judgment Summons		
Deduct amount paid into court since issue of Judgment Summons		
Fee for issue of this order		
Deduct amount paid since issue of order		
Sum on payment of which the debtor is to be discharged		

NOTE. A separate warrant must be issued against every defendant required to be arrested.

**INDORSEMENT ON A WARRANT OF COMMITTAL
SENT TO A FOREIGN COURT**

(Order 28, rule 11(3)).

To the Governor of Her Majesty's Prison
at ⁽¹⁾



TAKE NOTICE that in accordance with the provisions of section 161 of the County Courts Act 1959, this Warrant of Committal has been sent to this Court and that the Debtor, if arrested within the jurisdiction of this Court, is to be conveyed to the Prison of this Court, and is to be kept there for the time mentioned in the Warrant of Committal unless sooner discharged by law.

DATED

(1) Here insert name of prison of Foreign Court

**CERTIFICATE TO BE INDORSED ON DUPLICATE WARRANT OF COMMITTAL ISSUED
FOR RE-ARREST OF DEBTOR**

(Order 28, rule 14(4)).

I certify that this duplicate warrant of committal is in substitution for the original warrant dated

and numbered

and has been issued by order of the Judge by reason of the failure of the Debtor to comply with the terms imposed when the Debtor was discharged in respect of the original warrant of committal.

DATED

REGISTRAR

NOTICE AS TO CONSEQUENCES OF DISOBEDIENCE TO ORDER OF COURT
(Order 29, rule 1(3)).



-v.-

To

of

TAKE NOTICE that unless you obey the directions contained in this order you will be guilty of contempt of court, and will be liable to be committed to prison.

DATED

NOTICE TO SHOW CAUSE WHY ORDER OF COMMITTAL SHOULD NOT BE MADE
(Order 29, rule 1(4), 2(3)).

IN THE COUNTY COURT
CASE No.

BETWEEN PLAINTIFF

AND DEFENDANT



To

of

TAKE NOTICE that the plaintiff [or defendant] will apply to this Court at
on
at o'clock for an order for your committal to prison [for having disobeyed the order
of this Court made on the day of 19....., restraining you
from ⁽¹⁾

(1) Here set out the terms of the injunction

by ⁽²⁾]

(2) Here set out the particular breach or breaches of the order alleged

[or for having neglected to obey the order made on the day of 19....., requiring you to ⁽³⁾

(3) Here set out the mandatory part of the order

] [or for your failure to carry out an undertaking given by you, as a solicitor, to this Court on the day of 19....., to ⁽⁴⁾

(4) Here set out the terms of the undertaking

AND FURTHER TAKE NOTICE that you are required to attend the Court on the first-mentioned day to show cause why an order for your committal should not be made.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Order 7 rule 2(a)

CASE No.

I certify that the notice of which this is a true copy, was served by me on (date)

on the _____ personally, at the address stated in the notice, or at

(1) Or in accordance with rule 2(b) substituted service (1)

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE
I certify that this notice has not been served for the following reasons:

Bailiff/Officer of the Court

ORDER OF COMMITTAL FOR BREACH OF OR NEGLECT TO OBEY ORDER
(Order 29, rule 1(5)).

IN THE _____ COUNTY COURT

CASE No. _____

BETWEEN PLAINTIFF

AND DEFENDANT

SEAL

(1) State the order. By an order of this Court, dated the _____ day of _____ 19____
(1)

NOW, UPON THE APPLICATION of the _____, and upon hearing
the _____ [or if the _____
does not appear, reading the affidavit of _____
[or where service has been by a bailiff, the indorsement of _____
a bailiff of this Court (or of the _____ County Court)]
showing that a copy of the said order indorsed with a notice in Form 77 and notice of this
application having been served upon the _____]
and upon (2)

(2) State such evidence as may have been given and the Court being of the opinion, upon consideration of the facts disclosed by the evidence
given that
has been guilty of a contempt of this Court by a breach of [or by neglecting to obey] the
order, namely (3)

(3) Here set out the particular matter of contempt

(4) Here insert name of prison used by the Court IT IS ORDERED that _____ be committed
for his contempt to Her Majesty's Prison at (4)
for _____ or until he shall be sooner discharged by due course of law and that a warrant
for the arrest and committal of the said
be issued forthwith.

AND IT IS ORDERED that the said _____ do pay the costs
of the _____ of this application and of the committal, such
costs to be taxed by the registrar and paid by the _____
into the office of this Court within fourteen days after the date of taxation.

(5) Add if so ordered [AND IT IS FURTHER ORDERED that any application for the release of
_____ from custody shall be made to the judge]. (5)

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

COUNTY COURTS

Case No.

Warrant No.

Defendant

Address

Occupation

I arrested the within-named person on the _____ day of _____ 19____ and delivered him into the custody of the Governor of H. M. Prison at _____

on the _____ day of _____ 19____ .

*Bailiff of the
County Court*

NOTICE TO SOLICITOR TO SHOW CAUSE WHY AN UNDERTAKING SHOULD NOT BE ENFORCED BY COMMITTAL TO PRISON
(Order 29, rule 2(2)).

IN THE	COUNTY COURT	
	CASE No.	
BETWEEN	PLAINTIFF	
AND	DEFENDANT	
To		
of		

TAKE NOTICE that you are required to attend at a Court to be held at

on

at _____ o'clock to show cause why an order should not be made committing you to
 prison for failing to carry out the undertaking given by you on _____ day of
 19____, to this Court to ⁽¹⁾

(1) Here set out terms of undertaking

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

Form N.81

ORDER OF COMMITTAL FOR FAILURE BY SOLICITOR TO CARRY OUT UNDERTAKING
(Order 29, rule 2(1)).

IN THE BETWEEN AND	COUNTY COURT CASE No. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">PLAINTIFF</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DEFENDANT</div>
--	--



By an undertaking given to this Court on the day of 19 ,
 of

(1) State terms of undertaking as solicitor for the plaintiff [or defendant], undertook to ⁽¹⁾
 Now, upon reading the affidavit of dated the day of 19 , and upon hearing

(2) Add if solicitor giving the undertaking does not appear in person. ⁽²⁾ and being satisfied upon oath [or by the indorsement of a bailiff of this Court (or of the County Court)], that a copy of the notice to show cause why should not be committed has been served personally upon him and being satisfied that has failed to carry out the undertaking before referred to.

(3) Insert name of prison used by the Court. **IT IS ORDERED** that be committed for his contempt to Her Majesty's Prison at ⁽³⁾ for or until he shall be sooner discharged by due course of law and that a warrant for the arrest and committal of be issued forthwith.

AND IT IS ORDERED that do pay the costs of this application and of the committal, such costs to be taxed by the registrar and paid by into the office of this court within fourteen days of taxation.

[**AND IT IS FURTHER ORDERED** that any application for the release from custody of shall be made to the judge.] ⁽⁴⁾

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
 THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

ORDER FOR DISCHARGE FROM CUSTODY UNDER WARRANT OF COMMITTAL
(Order 29, rule 3).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF
AND DEFENDANT



UPON APPLICATION made this day of 19 by

who was committed to prison for contempt, by an order of this court, dated the day of 19 , and upon reading the application of

attested on the day of 19 , showing that he is desirous of purging his contempt, and upon hearing

on behalf of the
(1) or, if no one appears for him (1) [and upon being satisfied that the notice of this application has been duly served upon the .]

IT IS ORDERED that
(2) Insert name of prison be discharged out of the custody of the Governor of Her Majesty's Prison at (2) as to the contempt.

(3) Add if so ordered (3) [AND IT IS ORDERED that do pay the sum of £ , the costs of this application, such costs to be taxed, into the office of this court on or before the (or within 14 days of taxation).]

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

GARNISHEE ORDER TO SHOW CAUSE
(Order 30, rule 3(1)).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF
AND DEFENDANT
AND GARNISHEE



Upon reading the affidavit of
filed on

IT IS ORDERED that all debts due or accruing due from the above-mentioned defendant
[in the sum of £] be attached to answer a judgment or order obtained against
(1) Or otherwise. the defendant by the above-mentioned plaintiff in this court [] (1)

on
for the sum of £ including costs, of which the sum of £
remains due and unpaid (together with the costs of these proceedings)

AND IT IS ORDERED that the Garnishee do attend this court

at
on
at o'clock to show cause why an order should not be made that the Garnishee do
pay into the office of this court the debt due from the Garnishee to the defendant, or so much
thereof as may be sufficient to satisfy the judgment (or order), together with the costs of
these proceedings.

DATED

To the Garnishee and Defendant (2) (2) Name and address of garnishee or defendant as the case may be.

Address all communications to the Chief Clerk
AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT
is open from 10am to 4pm Monday to Friday

Order 7 rule 2(a)

CASE No.

I certify that the order of which this is
a true copy, was served by me on (date)

on the _____ personally,
at the address stated in the order, or at

(1) Or in accordance (1)
with an order for
substituted service.

Bailiff/Officer of the Court

NOTICE OF NON-SERVICE

I certify that this order has not been
served for the following reasons:

Bailiff/Officer of the Court

GARNISHEE ORDER ABSOLUTE*(Order 30, rule 7(1)).*

IN THE	COUNTY COURT	
BETWEEN	<div style="border: 1px solid black; padding: 2px; display: inline-block;">PLAINTIFF</div>	CASE No.
AND	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DEFENDANT</div>	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">SEAL</div>
AND	GARNISHEE	

TO THE GARNISHEE:

Upon hearing the Plaintiff('s Solicitor(s)) and the Garnishee and reading the affidavit of filed on , and the order to show cause made on when it was ordered that all debts due or accruing due from the above-named Garnishee to the above-named defendant should be attached to satisfy a judgment recovered against the Defendant by the above named Plaintiff in this court on for the sum of £ including costs, of which the sum of £ remained due and unpaid (together with the costs of these proceedings).

IT IS ORDERED THEREFORE that the Garnishee do pay the sum of £ being so much of the debt due from the Garnishee to the Defendant as is sufficient to satisfy the judgment debt and costs, together with £ for costs of these proceedings into the office of this court on or before the

DATED

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.


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THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

GARNISHEE ORDER ABSOLUTE, WHERE GARNISHEE OWES LESS THAN JUDGMENT DEBT

(Order 30, rule 7(1)).

IN THE	COUNTY COURT
BETWEEN	<div style="border: 1px solid black; display: inline-block; padding: 2px;">PLAINTIFF</div> CASE No.
AND	<div style="border: 1px solid black; display: inline-block; padding: 2px;">DEFENDANT</div> 
AND	GARNISHEE

TO THE GARNISHEE:

Upon hearing the Plaintiff('s Solicitor(s)) and the Garnishee and reading the affidavit of filed on _____, and the order to show cause made on _____ when it was ordered that all debts due or accruing due from the above-named Garnishee to the above-named defendant should be attached to satisfy a judgment recovered against the Defendant by the above-named Plaintiff in this court on _____ for the sum of £ _____ including costs, of which the sum of £ _____ remained due and unpaid (together with the costs of these proceedings).

IT IS ORDERED THEREFORE THAT the Garnishee do pay the sum of £ _____, the debt due from the Garnishee to the Defendant, into the Office of this Court on or before the _____ AND that the sum of £ _____ the costs of the Plaintiff of this application be added to the judgment debt and be retained out of the money recovered by the Plaintiff under this order and in priority to the amount of judgment debt.

DATED

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.


This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

CHARGING ORDER NISI
(Order 31, rule 1(4)).

IN THE	COUNTY COURT
	CASE No.
BETWEEN	PLAINTIFF
AND	DEFENDANT



Upon the application of
and upon reading the affidavit of
whereby it appears that by a judgment [or order] made on the day
(1) As the case may be of 19 in this court [or (1)]
the defendant was ordered to pay to the plaintiff the sum of £ of which £
remains due and unpaid, and that the defendant has a beneficial interest in the asset
specified in the schedule below:

IT IS ORDERED that unless sufficient cause to the contrary is shown before the
County Court

at
on at o'clock, when this matter will be
further considered, the defendant's interest in the asset shall, and it is ordered that in the
meantime it do, stand charged with the payment of £ due on the judgment [or
order] together with the costs of this application.

AND TAKE NOTICE that if you do not attend at the time and place above mentioned
such order will be made as the court thinks just.

DATED

SCHEDULE

[Describe with full particulars the relevant land, securities, funds or trust, stating, in relation to securities, their
full title, the amount of them and the name in which they stand and whether the beneficial interest charged is
in the securities only or in the dividends or interest as well, and stating, in relation to funds in court, the number
of the account]

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

CHARGING ORDER ABSOLUTE

(Order 31, rule 2(1)).

IN THE COUNTY COURT
CASE No.
BETWEEN PLAINTIFF
AND DEFENDANT

SEAL

Upon the application of
and upon reading the affidavits of
and the order nisi made herein on the _____ day of _____ 19____ filed herein and
19____ :

(1) Defendant's name **IT IS ORDERED** that the interest of the defendant ⁽¹⁾
in the asset specified in the schedule below stand charged with the payment of £ _____
the amount due from the defendant to the plaintiff on a judgment [or order] of this court
(2) As the case may be [or ⁽²⁾] dated _____
the _____ day of _____ 19____ together with £ _____ the costs of
this application, the costs to be added to the judgment debt.

DATED

SCHEDULE

[Describe with full particulars the relevant land, securities, funds or trust, stating, in relation to securities, their full title, the amount of them and the name in which they stand and whether the beneficial interest charged is in the securities only or in the dividends or interest as well, and stating, in relation to funds in court, the number of the account].

STOP NOTICE

To the Governor and Company of the Bank of England [or ⁽²⁾]
Take notice that, in relation to the securities specified in the schedule to this order, you may
not, without notice to ⁽³⁾
(3) Plaintiff's name and address for service

register any transfer, or make any redemption payment, or in the case of a unit trust deal with
the units, or, where dividends or interest are included in the order, pay any dividend or interest.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday

Form N.87

INTERPLEADER SUMMONS TO EXECUTION CREDITOR

(Order 33, rule 4(1)).

IN THE BETWEEN OF AND OF AND OF	COUNTY COURT EXECUTION CREDITOR EXECUTION DEBTOR CLAIMANT CASE No. INTERPLEADER No. WARRANT No.
---	---



TO THE EXECUTION CREDITOR

The claimant having made a claim to certain goods [or the proceeds of sale (or value) of certain goods] [or to certain rent alleged to be due to him in respect of the premises upon which certain goods were] seized under a warrant of execution issued out of this court at your request,

You are summoned to appear at

on

at o'clock, when the claim will be decided, and such order made as the court thinks fit.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

INTERPLEADER No.

I certify that the summons of which this is a true copy was served by me on (date)

Service was effected

(a) At the address stated in the summons (or at)
by delivering it to the Execution Creditor personally (or to)
apparently not less than 16 years old, who promised to give it to
the Execution Creditor on the same day or on)

(b) By posting it to the Execution Creditor on
pursuant to the certificate at (1)
below

(c) By inserting it, enclosed in an envelope addressed to the
Execution Creditor in the letter box at the address stated on the
summons for the reason at (1).

Bailiff/Officer of the Court

(1) I have reason to believe the summons will reach the Execution
Creditor in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following
reasons:

Bailiff/Officer of the Court

INTERPLEADER SUMMONS TO CLAIMANT CLAIMING GOODS OR RENT UNDER AN EXECUTION

(Order 33, rule 4(1)).

IN THE BETWEEN OF AND OF AND OF	COUNTY COURT EXECUTION CREDITOR EXECUTION DEBTOR CLAIMANT CASE No. INTERPLEADER No. WARRANT No.
---	---



TO THE CLAIMANT
 You are summoned to appear at

on
 at o'clock.

To support a claim made by you to certain goods [or to the proceeds of sale (or value) of certain goods] [or to certain rent alleged to be due to you in respect of the premises upon which certain goods were] seized under a warrant of execution issued out of this court at the request of the execution creditor.

If you are unable to prove your claim the goods will be sold and the proceeds paid over [or the proceeds of sale (or value) will be paid over], according to the requirements of the said warrant.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
 THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

INTERPLEADER No.

I certify that the summons of which this is a true copy was served by me on (date)

Service was effected

(a) At the address stated in the summons (or at) by delivering it to the claimant personally (or to apparently not less than 16 years old, who promised to give it to the claimant on the same day or on)

(b) By posting it to the claimant on , pursuant to the certificate at (1) below.

(c) By inserting it, enclosed in an envelope addressed to the claimant in the letter box at the address stated on the summons for the reason at (1)

Bailiff/Officer of the Court

(1) I have reason to believe the summons will reach the claimant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff/Officer of the Court

INTERPLEADER SUMMONS TO PERSONS MAKING ADVERSE CLAIMS TO DEBT, OR OTHER THING IN ACTION, MONEY OR GOODS NOT THE SUBJECT MATTER OF AN ACTION

(Order 33, rule 8(c)).

IN THE COUNTY COURT

BETWEEN APPLICANT

OF

AND

OF

AND CLAIMANTS

OF

TO THE CLAIMANTS CASE No.



(1) Enter name and address

(1)

of

has filed an affidavit (a copy of which is attached) stating that he has received adverse claims from

of

and

of

(2) Here state the debt, thing in action, money or goods to which the adverse claims are made

to (2)

YOU ARE THEREFORE SUMMONED to appear at a court to be held at

on at o'clock

when the Registrar will consider giving directions for the determination of this action [or when judgment will be given determining the rights and claims of the said claimants] (3)

(3) Delete as necessary

DATED

TAKE NOTICE you are each required within fourteen days after the service of this summons on you, to file in the Court Office either three copies of a notice that you make no claim or three copies of particulars stating the grounds of your claim.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

CASE No.

I certify that the summons of which this is a true copy was served by me on (date)

Service was effected

(a) At the address stated in the summons (or at)
by delivering it to personally
(or to)

apparently not less than 16 years old, who promised to give it to
on the same day or on)

(b) By posting it to the
pursuant to the
certificate at (1) below

(c) By inserting it, enclosed in an envelope addressed to
in the letter box at the
address stated in the summons for the reasons at (1).

Bailiff/Officer of the Court.

(1) I have reason to believe the summons will reach the
in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following
reasons:

Bailiff/Officer of the Court.

SUMMONS FOR ASSAULTING AN OFFICER OF THE COURT OR RESCUING GOODS
(Order 34, rule 1(a)).

IN THE

COUNTY COURT



TO
OF

YOU ARE SUMMONED to appear at a Court to be held at

on the

at o'clock, to answer a complaint made against you by

an Officer of this Court, and to show cause why an order should not be made against you under the County Courts Act, 1959, for payment of a fine or for your committal to prison or both, for an assault committed by you on the day of 19 , upon the said Officer whilst in the execution of his duty [or for rescuing or attempting to rescue, on the day of 19 , certain goods seized under process of this Court.]

DATED

NOTE. To be served personally not less than eight clear days before the return day.

Address all communications to the Chief Clerk
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

**ORDER OF COMMITMENT AND/OR IMPOSING A FINE FOR ASSAULTING AN
OFFICER OF THE COURT OR RESCUING GOODS**

(Order 34, rule 1(2)).

IN THE

COUNTY COURT



To the Registrar and Bailiffs of the Court, and every Constable within his jurisdiction, and to the Governor of Her Majesty's Prison at

(1) Enter name and address of offender IT has been proved to the satisfaction of the Court that
(1)

on the day of 19 , [assaulted an officer of this Court, whilst in the execution of his duty] or [(and) rescued or attempted to rescue certain goods seized under process of this Court].

(2) Delete as necessary 1. IT IS ORDERED

(2) that
do pay a fine of £ for the offence(s) (2) and the sum of £ for costs, amounting together to the sum of £ and do pay that sum into the office of this court forthwith [or by instalments of £ for every the first instalment to be paid] on or before the

2. IT IS ORDERED

(2) that
shall be committed to prison for
AND YOU the Registrar, Bailiffs and others, are therefore required to arrest

and deliver him to Prison
AND YOU the Governor to receive

and keep him safely in prison for
from the arrest under this order or until he shall be sooner discharged by due course of law.

DATED

Address all communications to the Chief Clerk
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

Form N.91

Name of creditor (and case number in the case of a judgment debt). If known, give creditor's reference number	Address and description of creditor	Amount of debt		Name and address of any other person liable for the debt.	Particulars and estimated value of any security given in respect of the debt
		£	p		
	BROUGHT FORWARD £				
	TOTAL £				

PLEASE ANSWER ALL THE FOLLOWING QUESTIONS USING BLOCK CAPITALS AND BLACK INK

<p>1 EMPLOYMENT</p> <p>(a) By whom are you employed? If you have more than one employer give answers in respect of each of them. If you are not employed, say so and give the name of your last employer, if any.</p> <p>(b) Where are you employed?</p> <p>(c) In what capacity are you employed?</p> <p>(d) What is the address of your employers Head Office if different from (c) above?</p> <p>(e) What is your works number/pay reference?</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Works No. Pay Ref.</p>
<p>2 PAY AND INCOME</p> <p>(a) What is your basic pay before deductions?</p> <p>(b) What overtime, bonuses, fees, allowances or commission do you receive?</p> <p>(c) What deductions are normally made from your pay?</p> <p>(d) What is your usual take home pay?</p> <p>(e) Do you receive a pension or other income? Please give details.</p> <p>(f) What contribution, if any, do other members of your family make to household expenses? Please give full details.</p>	<p>£ _____ per week/month</p> <p>£ _____ per week/month (on regular basis or otherwise)</p> <p>£ _____ per week/month for</p> <p>£ _____ per week/month</p> <p>_____</p> <p>_____</p>
<p>3 LIABILITIES</p> <p>(a) What persons, if any, are financially dependent on you? (i) Living with you - please give details (including the ages of any dependent children) (ii) Not living with you - please give details including any maintenance payments you make to them</p> <p>(b) What rent or mortgage instalments do you have to pay?</p> <p>(c) What rates, if any, do you have to pay?</p> <p>(d) If you have to pay under any other Court orders give details, including the name of the Court and Case No</p> <p>(e) What other regular payments have you to make?</p> <p>(f) Have you any other liabilities which you would like the Court to take into account? Please give details.</p>	<p>_____</p> <p>£ _____ per week/month for</p> <p>£ _____ per week/month</p> <p>_____</p> <p>_____</p> <p>_____</p>

I, aforesaid make oath and say that to the best of my knowledge, the names of all my creditors, and the debts due from me to them, are truly set forth in the above list of my creditors, and that the particulars contained in my request and the above statements are true.

Sworn at _____ in the _____ of this _____ day of _____ 19 _____ Before me _____ Officer of a Court, appointed by the Judge to take Affidavits (Page 3)

Name of creditor (and case number in the case of a judgment debt). If known, give creditor's reference number	Address and description of creditor	Amount of debt		Name and address of any other person liable for the debt	Particulars and estimated value of any security given in respect of the debt
		£	p		
	BROUGHT FORWARD £				
	TOTAL £				

I, aforesaid make oath and say that to the best of my knowledge, the names of all my creditors, and the debts due from me to them, are truly set forth in the above list of my creditors, and that the above particulars and statements are true.

Sworn at
of
day of

in the
this
19

Before me

Officer of a Court, appointed
by the Judge to take Affidavits

ADMINISTRATION ORDER
(Order 39, rule 9).

IN THE COUNTY COURT

ADMINISTRATION ORDER No.



IN THE MATTER of an Administration Order against

IT IS ORDERED that the above-named Debtor do pay the debts in the Schedule to this Order, and all other debts now due and afterwards proved under this Order in full [or to the extent of pence in the £], by instalments of £ for every month until this Order is complied with.

[AND IT IS ORDERED that the Debtor do pay the instalments into the office of this court the first of such payments to be made on or before the 19 .]

[AND IT IS DIRECTED that this order be subject to review after [or at intervals of]]

AND IT IS DIRECTED that of

have the conduct of this Order.

DATED

TAKE NOTICE this order will be registered in the Register of County Court Judgments 3 days after the making of the order, registration may affect your ability to obtain credit in the future.

SCHEDULE OF DEBTS

NAME OF CREDITOR	AMOUNT		NAME OF CREDITOR	AMOUNT	
	£	p		£	p
			Brought forward		
Carried forward					
			TOTAL		

To the Debtor

TAKE NOTICE that if you change your address you must at once give notice of your new address to the Chief Clerk of

[]

Address all communications to the Chief Clerk AND QUOTE THE ABOVE ADMINISTRATION ORDER No. THE COURT OFFICE AT

[]

is open from 10 am to 4 pm Monday to Friday

ORDER REVOKING, SUSPENDING OR VARYING AN ADMINISTRATION ORDER
(Order 39, rule 14(2)).

IN THE
ADMINISTRATION
ORDER No.

COUNTY COURT



..... DEBTOR

(1) State creditor's
reference

TO THE DEBTOR AND CREDITOR ⁽¹⁾

IT IS ORDERED that the Administration Order made against the above-named Debtor
on the
be revoked [because] [unless]

OR be [suspended] [varied] provided that

DATED

(2) Delete if
inapplicable

TO THE CREDITOR ⁽²⁾

CASE No.

YOUR REF. ⁽¹⁾

The Court has declared a dividend on the amount of money paid by the Debtor.
Enclosed is a payable order for £

TO

┌

┐

Address all communications to the Chief Clerk
AND QUOTE THE ABOVE ADMINISTRATION
ORDER No.
THE COURT OFFICE AT

└

┘

is open from 10am to 4pm Monday to Friday

SUMMONS IN PERSONAM (FIXED AMOUNT) (ADMIRALTY JURISDICTION ORDER 40)

(Order 3, rule 3(2)(b)).

[*Royal Arms*]

CASE No.

IN THE

COUNTY COURT

—
—
—
—

PLAINTIFF



DEFENDANT

TO THE DEFENDANT

THE PLAINTIFF CLAIMS (see particulars attached)

Court Fee

Solicitor's Costs

TOTAL

	£	p

JUDGMENT MAY BE OBTAINED AGAINST YOU AND ENFORCED without further notice unless within 14 days after the service of this summons, you:

Pay the total amount of the claim and costs into Court

OR

Send to the Court an admission, defence or counterclaim using the attached form.

This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm on Monday to Friday

GENERAL INFORMATION

- (a) If you intend to defend this claim and the court issuing this summons is not your local county court, you may write to the Registrar of the issuing court requesting that the action be transferred to your nearest county court with Admiralty jurisdiction. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.
- (b) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.

INSTRUCTIONS—WITHIN 14 DAYS AFTER THE DATE OF SERVICE, YOU MUST:

- IF YOU ADMIT OWING ALL THE CLAIM EITHER, pay that amount into court together with the costs shown overleaf OR complete and return to the court the attached form of admission stating your proposals for paying the claim.
If your offer of payment is accepted you will be sent an order from the court explaining how payments should be made.
If your offer of payment is not accepted, you will be sent a notice telling you when the court will decide how payment must be made. You may if you wish attend that hearing.
- IF YOU DISPUTE ALL OR PART OF THE CLAIM, complete and return to the court the attached form of defence stating clearly how much of the claim you dispute and your reasons for doing so.
If you dispute only part of the claim you should also complete the admission part of the form stating how much you owe and either send that amount with the form or state how you propose to pay.
If you have paid the amount of the claim since the date of issue of the summons, complete and return to the court the attached form of defence stating the date of payment and pay the costs into court.
If you enter a defence you may have to attend court. The court will send you notice of hearing.
- IF YOU HAVE A CLAIM AGAINST THE PLAINTIFF, complete and return to the court the attached form of counterclaim giving details of your claim. If your counterclaim exceeds the claim you may have to pay a fee. The court will notify you of this. Unless the plaintiff admits your counterclaim you will have to attend court to prove it.
- UNLESS payment of the claim and costs in full is made into court within 14 days after the date of service of this summons you may be liable for additional costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N.12 Certificate of Service
Order 7 rule 6 (1)(a) and (2)

Case No.

I certify that the summons of which this is a true copy was served by me on (date)

Service was effected

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).

(b) At the address stated in the summons (or at

)
by delivering it to the defendant personally (or to

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on

(c) By posting it to the defendant on at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff Officer of the Court
(1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff Officer of the Court

SUMMONS IN REM (FIXED AMOUNT) (ADMIRALTY JURISDICTION ORDER 40)
(Order 3, rule 3(2)(b)).

[Royal Arms]

IN THE

COUNTY COURT

THE "

" CASE No.

BETWEEN

PLAINTIFF

SEAL

AND THE OWNERS OF "

" DEFENDANTS

(1) State the nature of the action An action for ⁽¹⁾

has been commenced in this Court,

on behalf of
of

(2) Describe and name the ship
(3) Where action is against ship and freight add

against the ⁽²⁾
[and the freight due for the transportation of the cargo now or lately laden therein.] ⁽³⁾

(4) Where action is against ship, cargo and freight

[and the cargo now or lately laden therein, together with the freight due for the transportation thereof.] ⁽⁴⁾ for the sum shown.

THE PLAINTIFF CLAIMS (see particulars attached)

Court Fee
Solicitor's Costs

TOTAL

	£	p

JUDGMENT MAY BE OBTAINED AGAINST YOU AND ENFORCED without further notice unless within 14 days after the service of this summons, you:

Pay the total amount of the claim and costs into Court

OR

Send to the Court an admission, defence or counterclaim using the attached form.

This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm on Monday to Friday

GENERAL INFORMATION

- (a) If you intend to defend this claim and the court issuing this summons is not your local county court, you may write to the Registrar of the issuing court requesting that the action be transferred to your nearest county court with Admiralty jurisdiction. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.
- (b) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.

INSTRUCTIONS—WITHIN 14 DAYS AFTER THE DATE OF SERVICE, YOU MUST:

1. IF YOU ADMIT OWING ALL THE CLAIM EITHER, pay that amount into court together with the costs shown overleaf OR complete and return to the court the attached form of admission stating your proposals for paying the claim.
If your offer of payment is accepted you will be sent an order from the court explaining how payments should be made.
If your offer of payment is not accepted, you will be sent a notice telling you when the court will decide how payment must be made. You may if you wish attend that hearing.
2. IF YOU DISPUTE ALL OR PART OF THE CLAIM, complete and return to the court the attached form of defence stating clearly how much of the claim you dispute and your reasons for doing so.
If you dispute only part of the claim you should also complete the admission part of the form stating how much you owe and either send that amount with the form or state how you propose to pay.
If you have paid the amount of the claim since the date of issue of the summons, complete and return to the court the attached form of defence stating the date of payment and pay the costs into court.
If you enter a defence you may have to attend court. The court will send you notice of hearing.
3. IF YOU HAVE A CLAIM AGAINST THE PLAINTIFF, complete and return to the court the attached form of counterclaim giving details of your claim. If your counterclaim exceeds the claim you may have to pay a fee. The court will notify you of this. Unless the plaintiff admits your counterclaim you will have to attend court to prove it.
4. UNLESS payment of the claim and costs in full is made into court within 14 days after the date of service of this summons you may be liable for additional costs.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N.12 Certificate of Service
Order 7, rule 6 (1)(a) and (2)

Case No. _____

I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected _____

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company), _____

(b) At the address stated in the summons (or at _____)

by delivering it to the defendant personally (or to _____) apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____.

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on _____, pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1), _____

Bailiff/Officer of the Court

(1) I have reason to believe the summons will reach the defendant in sufficient time, because: _____

Bailiff.

Or I certify that this summons has not been served for the following reasons: _____

Bailiff/Officer of the Court

GENERAL INFORMATION

- (a) If you agree you are liable for some or all of the claim read instructions 1 and 2.
- (b) If you dispute liability for all or part of the claim read instructions 1 and 2.
- (c) Whether you admit or dispute the claim you may make a claim against the plaintiff. See instruction 3.
- (d) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (e) Application forms for the issue of a witness summons may be obtained at the court office.
- (f) If you intend to defend this claim and the court issuing this summons is not your local county court you may write to the registrar of the issuing court requesting that the action be transferred to your nearest county court with Admiralty jurisdiction. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.

INSTRUCTIONS—WITHIN 14 DAYS AFTER THE DATE OF SERVICE, YOU MUST:

- IF YOU ADMIT THE CLAIM OR ANY PART OF IT, pay the amount admitted into the court. If the plaintiff accepts the amount paid you will not be liable for any subsequent costs. If you require more time to pay complete the attached form of admission. If the plaintiff does not accept the amount you admit or your proposal for payment you will be given notice to attend court.
- IF YOU DISPUTE THE CLAIM OR ANY PART OF IT, return to the court the attached form of defence stating clearly how much you dispute and your reasons for doing so. If you enter a defence you may have to attend court. The court will send you a notice of hearing.
- IF YOU HAVE A CLAIM AGAINST THE PLAINTIFF, complete and return to the court the attached form of counterclaim giving details of your claim.
If your counterclaim exceeds the claim, you may have to pay a fee. The court will notify you of this. Unless the plaintiff admits your counterclaim you will have to attend court to prove it.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by PCSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N.12 Certificate of Service
(Order 7, rule 6 (1)(a) and (2))

Case No. _____
I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected

(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).

(b) At the address stated in the summons (or at

by delivering it to the defendant personally (or to

apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____).

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on _____ pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff/ Officer of the Court
(1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff/ Officer of the Court

SUMMONS IN REM (UNLIQUIDATED) (ADMIRALTY JURISDICTION ORDER 40)
(Order 3, rule 3(2)(b)).

[*Royal Arms*]

IN THE
THE "

COUNTY COURT
" CASE No.

BETWEEN

PLAINTIFF



AND THE
OWNERS OF "

DEFENDANTS

(1) State the nature of the action. An action for ⁽¹⁾

has been commenced in this Court,

on behalf of
of

(2) Describe and name the ship

against the ⁽²⁾

(3) Where action is against ship and freight add

[and the freight due for the transportation of the cargo now or lately laden therein.] ⁽³⁾

(4) Where action is against ship cargo and freight

[and the cargo now or lately laden therein, together with the freight due for the transportation thereof.] ⁽⁴⁾

AND THE PLAINTIFF CLAIMS (see particulars attached)

	£	p
Court Fee		
Solicitor's Costs		
TOTAL		

JUDGMENT MAY BE OBTAINED AGAINST YOU without further notice (except in claims involving salvage or towage) UNLESS within 14 days after the service of this summons, you send to the court an admission, defence or counterclaim using the attached form.

This summons was issued on

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10 am to 4 pm on Monday to Friday

GENERAL INFORMATION

- (a) If you agree you are liable for some or all of the claim read instructions 1 and 2.
- (b) If you dispute liability for all or part of the claim read instructions 1 and 2.
- (c) Whether you admit or dispute the claim you may make a claim against the plaintiff. See instruction 3.
- (d) You can obtain help in completing the attached form at any county court office or citizens' advice bureau.
- (e) Application forms for the issue of a witness summons may be obtained at the court office.
- (f) If you intend to defend this claim and the court issuing this summons is not your local county court you may write to the registrar of the issuing court requesting that the action be transferred to your nearest county court with Admiralty jurisdiction. You should note, however, that if the action is transferred and you subsequently lose the case the costs against you may be increased.

INSTRUCTIONS—WITHIN 14 DAYS AFTER THE DATE OF SERVICE, YOU MUST:

1. IF YOU ADMIT THE CLAIM OR ANY PART OF IT, pay the amount admitted into the court. If the plaintiff accepts the amount paid you will not be liable for any subsequent costs. If you require more time to pay complete the attached form of admission. If the plaintiff does not accept the amount you admit or your proposal for payment you will be given notice to attend court.
2. IF YOU DISPUTE THE CLAIM OR ANY PART OF IT, return to the court the attached form of defence stating clearly how much you dispute and your reasons for doing so. If you enter a defence you may have to attend court. The court will send you a notice of hearing.
3. IF YOU HAVE A CLAIM AGAINST THE PLAINTIFF, complete and return to the court the attached form of counterclaim giving details of your claim.
If your counterclaim exceeds the claim, you may have to pay a fee. The court will notify you of this. Unless the plaintiff admits your counterclaim you will have to attend court to prove it.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed. Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer.

This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

N.12 Certificate of Service
(Order 7, rule 6 (1)(a) and (2))

Case No. _____
I certify that the summons of which this is a true copy was served by me on (date) _____

Service was effected
(a) By leaving it at (posting it to) the address stated on the summons (to be the registered office of the Company).

(b) At the address stated in the summons (or at _____)

by delivering it to the defendant personally (or to _____) apparently not less than 16 years old, who promised to give it to the defendant on the same day or on _____.

(c) By posting it to the defendant on _____ at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor.

(d) By posting it to the defendant on _____ pursuant to the certificate at (1) below.

(e) By inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons for the reasons at (1).

Bailiff/Officer of the Court
(1) I have reason to believe the summons will reach the defendant in sufficient time, because:

Bailiff.

Or I certify that this summons has not been served for the following reasons:

Bailiff/Officer of the Court

WARRANT OF ARREST AND DETENTION (ADMIRALTY JURISDICTION)
(Order 40, rule 4(2)).

<p>IN THE</p> <p>THE "</p> <p>BETWEEN</p> <p>AND THE OWNERS OF THE "</p>	<p>COUNTY COURT</p> <p>" CASE No.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">PLAINTIFF</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">DEFENDANTS</div>
--	--



To the Registrar and Bailiffs of the Court

(1) Describe and name ship or property

An action has been commenced in this court on behalf of against ⁽¹⁾

for the sum of £

YOU ARE THEREFORE REQUIRED AND ORDERED to arrest ⁽¹⁾

and to keep same under safe arrest, until further ordered by this court.

DATED

RELEASE OF PROPERTY UNDER ARREST (ADMIRALTY JURISDICTION)
(Order 40, rule 12(1)).

IN THE COUNTY COURT
THE " " CASE No.

BETWEEN PLAINTIFF

AND THE OWNERS OF THE " DEFENDANTS



To the Registrar and Bailiffs of the Court

On the (1) Describe and name ship or property you were required and ordered to arrest the ⁽¹⁾

and to keep the same under safe arrest, until further ordered by the court.

YOU ARE NOW THEREFORE REQUIRED AND ORDERED to release the¹

from the arrest effected by virtue of the warrant issued in this action.

DATED

Taken out by (Solicitors for) the

Bailiff's Indorsement

On the day of 19 , the ⁽¹⁾

was released from arrest pursuant to this order.

Bailiff of the Court.

**ORDER FOR SALE OF PROPERTY AFTER JUDGMENT IN ACTION IN REM
(ADMIRALTY JURISDICTION)**

(Order 40, rule 13(1)(a) or (b)).

IN THE
THE "

COUNTY COURT
" CASE No.

BETWEEN

PLAINTIFF



AND THE
OWNERS OF THE "

DEFENDANTS

UPON the application of
and upon reading the affidavit of
sworn on the day of 19

(1) Describe and name ship or property. IT IS ORDERED that the property to which this action relates namely, the ⁽¹⁾

now under arrest, be sold
OR be taken and sold in execution.

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm on Monday to Friday

ORDER DIRECTING NOTICE BY ADVERTISEMENT OR OTHERWISE OF JUDGMENT OR ORDER IN REM TO BE GIVEN TO THE OWNERS OF AND PERSONS CLAIMING TO HAVE AN INTEREST IN THE PROPERTY, WHERE THE OWNERS CANNOT BE ASCERTAINED (ADMIRALTY JURISDICTION)

(Order 40, rule 13(3)(b)).

IN THE	COUNTY COURT	
THE "	CASE No	
BETWEEN	PLAINTIFF	
AND THE OWNERS OF "	DEFENDANTS	

UPON reading the affidavit of

of

sworn on the day of 19

IT IS ORDERED that notice of the judgment (or order) obtained in this action on the day of 19 , be given to the owners of and all persons claiming to have an interest in the property to which this action relates by publication of such notice in ⁽¹⁾ .

(1) As the court may direct


DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER

THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

NOTICE OF JUDGMENT OR ORDER IN REM TO OWNER OF, AND PERSON INTERESTED IN, PROPERTY, WHEN ASCERTAINED (ADMIRALTY JURISDICTION)
(Order 40, rule 13(4)).

IN THE THE " BETWEEN AND THE OWNERS OF "	COUNTY COURT CASE No. <div style="border: 1px solid black; padding: 2px; display: inline-block;">PLAINTIFF</div> " <div style="border: 1px solid black; padding: 2px; display: inline-block;">DEFENDANTS</div>	
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(1) State name and address To ⁽¹⁾ _____

(2) State nature of action TAKE NOTICE that on the _____ day of _____ 19 the above named _____ was commenced in _____

this court on behalf of _____ of _____ against the ⁽³⁾ _____

(3) State property against which the action was commenced as in the summons

(4) Terms of the Judgment and that on the _____ day of _____ 19, it was adjudged ⁽⁴⁾ _____

AND IT APPEARING that you, the above-named are the owner of the property to which this action relates or have an interest in the property (AND THE PLAINTIFF HAVING FILED a certified copy of the Register of the ship on which your name appears as having an interest in the ship.) ⁽⁵⁾

(5) If British owned add AND FURTHER TAKE NOTICE, that if you do not within _____ days after the day of the service of this notice on you, file in the office of the court at the address stated below an application, by way of affidavit, for leave to intervene in these proceedings, the property to which this action relates will be taken and sold in execution.


DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

WARRANT OF EXECUTION IN REM (ADMIRALTY JURISDICTION)
(Order 40, rule 13(5)).

IN THE THE " BETWEEN AND THE OWNERS OF "	COUNTY COURT " CASE No. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">PLAINTIFF</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DEFENDANTS</div>
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To the Registrar and Bailiffs of the Court

(1) Terms of the Judgment On the day of 19 , the plaintiff obtained a judgment or an order against the defendants for the recovery of the sum of £ for (1)

(2) Insert Judge's Directions together with the sum of £ for costs, and it was ordered that (2)

AND THE DEFENDANTS HAVING FAILED TO PAY AS ORDERED THE PLAINTIFF HAS REQUESTED THIS WARRANT SHOULD ISSUE for the sum of £ together with the sum of £ , costs allowed for the order and execution of this warrant.

(3) Describe and name ship or property to which this action relates YOU ARE THEREFORE REQUIRED FORTHWITH to seize and levy upon (3)

wherever the same may be found within the district of this court and prepare an inventory of (3)

and have the ship (or property) appraised, and upon receipt of a certificate of appraisal, sell the same at public auction, for not less than the appraised value, and immediately thereafter to make a return as to the sale.


Application was made to this court for this warrant at minutes past the hour of o'clock on

Amount of Judgment or Order Costs Subsequent Costs, allowed Fee for issuing this warrant Solicitor's costs of issue Total amount to be levied	<table border="1" style="margin: auto;"> <tr> <td style="width: 50%; text-align: center;">£</td> <td style="width: 50%; text-align: center;">p</td> </tr> <tr> <td style="height: 80px;"></td> <td></td> </tr> </table>	£	p		
£	p				

**ORDER FOR TRANSFER OF SALE TO THE HIGH COURT
(ADMIRALTY JURISDICTION)**

(Order 40, rule 17(1)).

IN THE	COUNTY COURT
THE "	" CASE No.
BETWEEN	[PLAINTIFF]
AND THE	
OWNERS OF THE "	[DEFENDANT]



In an action commenced in this court on behalf of
of

(1) Name of defendant against ⁽¹⁾
(2) State terms of order the Judge of this court ordered that ⁽²⁾

And as the plaintiff (or defendant) in the action is desirous that the sale of the property should be conducted in the High Court of Justice, and has given security for the sum of £100

I, the plaintiff (or defendant) [or solicitor for the plaintiff (or defendant)] apply for an order to transfer the proceedings for sale to the High Court of Justice.

DATED

SIGNED

I hereby certify that the security of £100 has been duly completed.

REGISTRAR

I hereby order the transfer to be made.


JUDGE

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

INTERLOCUTORY JUDGMENT IN ACTION FOR DAMAGES (ADMIRALTY JURISDICTION)

(Order 40, rule 19(2)).

IN THE	COUNTY COURT	
THE "	" CASE No.	
BETWEEN	PLAINTIFF	
AND THE OWNERS OF "	DEFENDANTS	

IT IS ADJUDGED that the Plaintiff is entitled to recover (against the defendant)⁽¹⁾
(1) If the judgment is in personam
 damages for damage caused to the cargo in the⁽²⁾
(2) Describe and name ship
 (or for damage caused to the⁽²⁾
 by the defendants ship,⁽³⁾ together with costs to be taxed.
(3) Describe and name ship which caused the damage
 AND IT IS ORDERED that it be referred to the Registrar (and assessor/s⁽⁴⁾) to assess the damages.
(4) Add if so

DATED

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10am to 4pm Monday to Friday.

FINAL JUDGMENT IN PERSONAM (ADMIRALTY JURISDICTION)
(Order 40, rule 19(3)).

IN THE COUNTY COURT

CASE No.

BETWEEN PLAINTIFF SEAL

AND DEFENDANT

IT IS ADJUDGED that the plaintiff do recover against the defendant the sum of £
(1) Specify for⁽¹⁾

and £ for costs, (or his costs of this action to be taxed on scale).

AND IT IS ORDERED that the defendant do pay into the office of this court the sum of £ (forthwith) (or on or before the) (and do pay the amount of the costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation).

OR (together with the amount of costs when taxed) by instalments of £ for every calendar month, the first instalment to be paid on or before the

DATED

TAKE NOTICE Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK. Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed Cheques, giro cheques and stamps are not accepted. Payment cannot be received by bank or giro credit transfer

This form should be enclosed and postage must be prepaid A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.


Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

Form N.108

FINAL JUDGMENT IN REM (ADMIRALTY JURISDICTION)

(Order 40, rule 19(3)).

IN THE	COUNTY COURT	
THE "	" CASE No.	
BETWEEN	PLAINTIFF	
AND THE	" DEFENDANTS "	
OWNERS OF "		

(1) Specify IT IS ADJUDGED that the plaintiff do recover the sum of £ for⁽¹⁾

and £ for costs (or his costs of this action be taxed on scale).

AND IT IS ORDERED that the defendants do pay into the office of this court the sum of £ (forthwith) (or on or before the) (and do pay the amount of the costs when taxed on or before that day or, if the costs have not been taxed before the expiration of that day, within 14 days of taxation).

OR (together with the amount of costs when taxed) by instalments of £ for every calendar month, the first instalment to be paid on or before the

DATED

TAKE NOTICE Failure to pay in accordance with this order may result in your goods being removed and sold to satisfy this judgment.

METHOD OF PAYMENT

By calling at the Court Office Payment may be made in cash or by BANKER'S DRAFT, GIRO DRAFT or by CHEQUE SUPPORTED BY A CHEQUE CARD SUBJECT TO THE CURRENT CONDITIONS FOR ITS USE. Drafts and cheques must be made payable to HM PAYMASTER GENERAL and crossed.

PAYMENT OTHERWISE THAN AT THE COURT OFFICE COUNTER DURING OFFICE OPENING HOURS IS AT THE PAYER'S OWN RISK Remittances to the court by post must be by POSTAL ORDER, BANKER'S DRAFT or GIRO DRAFT only, made payable to HM PAYMASTER GENERAL and crossed Cheques, giro cheques and stamps are not accepted Payment cannot be received by bank or giro credit transfer


This form should be enclosed and postage must be prepaid. A stamped addressed envelope must be enclosed to enable this form, with a receipt, to be returned to you.

Address all communications to the Chief Clerk AND QUOTE THE ABOVE CASE NUMBER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

Form N.109

POWER OF ARREST ATTACHED TO INJUNCTION UNDER SECTION 2 OF DOMESTIC VIOLENCE AND MATRIMONIAL PROCEEDINGS ACT, 1976
(Order 47, rule 8).

IN THE	COUNTY COURT	
	No. OF MATTER	
BETWEEN	APPLICANT	
AND	RESPONDENT	

[here set out the injunction]

POWER OF ARREST

AND the Judge being satisfied that the Respondent has caused actual bodily harm to the Applicant [or the child concerned] and being of opinion that he is likely to do so again, a power of arrest is attached to this injunction whereby any constable may arrest without warrant a person whom he has reasonable cause for suspecting of being in breach of the injunction as mentioned in Section 2(3) of the Domestic Violence and Matrimonial Proceedings Act 1976.

(1) Delete as necessary. [This power of arrest expires on the day of 19]⁽¹⁾.


Address all communications to the Chief Clerk AND QUOTE THE ABOVE No. OF MATTER
THE COURT OFFICE AT

is open from 10 am to 4 pm Monday to Friday.

ORDER AND WARRANT FOR COMMITTAL DOMESTIC VIOLENCE AND MATRIMONIAL PROCEEDINGS ACT, 1976

(Order 47, rule 8).

IN THE	COUNTY COURT
	No. OF MATTER
BETWEEN	APPLICANT
AND	RESPONDENT



To the Registrar and bailiffs of the Court and every constable within his jurisdiction and to the Governor of Her Majesty's Prison at

By an order of this Court dated the ⁽¹⁾

(1) State terms of the injunction; continue overleaf if necessary.

(2) Insert name.

AND AS ⁽²⁾

the respondent being suspected of a breach of the order has been arrested by a constable and brought before a Judge of this Court under Section 2 of the Domestic Violence and Matrimonial Proceedings Act 1976.

NOW UPON HEARING

(3) State such evidence as may have been given.

and upon ⁽³⁾

AND the Judge being of the opinion, upon consideration of the facts disclosed by the evidence given, that

(4) Set out the particular matter of contempt.

has been guilty of a contempt of this Court by a breach of the order, namely ⁽⁴⁾

IT IS ORDERED that
be committed for his contempt to prison for _____ or until he
shall be sooner discharged by due course of law.

YOU ARE THEREFORE required to keep

under arrest and deliver him to prison and you the Governor to receive

and safely keep him in prison for _____ from the arrest under this warrant or
until he shall be sooner discharged by due course of law.

[AND IT IS FURTHER ORDERED THAT any application for the release of
from custody shall be made to the Judge.] ⁽⁵⁾

(5) Delete if inapplicable.

DATED

Case No.

Order of
Comm. No.

Defendant

Address

Occupation

I arrested the within-named person on the
day of 19 ,
and delivered him into the custody of the
Governor of H.M. Prison at

on the day of 19 .

Bailiff of the
County Court.

EXPLANATORY NOTE

(This Note is not part of the Rules.)

These Rules prescribe the forms to be used in county court proceedings under the County Court Rules 1981.

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