

**1990 No. 517 (L.6)**

**COUNTY COURTS  
PROCEDURE**

**The County Court (Forms) (Amendment) Rules 1990**

*Made* - - - - - *5th March 1990*

*Coming into force* *1st April 1990*

**1.—(1)** These Rules may be cited as the County Court (Forms) (Amendment) Rules 1990.

**(2)** In these Rules, a form referred to by number means the form so numbered in the Schedule to the County Court (Forms) Rules 1982(a) and “the main Schedule” means that Schedule.

**2.** There shall be substituted in the main Schedule, for forms N.1, N.1(SPC), N.2, N.3, N.4, N.5, N.6, N.7, N.9, N.9(SPC), N.10(HP), N.11, N.12, N.14, N.22, N.23, N.25, N.26, N.27, N.27(1), N.27(2), N.28, N.29, N.30, N.30(1), N.30(2), N.31, N.32, N.32(1), N.32(2), N.32(3), N.32(4), N.32(5), N.33, N.34, N.35, N.36, N.37, N.38, N.39, N.41, N.42, N.46, N.48, N.49, N.52, N.55, N.56, N.58, N.64, N.67, N.72, N.73, N.74, N.79, N.82, N.83, N.84, N.85, N.95, N.96, N.97, N.98, N.99, N.108 and N.109, the forms contained in the Schedule to these Rules.

**3.** Forms N.45(1), 45(2), 47 and 85(1) in the main Schedule shall be omitted.

SCHEDULE



# County Court Summons

(1)  
Plaintiff's  
full name  
address

(2)  
Name and  
address for  
service and  
payment  
*(if different from above)*  
Ref/Tel no.

(3)  
Defendant's  
name  
address

Case  
Number

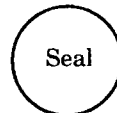
In the

County Court

The court office at

is open from 10am to 4pm Monday to Friday

**DO NOT SEND PAYMENTS  
TO THE COURT**



This summons is only valid if sealed by the court  
If it is not sealed, it should be sent to the court

**KEEP THIS SUMMONS -  
YOU MAY NEED TO REFER TO IT**

## What the plaintiff claims from you

Give brief  
description of  
type of claim  
e.g. price of  
goods

Particulars of the plaintiff's claim against you

If the defendant does not live within the district  
of the court, the plaintiff states that the cause of  
action arose:

Plaintiff's claim

Court fee

Solicitor's costs

**Total amount**

Issued on

## What you should do

Within 14 days from the date of service (which is  
explained overleaf under the heading **General  
information**) you should **either**

- **pay the total amount to the person named at the address shown in box (2)** Only pay the plaintiff directly if no address is shown there (see **How to Pay** on back);  
**or**
- **admit the claim** and make an offer of payment, by filling in the front of the enclosed reply form and **sending it to the court**;  
**or**
- **defend the claim** by filling in the back of the enclosed form and **sending it to the court**.

**If you do nothing**, judgment may be entered against you and enforcement proceedings may be commenced without further notice.

**For more information on what to do next, please read the back of the form.**

Signed  
Plaintiff's solicitor)  
(or see enclosed form **Particulars of claim**)

# Please read this page: it will help you deal with the summons

## If you admit owing all the claim

either pay the total amount - see **How to Pay** on this page; or, if you require time to pay, fill in the part of the enclosed form for admitting the claim and return it to the court. Give details of how you propose to pay the claim.

**If your offer of payment is accepted**, the court will enter judgment and send an order telling you how to pay.

**If your offer is not accepted**, the court may either

- enter judgment and tell you how to pay; or
- arrange a hearing which you should attend.

You will be told what the court has decided.

## If you dispute all or part of the claim

*You may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.*

- Say how much you dispute in the part of the enclosed form for defending the claim and return it to the court. The court will arrange a hearing and will tell you when you should attend.
- If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim and pay the amount admitted to the address for payment.
- If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the address for payment unless you dispute having to pay them.

Explain your reasons.

- If the court named on the summons is not your local county court, you may write to the court named, asking for the case to be transferred to your local county court and explaining your reasons. However, if the case is transferred and you later lose the case, you may have to pay more in costs.
- A claim for £500 or less will normally be dealt with by arbitration under the small claims procedure. A free booklet about the small claims procedure is available from any county court office.

## If you want to make a claim against the plaintiff

*This is known as a counterclaim*

Fill in the part of the enclosed form headed **Counterclaim**. If your claim is for more than the plaintiff's claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

### To be completed on the court copy only

Served on:

By posting on:

Officer:

## Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit**

- If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

## General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark. You have 14 days from this date to pay or reply to the summons.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If the total amount is not paid in full within 14 days after the date of service of this summons, you may have to pay more costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk.
- Always quote the whole of the case number which appears at the top right corner of the front of this form; the court is unable to trace this summons without it.

## How to Pay

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information, you should contact the plaintiff or his representative.

This summons was returned by the Post Office marked 'Gone Away' on:



# County Court Summons

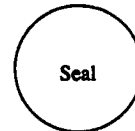
Always quote this number

<b>Case Number</b>	
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<b>In the</b>
<b>County Court</b>

The court office at

is open from 10 am to 4 pm Monday to Friday



This summons is only valid if sealed by the court.  
If it is not sealed, it should be sent to the court.

**KEEP THIS SUMMONS -  
YOU MAY NEED TO REFER TO IT**

**Plaintiff's full name**  
**Address**

**Plaintiff's Solicitor's Address**

**Ref/Tel no.**

**Defendant's name**  
**Address**

## What the plaintiff claims from you

Give brief description of type of claim e.g. price of goods

Particulars of the plaintiff's claim against you

Signed  
Plaintiff('s solicitor)  
(or see enclosed form **Particulars of claim**)

If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose:

Plaintiff's claim	
Court fee	
Solicitor's costs	
<b>Total amount</b>	

Issued on \_\_\_\_\_

## What you should do

Within 14 days from the date of service (which is explained overleaf under the heading **General information**), you should either

- **pay the total amount into court** (see **Payments into Court** box overleaf);  
or
- **admit the claim** and make an offer of payment by filling in the front of the enclosed reply form and sending it to the court;  
or
- **defend the claim** by filling in the back of the enclosed form and sending it to the court.

If you do nothing, judgment may be entered against you, and enforcement proceedings may be commenced without further notice.

**For more information on what to do next, please read the back of the form**

## Please read this page: it will help you deal with the summons

### If you admit owing all the claim

*either* pay the total amount - see **Payments into Court** on this page; *or*, if you require time to pay, fill in the part of the enclosed form for admitting the claim and return it to the court. Give details of how you propose to pay the claim.

If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay.

If your offer is not accepted, the court may either:

- enter judgment and tell you how to pay; or
- arrange a hearing which you should attend.

You will be told what the court has decided.

### If you dispute all or part of the claim

*You may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.*

- Say how much you dispute in the part of the enclosed form for defending the claim and return it to the court. The court will arrange a hearing and will tell you when you should attend.
- If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim and pay the amount admitted to the court.
- If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the court unless you dispute having to pay them. Explain your reasons.
- If the court named on the summons is not your local county court, you may write to the court named, asking for the case to be transferred to your local county court and explaining your reasons. However, if the case is transferred and you later lose the case, you may have to pay more in costs.
- A claim for £500 or less will normally be dealt with by arbitration under the small claims procedure. Information about the small claims procedure is available from any county court office.

### If you want to make a claim against the plaintiff

*This is known as a counterclaim*

Fill in the part of the enclosed form headed **Counterclaim**. If your claim is for more than the plaintiff's claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

### Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit**

- If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

### General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark. You have 14 days from this date to pay or reply to the summons.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If the total amount is not paid in full within 14 days after the date of service of this summons, you may have to pay more costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk.
- Always quote the whole of the case number which appears at the top right corner of the front of this form; the court is unable to trace this summons without it.

## Payments into Court

### You can pay the court

by calling at the court office which is open 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

*Please bring this form with you.*

### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court cannot accept stamps or payments by bank and giro credit transfers.*

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff**

### To be completed on the court copy only

Served on:

By posting on:

Officer:

This summons was returned by the Post Office marked 'Gone Away' on:



# County Court Summons

**Case Number**

(Always quote this)

**In the**

**County Court**

Court Address :

The court office at the above address is open from 10 am to 4pm Monday to Friday

seal

(1)

**Plaintiff's full name and address**

(2)

**Name and address for service and payment**

(if different from above)

**Tel no.**

**Reference**

(3)

**Defendant's name and address**

## What the plaintiff claims from you

Give brief description of type of claim e.g. price of goods

If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose

Particulars of the plaintiff's claim against you

Plaintiff's claim

Court fee

Solicitor's costs

**Total amount**

Issued on


## What you should do

Within 14 days from the date of service (which is explained overleaf under the heading **General information**) you should either:

- **pay the total amount to the person named at the address shown in box (2).** Only pay the plaintiff directly if no address is shown there. (see **How to Pay** on back); **or**
- **admit the claim** and make an offer of payment by filling in the front of the attached reply form, detaching it and **sending it to the court**; **or**
- **defend the claim** by filling in the back of the attached form, detaching it and **sending it to the court.**

If you do nothing, judgment may be entered against you and enforcement proceedings may be commenced without further notice.

**For more information on what to do next, please read the back of the form**

Plaintiff('s solicitor)

## Please read this page : it will help you deal with the summons

### If you admit owing all the claim

either pay the total amount to the plaintiff - see **How to Pay** on this page; or, if you require time to pay, fill in the part of the attached form for admitting the claim, detach it and return it to the court.

Give details of how you propose to pay the claim.

If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay.

If your offer is not accepted, the court may either:

- enter judgment and tell you how to pay; or
- arrange a hearing which you should attend.

You will be told what the court has decided.

### If you dispute all or part of the claim

*You may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.*

- Say how much you dispute in the part of the attached form for defending the claim, detach it and return it to the court. The court will arrange a hearing and will tell you when you should attend.
- If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim, and pay the amount admitted to the address for payment.
- If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the address for payment unless you dispute having to pay them. Explain your reasons.
- If the court named on the summons is not your local county court, you may write to the court named asking for the case to be transferred to your local county court and explaining your reasons. However if the case is transferred and you later lose the case, you may have to pay more in costs.
- A claim for £500 or less will normally be dealt with by arbitration under the small claims procedure. A free booklet about the small claims procedure is available from any county court office.

### If you want to make a claim against the plaintiff

*This is known as a counterclaim*

Fill in the part of the attached form headed **Counterclaim**. If your claim is for more than the plaintiff's claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

#### To be completed on the court copy only

This summons was returned by the Post Office marked 'Gone away' on:

### Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit**

- If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

### General information

- If you received this summons through the post, the date of service will be 8 days (for a limited company at its registered office, the 3rd working day) after the date of issue as shown on this summons. You have 14 days from this date to pay or reply to the summons.
- You can get help to complete the attached form at any county court office or citizens' advice bureau.
- If the total amount is not paid in full within 14 days after the date of service of this summons, you may have to pay more costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk.
- Always quote the whole of the case number which appears at the top right corner of the front of this form; the court is unable to trace this summons without it.

### How to Pay

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment, quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

## Do not send payments to the court





# County Court Summons

Always quote this number

<b>Case Number</b>	
<b>In the</b>	
<b>County Court</b>	
The court office at	
is open from 10am to 4pm Monday to Friday	

**Plaintiff's full name address**

**Plaintiff's Solicitor's address Ref/Tel No.**

**Defendant's name address**



This summons is only valid if sealed by the court. If it is not sealed it should be sent to the court.

## What the plaintiff claims from you

Give brief description of type of claim

Particulars of the plaintiff's claim against you

If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose:

Plaintiff's claim : see particulars

Court fee	
Solicitor's costs	
<b>Total amount</b>	

Issued on \_\_\_\_\_

## What you should do

Within 14 days from the date of service (which is explained overleaf under the heading **General Information**), you should either

- **admit the claim** and make an offer of payment, by filling in the front of the enclosed reply form and **sending it to the court;**

or

- **defend the claim** by filling in the back of the enclosed form and **sending it to the court.**

If you do nothing, judgment may be entered against you.

**For more information on what to do next, please read the back of the form.**

**Signed**  
Plaintiff('s solicitor)  
(or see enclosed form **Particulars of claim**)

## Please read this page: it will help you deal with the summons

### If you admit the claim or any part of it

You may pay an appropriate amount into court to compensate the plaintiff (see **Payments into Court** box on this page), accompanied by a notice (or letter) that the payment is in satisfaction of the claim. If the plaintiff accepts the amount paid he is also entitled to apply for his costs.

If you require time to pay complete the enclosed form of admission and give details of how you propose to pay the plaintiff. If that offer is accepted the court will send an order telling you how to pay. If it is not accepted, the court may either:

- enter judgment and tell you how to pay or
- arrange a hearing which you should attend.

You will be told what the court has decided.

If the plaintiff does not accept the amount paid or offered, the court will fix a hearing to decide how much you must pay to compensate the plaintiff. The court will tell you when the hearing, which you should attend, will take place.

### If you dispute all or part of the claim

You may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.

- Say how much you dispute in the part of the enclosed form for defending the claim and return it to the court. The court will arrange a hearing and will tell you when you should attend.
- If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim and pay the amount admitted into court.
- If the court named on the summons is not your local county court, you may write to the court named asking for the case to be transferred to your local county court and explaining your reasons. However, if the case is transferred and you later lose the case, you may have to pay more in costs.
- A claim for £500 or less will normally be dealt with by arbitration under the small claims procedure. A free booklet about the small claims procedure is available from any county court office.

### If you want to make a claim against the plaintiff

*This is known as a counterclaim.*

Fill in the part of the enclosed form headed **Counterclaim**. If your claim is for more than the plaintiff's claim, you may have to pay a fee — the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

#### To be completed on the court copy only

Served on:

By posting on:

Officer:

### Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit**

- If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

### General information

- If you received this summons through the post the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- Please address forms or letters to the Chief Clerk.
- Always quote the whole of the case number which appears at the top right corner of the front of this form; the court is unable to trace this summons without it.

## Payments into Court

### You can pay the court

by calling at the court office which is open  
10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to  
HM Paymaster General and crossed.

*Please bring this form with you.*

#### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to  
HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court cannot accept stamps or  
payments by bank and giro credit transfers.*

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff.**

This summons was returned by the Post Office marked  
'Gone Away' on:



# Fixed Date Summons Pre-Trial Review

Always quote this case number

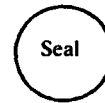
<b>Case Number</b>	
<b>In the</b>	
<b>County Court</b>	
The court office at	
is open from 10am to 4pm Monday to Friday	

Plaintiff's  
Full name  
Address

Name and  
address for  
service and  
payment  
(if different from above)  
Ref/Tel No.

Defendant's  
Name  
Address

**Do not send payments to the court**



## To the defendant

- The plaintiff claims ..... (see particulars enclosed)

Court fee  
Solicitor's costs  
**Total**


This summons was issued on

- The Registrar will consider giving directions for the determination of this action

on  am/pm

at

when you are summoned to attend. Failure to attend may result in judgment being entered against you.

**Important — for instructions turn over**

**Instructions**

**Within 14 days after the date of service**

(which is explained under the heading **General information** below)

- If there is a claim for money and you admit the claim or any part of it, pay the amount admitted and the costs to the address for payment overleaf (see **How to Pay** box). If you require time to pay, complete the enclosed form of admission.
- If you dispute the claim or any part of it, return the enclosed form of defence to the court, stating clearly how much you dispute and your reasons for doing so. If you dispute only part of the claim, you should also fill in the form of admission. Pay the amount admitted to the address for payment.
- If you have a claim against the plaintiff, complete and return to the court the enclosed form of counterclaim giving details of your claim. If your claim is for more than the plaintiff's claim, you may have to pay a fee—the court will let you know.
- Unless you pay or make an admission and proposal for payment which the plaintiff accepts, you should attend the court at the time and place stated on the summons. Be prepared to give the court information about the nature of your case. The court will then give directions as to how the action is to be dealt with. If you intend to ask the court for any particular direction, you should give notice of your intention to the court and the plaintiff. If you do not attend as stated on the summons, judgment may be entered against you.

**General information**

- If you received this summons through the post the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you dispute the claim, you may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.
- You can get application forms for issue of a witness summons at the court office.

- If you intend to defend this claim and the court named on the summons is not your local county court, you may write to the court named, asking for the action to be transferred to your local county court and explaining your reasons. However, if the case is transferred and you later lose the case, you may have to pay more in costs.
- Any delay in payment or in returning the enclosed form may add to the costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

**Registration of judgments**

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit.**

If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.

If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information, you should contact the plaintiff or his representative.

N3 Fixed date summons (pre-trial review)

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on at the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

Bailiff/ Officer of the Court

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

Bailiff/ Officer of the Court

N12 Certificate of service (Order 7, rule 6 (1)(a) and (2))

CASE NO.



# Fixed Date Summons

Always quote this number

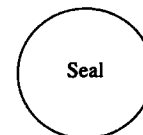
<b>Case Number</b>	
<b>County court</b>	
The court office at	
is open from 10 am to 4 pm Monday to Friday	

Plaintiff's full name and address

Name and address for service and payment (if different from above) Ref/Tel No.

Defendant's name and address

**Do not send payments to the court**



## To the defendant

● The plaintiff claims ..... (see particulars enclosed)

Court fee	
Solicitor's costs	
<b>Total amount</b>	

This summons was issued on

● The claim will be heard

on  am/pm

at

when you are summoned to attend. Failure to attend may result in judgment being entered against you.

**Important - for instructions turn over**

# Please read this page: it will help you deal with the summons

## Instructions

Within 14 days after the date of service (which is explained under the heading **General information** below) you must complete the enclosed form of reply and send it to the court. Delay in returning the reply form may add to the costs.

## General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you dispute the claim, you may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.
- You can get application forms for issue of a witness summons at the court office.
- When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

## Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit**

- If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

**N4** Fixed date summons

## How to Pay

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information, you should contact the plaintiff or his representative.

### Certificate of Service:

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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 at the address stated on the summons (or at

) by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

**OR**  
I certify that the summons has not been served for the following reasons:  
Bailiff/Officer of the Court



# Summons for Possession of Land

Always quote this number

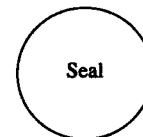
<b>Case Number</b>	
<b>County court</b>	
The court office at	
is open from 10 am to 4 pm Monday to Friday	

Plaintiff's full name  
Address

Name and address for service and payment  
*(if different from above)*  
Ref/Tel No.

Defendant's name  
Address

**Do not send payments to the court**



- The plaintiff claims possession of

on the grounds stated in the particulars of claim

- The plaintiff also makes a claim for money ..... (see particulars enclosed)

Court fee

Solicitor's costs

**Total amount**


This summons was issued on

- The claim will be heard

on

am/pm

at

when you are summoned to attend.

**Important - for instructions turn over**

# Please read this page: it will help you deal with the summons

## Instructions

Within 14 days after the date of service (which is explained under the heading **General information** below) you must complete the enclosed form of reply and send it to the court. Delay in returning the reply form may add to the costs.

## General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you dispute the claim, you may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.
- You can get application forms for issue of a witness summons at the court office.
- When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

## Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments.

**This may make it difficult for you to get credit**

- If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

N5 Possession summons

## How to Pay

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information, you should contact the plaintiff or his representative.

CASE NO.

**Certificate of Service: Possession Summons**

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant

on at the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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 )

at the address stated on the summons (or at )

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

by affixing it to

being a conspicuous part of the property sought to be recovered, the premises being at the time vacant (or occupied by virtue of the presence of furniture or other goods).

**OR**  
I certify that the summons has not been served for the following reasons:  
Bailiff/Officer of the Court





# Possession Summons (Forfeiture)

Always quote this number

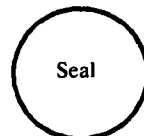
<b>Case Number</b>	
<b>In the County Court</b>	
The court office at	
is open from 10 am to 4 pm Monday to Friday	

**Plaintiff's full name  
Address**

**Plaintiff's solicitor's address**

**Ref/Tel No.**

**Defendant's name  
Address**



- **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 enclosed particulars of claim

Rent in arrears at date of issue of this summons

Court fee

Solicitor's costs

**(1) Total amount**

This summons was issued on


<sup>(1)</sup> See note (a) overleaf

- **The claim will be heard**

on

am/pm

at

when you are summoned to attend.

**Important — for instructions turn over**

**Instructions**

**You must either**

- Pay into court all monies required to satisfy the claim, as set out in paragraph (a) below. (See Payments into Court box).
- or
- Within 14 days of service you should complete the enclosed form of reply and send it to the court.

**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 on you. You can find the daily rate of rent in the enclosed particulars of claim.
- (b) If you do not pay as in paragraph (a) above at least 5 clear days before the hearing date, the hearing will proceed and the plaintiff may ask for judgment for that amount, together with any further sum that has fallen due up to the hearing date and costs.
- (c) You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- (d) If you dispute the claim, you may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.
- (e) You can get application forms for issue of a witness summons at the court office.
- (f) Any delay in payment or in returning the enclosed form may add to the costs.
- (g) When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N6 Possession summons (forfeiture)

**Registration of judgments**

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments. This may make it difficult for you to get credit. If the money is paid in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this. If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

**Payments into Court**

**You can pay the court**

by calling at the court office which is open 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

Please bring this form with you.

**By post**

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed. This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court cannot accept stamps or payments by bank and giro credit transfers.

**Note:**

You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff.

Case No.

**Certificate of Service Possession Summons**

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on at the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

by affixing it to being a conspicuous part of the property sought to be recovered, the premises being at the time vacant (or occupied by virtue of the presence of furniture or other goods).

**OR**  
I certify that the summons has not been served for the following reasons:  
*Bailiff officer of the Court*

*Bailiff Officer of the Court*



# Summons for Arrears of Rent

Always quote this number

<b>Case Number</b>	
<b>County Court</b>	
The court office at	
is open from 10 am to 4 pm Monday to Friday	

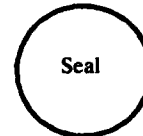
**Plaintiff's full name  
Address**

**Name and address for service and payment.**  
*(if different from above)*

**Ref/Tel No.**

**Defendant's name  
Address**

**Do not send payments to the court**



## To the defendant

- The plaintiff claims arrears of rent ..... (see particulars enclosed)

Court fee

Solicitor's costs

**Total amount**

This summons was issued on


- The claim will be heard

on

am/pm

at

when you are summoned to attend.

**Important — for instructions turn over**

Instructions

- If you admit the claim or any part of it, pay the amount admitted and the costs to the address for payment overleaf (see How to Pay box). Delay in payment may add to the costs.
● 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.

General information

- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
● If you dispute the claim, you may be entitled to help with your legal costs. Ask about the legal aid scheme at any county court office, citizens' advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign.
● You can get application forms for issue of a witness summons at the court office.
● When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
● DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
● You should allow at least 4 days for your payment to reach the plaintiff or his representative.
● Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
● A leaflet giving further advice about payment can be obtained from the court.
● If you need more information, you should contact the plaintiff or his representative.

Registration of judgments

If the summons results in a judgment being made against you, your name and address may be entered in the Register of County Court Judgments. This may make it difficult for you to get credit
If the money is paid in full within one month, of the date of judgment you can ask the court to remove the entry and for a certificate proving payment. You will have to pay a fee for this.
If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to pay a fee for this.

N7 Summons for rent

CASE NO.

Certificate of Service

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

OR Bailiff Officer of the Court

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

# Form for Replying to a Summons

- Read the notes on the summons before completing this form
- Tick the correct boxes and give the other details asked for
- Send or take this completed and signed form immediately to the court office shown on the summons
- You should keep your copy of the summons unless you are making full payment
- For details of where and how to pay see the summons

## What is your full name? (BLOCK CAPITALS)

Surname .....

Forenames .....

Mr  Mrs  Miss  Ms

## How much of the claim do you admit?

- All of it (complete only sections 1 and 2)
- Part of it (sections 1, 2, 3, 4, 5) Amount £ : .....
- None of it (complete sections 3, 4 and 5 overleaf)

## Section 1 Offer of payment

I offer to pay the amount admitted on (date) .....  
or for the reasons set out below

I cannot pay the amount admitted in one instalment  
but I can pay by monthly instalments of £ : .....

Fill in the next section as fully as possible. Your answers will help the plaintiff decide whether your offer is realistic and ought to be accepted. Your answers will also help the court, if necessary, to fix a rate of payment that you can afford.

## Section 2 Income and outgoings

### a. Employment I am

- Unemployed
- A pensioner
- Self employed as .....
- Employed as a .....

My employer is .....

Employer's address: .....

### b. Income specify period: weekly, fortnightly, monthly, etc.

My usual take home pay ..... £ : .....

Child benefit(s) total ..... £ : .....

Other state benefit(s) total ..... £ : .....

My pension(s) total ..... £ : .....

Other people living in my home give me ..... £ : .....

Other income (give details) ..... £ : .....

continue on a separate sheet if necessary - put the case number in the top right hand corner

In the

County Court

Case Number

Always quote this

Plaintiff

(including Ref.)

Defendant

### c. Bank account and savings

- I do not have a bank account
- I have a bank account with .....  
(branch) .....

The account is  in credit  overdrawn £ : .....

- I do not have a savings account
- I have a savings account with .....  
(branch) .....

The amount in the account is £ : .....

### d. Dependants (people you look after financially)

Number of dependants .....  
(give ages of children) .....

### e. Outgoings

I make regular payments as follows:

	weekly	monthly	£	:
Mortgage		<input type="checkbox"/>	£	:
Rent	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Mail order	<input type="checkbox"/>	<input type="checkbox"/>	£	:
TV Rental/licence	<input type="checkbox"/>	<input type="checkbox"/>	£	:
HP repayments	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Court orders	<input type="checkbox"/>	<input type="checkbox"/>	£	:

specify period: yearly, quarterly, etc.

Gas ..... £ : .....

Electricity ..... £ : .....

Community charge ..... £ : .....

Water rates ..... £ : .....

Other regular payments (give details below)

£ : .....

Credit card and other debts (please list)

£ : .....

Of the payments above, I am behind with payments to

£ : .....

Give an address to which notices about this case should be sent to you

Post code

Signed

(to be signed by you or by your solicitor)

Dated

**Section 3 Defending the claim: defence**

*Fill in this part of the form only if you wish to defend the claim or part of the claim*

a. How much of the plaintiff's claim do you dispute?

All of it

Part of it  give amount £.....

*If you dispute only part of the claim, you must complete sections 1 and 2 overleaf and part b. below*

b. What are your reasons for disputing the claim?

**Section 4 Making a claim against the plaintiff: counterclaim**

*Fill in this part of the form only if you wish to make a claim against the plaintiff*

*If your claim against the plaintiff is for more than his claim against you, you may have to pay a fee. Ask at the court office whether a fee is payable*

a. What is the nature of the claim you wish to make against the plaintiff?

b. If your claim is for a specific sum of money, how much are you claiming?  
£.....

c. What are your reasons for making the claim?

*continue on a separate sheet if necessary – put the case number in the top right corner*

**Section 5 Arbitration under the Small Claims Procedure**

(This involves an informal hearing taking place in private instead of a formal trial held in public)

*Fill in this part if the claim against you or the amount you claim is more than £500*

Do you want the case to be dealt with by arbitration? Yes  No

**Notes**

- If you defend a claim for £500 or less it will be referred to arbitration automatically. If you do not want the claim to be dealt with by arbitration you will have to apply to the court. The court office can give you more details.
- When a defended claim is arbitrated the decision of the arbitrator is final. There are only very limited circumstances in which a judge can set aside an arbitration decision.

**Give an address to which notices about this case should be sent to you**

Post code

**Signed**  
*(to be signed by you or by your solicitor)*

**Dated**

# Form for Replying to a Summons

- Read the notes on the summons before completing this form
- Tick the correct boxes and give the other details asked for
- Send or take this completed and signed form immediately to the court office shown on the summons
- You should keep your copy of the summons unless you are making full payment
- For details of where and how to pay see the summons

What is your full name? (BLOCK CAPITALS)

Surname

Forenames

Mr  Mrs  Miss  Ms

How much of the claim do you admit?

- All of it (complete only sections 1 and 2)
- Part of it (sections 1, 2, 3, 4, 5) Amount £  :
- None of it (complete sections 3, 4 and 5 overleaf)

## Section 1 Offer of payment

I offer to pay the amount admitted on (date)   
 or for the reasons set out below I cannot pay  
 the amount admitted in one instalment  
 but I can pay by monthly instalments of £  :

*Fill in the next section as fully as possible. Your answers will help the plaintiff decide whether your offer is realistic and ought to be accepted. Your answers will also help the court, if necessary, to fix a rate of payment that you can afford.*

## Section 2 Income and outgoings

a. Employment I am

- Unemployed
- A pensioner
- Self employed as a
- Employed as a   
 My employer is   
 Employer's address

b. Income

*specify period: weekly, fortnightly, monthly etc.*

My usual take home pay is	£	:
Child benefit(s) total	£	:
My state benefit(s) total	£	:
My pension(s) total	£	:
Other people living in my home give me	£	:

Other income (give details below)

£ :

*continue on a separate sheet if necessary - put the case number in the top right hand corner*

Give an address to which notices about this case should be sent to you

Post code

In the County Court

Case Number (always quote this)

Plaintiff (reference)

Defendant

c. Bank account and savings

- I do not have a bank account
- I have a bank account with   
 At (branch)   
 The account is  in credit  overdrawn £  :
- I do not have a savings account
- I have a savings account with   
 At (branch)   
 The amount in the account is £  :

d. Dependants (people you look after financially)

Number of dependants    
 (give ages of children)

e. Outgoings

I make regular payments as follows:

	weekly	monthly	£	:
Mortgage	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Rent	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Mail order	<input type="checkbox"/>	<input type="checkbox"/>	£	:
TV rental/licence	<input type="checkbox"/>	<input type="checkbox"/>	£	:
HP repayments	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Court orders	<input type="checkbox"/>	<input type="checkbox"/>	£	:

*specify period: yearly, quarterly etc.*

Gas	<input type="text"/>	£	:
Electricity	<input type="text"/>	£	:
Community charge	<input type="text"/>	£	:
Water rates	<input type="text"/>	£	:

Other regular payments (give details below)

£ :

Credit card and other debts (please list)

£ :

Of the payments above, I am behind with payments to

£ :

Signed

(to be signed by you or by your solicitor)

Dated

Case No

**Section 3 Defending the claim : defence**

Fill in this part of the form only if you wish to defend the claim or part of the claim

a. How much of the plaintiff's claim do you dispute ?

All of it

Part of it  Give amount  £

If you dispute only part of the claim, you must complete sections 1 and 2 overleaf and part b. below

b. What are your reasons for disputing the claim ?

**Section 4 Making a claim against the plaintiff : counterclaim**

Fill in this part of the form only if you wish to make a claim against the plaintiff

If your claim against the plaintiff is for more than his claim against you, you may have to pay a fee . Ask at the court office whether a fee is payable.

a. What is the nature of the claim you wish to make against the plaintiff ?

b. If your claim is for a specific sum of money, how much are you claiming ?

£

c. What are your reasons for making the claim ?

continue on a separate sheet if necessary - put the case number in the top right corner

**Section 5 Arbitration under the Small Claims Procedure**

(This involves an informal hearing taking place in private instead of a formal trial held in public)

Fill in this part if the claim against you or the amount you claim is more than £500.

Do you want the case to be dealt with by arbitration ? Yes  No

**Notes**

- If you defend a claim for £500 or less it will be referred to arbitration automatically. If you do not want the claim to be dealt with by arbitration you will have to apply to the court. The court office can give you more details.
- When a defended claim is arbitrated the decision of the arbitrator is final. There are only very limited circumstances in which a judge can set aside an arbitration decision.

**Give an address to which notices about this case should be sent to you**

Post code

**Signed**

(to be signed by you or by your solicitor)

**Dated**



# Form for Replying to a Summons (return of goods)

- Read the notes on the summons before completing this form
- Tick the correct boxes and give the other details asked for
- Send or take this completed and signed form immediately to the court office shown on the summons
- You should keep your copy of the summons unless you are making full payment
- For details of where and how to pay see the summons

## What is your full name? (BLOCK CAPITALS)

Surname .....

Forenames .....

Mr  Mrs  Miss  Ms

## How much of the claim do you admit?

- All of it (complete only sections 1 and 2)
- Part of it (sections 1, 2, 3, 4, 5) Amount £ :
- None of it (complete sections 3, 4, and 5 overleaf)

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.

## Section 1 Offer of payment

I offer to pay the amount admitted on (date).....

or for the reasons set out below

I cannot pay the amount admitted in one instalment but I can pay by monthly instalments of £ :

Fill in the next section as fully as possible. Your answers will help the plaintiff decide whether your offer is realistic and ought to be accepted. Your Answers will also help the court, if necessary, to fix a rate of payment that you can afford.

## Section 2 Income and outgoings

### a. Employment I am

- Unemployed
- A pensioner
- Self employed as .....
- Employed as a .....

My employer is .....

Employer's address:

continue on a separate sheet if necessary - put the case number in the top right hand corner

Give an address to which notice about this case should be sent to you

Post code

In the

County Court

Case Number

Always quote this

Plaintiff

(including reference)

Defendant

### b. Income specify period: weekly, fortnightly, monthly etc.

My usual take home pay ..... £ :

Child benefit(s) total ..... £ :

Other state benefit(s) total ..... £ :

My pension(s) total ..... £ :

Other people living in my home give me ..... £ :

Other income (give details) ..... £ :

### c. Bank account and savings

I do not have a bank account

I have a bank account with

At (branch)

The amount in the account is £ :

I do not have a savings account

I have a savings account with

At (branch)

The amount in the account is £ :

### d. Dependants (people you look after financially)

Number of dependants

(give ages of children) .....

	weekly	monthly	£	:
Mortgage		<input type="checkbox"/>	£	:
Rent	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Mail order	<input type="checkbox"/>	<input type="checkbox"/>	£	:
TV rental/licence	<input type="checkbox"/>	<input type="checkbox"/>	£	:
HP repayments	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Court orders	<input type="checkbox"/>	<input type="checkbox"/>	£	:

specify period: yearly, quarterly etc.

Gas ..... £ :

Electricity ..... £ :

Community charge ..... £ :

Water rates ..... £ :

Other regular payments: (give details below) £ :

Credit card and other debts: (please list) £ :

Of payments above, I am behind with payments to £ :

Signed

(To be signed by you or by your solicitor)

Dated

**Section 3 Defending the claim : defence**

*Fill in this part of the form only if you wish to defend the claim or part of the claim.*

a. How much of the plaintiff's claim do you dispute?

All of it

Part of it  give amount £ .....

*If you dispute only part of the claim, you must complete sections 1 and 2 overleaf and part b. below.*

b. What are your reasons for disputing the claim?

**Section 4 Making a claim against the plaintiff: counterclaim**

*Fill in this part of the form only if you wish to make a claim against the plaintiff*

*If your claim against the plaintiff is more than his claim against you, you may have to pay a fee. Ask at the court office whether a fee is payable.*

a. What is the nature of the claim you wish to make against the plaintiff?

b. If your claim is for a specific sum of money, how much are you claiming?

£ .....

c. What are your reasons for making the claim?

*continue on a separate sheet if necessary - put the case number in the top right corner*

**Section 5 Arbitration under the Small Claims Procedure**

(This involves an informal hearing taking place in private instead of a formal trial held in public)

*Fill in this part of the form if the claim against you or the amount you claim is more than £500*

Do you want the case to be dealt with by arbitration?

**Notes**

- If you defend a claim for £500 or less it will be referred to arbitration automatically. If you do not want the claim to be dealt with by arbitration you will have to apply to the court. The court office can give you more details.
- When a defended claim is arbitrated the decision of the arbitrator is final. There are only very limited circumstances in which a judge can set aside an arbitration decision.

**Give an address to which notices about this case can be sent to you**

Post code

**Signed**

*(To be signed by you or by your solicitor)*

**Dated**

**Form for Replying to a Summons  
(possession of land)**

- Read the notes on the summons before completing this form. Please use black ink
- Tick the correct boxes and give the other details asked for
- Send or take this completed and signed form immediately to the court office shown on the summons
- You should keep your copy of the summons
- For details of where and how to pay see the summons

<b>In the</b>		<b>County Court</b>
<b>Case Number</b>	<i>Always quote this</i>	
<b>Plaintiff</b> <i>(including reference)</i>		
<b>Defendant</b>		

**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 your reasons for doing so.

*continue on a separate sheet if necessary - put the case number in the top right hand corner*

**Give an address to which notices about this case should be sent to you**

Post code

**Signed**

*(To be signed by you or by your solicitor)*

**Dated**

**Certificate of Service**

CASE NO.

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

.....  
**Service was effected** (*tick and complete whichever applies*)

- by posting it to the defendant  
on \_\_\_\_\_ at the address  
stated on the summons.
- by posting it to (leaving it at) the address stated on the  
summons as the registered office of the limited company.
- by posting it to (leaving it at) the address stated on the  
summons as the place of business of the limited company.
- 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 \_\_\_\_\_ )  
  
at the address stated on the summons  
(or at \_\_\_\_\_ )
- by inserting, it enclosed in an envelope addressed to  
the defendant, in the letter box at the address stated  
on the summons. I have reason to believe that the  
summons will reach the defendant in sufficient time  
because:

*Bailiff / Officer of the Court*

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

*Bailiff / Officer of the Court*

N12 Certificate of service (Order 7, rule 6(1)(a) and (2))

# Request for Entry of Judgment by Default

In the	
County Court	
Case Number	
Plaintiff's Ref	

Plaintiff .....

Defendant(s) .....

.....

Please enter judgment by default (the defendant has not replied to the summons)  
against the defendant(s) .....

● Indicate how the judgment is to be paid

*Please tick appropriate box*

- Forthwith.
- On or before .....
- By instalments of £ .....
- for every .....
- the first instalment to be
- paid on .....

● Enter amounts as shown

- Amount of claim as stated in summons  
(including interest to date of issue)
- Court fees entered on summons
- Solicitor's charge (if any) entered on summons
- Solicitor's charge (if any) on entering judgment
- Interest since issue of summons (if any)
- Period ..... Rate .....%

£

<b>Sub total</b>	

● Signed .....  
Plaintiff (or plaintiff's solicitor)

Deduct amount (if any) paid since issue

Dated .....

**Balance payable by defendant**

Note: The court will not enforce the judgment unless you ask it to.  
A booklet which explains how you can enforce the judgment is available from the court office.

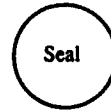
# Judgment for Plaintiff's Costs

Plaintiff (on acceptance of amount paid)

Defendant

In the		County Court
Case No.	Always quote this	
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS TO THE COURT**



**The defendant having paid** the whole amount of the plaintiff's claim (or the sum of £ \_\_\_\_\_ paid (into court) by the defendant having been accepted by the plaintiff in satisfaction of the claim)

**And** the plaintiff's costs having been taxed and allowed at the sum of £ \_\_\_\_\_

**It is adjudged** that the plaintiff do recover against the defendant the sum of £ \_\_\_\_\_ for his costs (including the costs of entering judgment)

**It is ordered** that the defendant do pay the said sum to reach the plaintiff by \_\_\_\_\_

Dated

### Take Notice

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

- \* delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

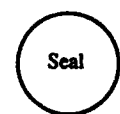
# Judgment where Counterclaim is made

Plaintiff

Defendant

In the		County Court
Case No.	Always quote this	
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS TO THE COURT**



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 that the defendant do pay the plaintiff the sum of £ \_\_\_\_\_ for costs (or his costs to be taxed on scale \_\_\_\_\_) on the counterclaim)

It is ordered that the plaintiff (or defendant) do pay the plaintiff (or defendant)<sup>(1)</sup> the sum of £ \_\_\_\_\_ (together with the costs when taxed) being the amount adjudged against him

(Or <sup>(2)</sup> 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 reach the plaintiff by \_\_\_\_\_ (together with the amount of the costs when taxed or, if the costs have not been taxed,

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 reach the plaintiff by \_\_\_\_\_

Dated

## Take Notice

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

- \*delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
  - If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
  - If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N23 Judgment where counterclaim has been made (Order 21, rule 4(4))

# Judgment for Plaintiff

(with costs to be taxed)

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

**DO NOT SEND PAYMENTS  
TO THE COURT**

Seal

**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 the sum of £ \_\_\_\_\_ )

**It is ordered** that the defendant do pay to the plaintiff the sum of £ \_\_\_\_\_ (forthwith) (or by \_\_\_\_\_ )  
(and do pay the amount of the taxed costs by that day or, if the costs have not been taxed, within 14 days of taxation)

**Or** (together with the costs when taxed) by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff by \_\_\_\_\_

**Dated**

## Take Notice

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you.**

- \* delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. **This may make it difficult for you to get credit.**
  - If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
  - If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.



# Judgment for Plaintiff

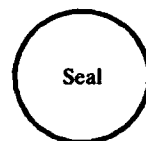
(Recovery of Land)

Plaintiff

Defendant

In the		County Court
Case No.	Always quote this	
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS TO THE COURT**



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 enclosed with the summons in this action, namely:<sup>(1)</sup>

**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 the plaintiff the [total] sum mentioned above by [and do pay the amount of costs when taxed by that day or, if the costs have not been taxed, 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 reach the plaintiff by \_\_\_\_\_

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 pay the money judgment**

\* delete if debt is not to be registered

- \* This judgment has been registered in the Register of County Court Judgments. **This may make it difficult for you to get credit.**
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

\_\_\_\_\_ Address for Payment \_\_\_\_\_

\_\_\_\_\_ How to Pay \_\_\_\_\_

- **PAYMENTS(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at \_\_\_\_\_ is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

# Judgment for Plaintiff - Forfeiture

(Non-payment of rent)

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

Seal

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

It is adjudged that the plaintiff is entitled to recover against the defendant possession of the land mentioned in the particulars of claim enclosed with the summons in this action, namely:<sup>(1)</sup>

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 4 weeks from the date of the order

It is ordered that the defendant do pay the (total) sum mentioned above into the court office by <sup>(2)</sup> \_\_\_\_\_ (and do pay the amount of the costs when taxed by that day or, if the costs have not been taxed, 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 said 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 this further sum into the court office by \_\_\_\_\_

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 or other enforcement proceedings being taken against you

- \* delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
  - If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
  - If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

## Payments into Court

### You can pay the court

by calling at the court office which is open from 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

Please bring this form with you.

### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court cannot accept stamps or payments by bank and giro credit transfers.

Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N27 Judgment for plaintiff in action of forfeiture for non-payment of rent (Order 22, rule 1(1))

# Judgment for Plaintiff - Forfeiture

Plaintiff

(order refused under Rent Acts)

Defendant

In the	
<b>County Court</b>	
Case No.	<i>Always quote this</i>
Plaintiff's Ref.	



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

**It is adjudged for the purposes of section 138 of the County Courts Act 1984 only, that the plaintiff is entitled to recover against the defendant possession of the land mentioned in the particulars of claim enclosed with the summons in this action, namely:<sup>(1)</sup>**

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 4 weeks from the date of the order

**It is ordered that the defendant do pay the (total) sum mentioned above into the court office by <sup>(2)</sup> (and do pay the amount of the costs when taxed by that day or, if the costs have not been taxed, 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 said 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 this further sum into the court office by \_\_\_\_\_**

**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 rent arrears and costs in full by the date specified at (2) above (or within such time as the court may allow), you will be entitled to keep possession of the property under the existing lease. However, if you fail to pay the rent arrears and costs, your landlord may take further proceedings to evict you.

\* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.

• If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.

• If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

\* delete if debt is not to be registered

## Payments into Court

### You can pay the court

by calling at the court office which is open from 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

Please bring this form with you.

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff**

### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court cannot accept stamps or payments by bank and giro credit transfers.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N27(1) Judgment for plaintiff in action of forfeiture for non-payment of rent where order refused under Rent Acts (Order 22, rule 1(1))

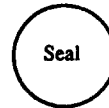
# Judgment for Plaintiff - Forfeiture

(suspended under Rent Acts)

Plaintiff

Defendant

In the		County Court
Case No.	<i>Always quote this</i>	
Plaintiff's Ref.		



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

**It is adjudged that the plaintiff is entitled to recover against the defendant possession of the land mentioned in the particulars of claim enclosed with the summons in this action, namely: <sup>(1)</sup>**

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 4 weeks from the date of the order

**It is ordered that the defendant do pay the (total) sum mentioned above into the court office by <sup>(2)</sup>** (and do pay the amount of the costs when taxed by that day or, if the costs have not been taxed, 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 said 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 this further sum into the court office by \_\_\_\_\_

And it is further ordered that execution on such order be suspended for so long as the defendant punctually pays to the plaintiff 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 rent arrears and costs in full by the date specified at (2) above (or within such time as the court may allow), you will be entitled to keep possession of the property under the existing lease. In addition, if you keep to the terms mentioned in the final paragraph above, execution of this order for possession and payment will be suspended. 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.

- \* delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

## Payments into Court

### You can pay the court

by calling at the court office which is open from 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

Please bring this form with you.

### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court cannot accept stamps or payments by bank and giro credit transfers.

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff.**

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N27(2) Judgment for plaintiff in action of forfeiture for non-payment of rent where order suspended under Rent Acts (Order 22, rule 1(1))

# Suspended Order for Recovery of Land

Plaintiff

Defendant

In the		County Court
Case No.	<i>Always quote this</i>	
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS TO THE COURT**



**It is adjudged** that the plaintiff do recover against the defendant possession of the land mentioned in the particulars of claim enclosed with the summons in this action, namely:<sup>(1)</sup>

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

**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 the (arrears of rent, mesne profits and) costs by instalments of £                      per                      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                     

**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.

CURRENT RENT                      £  
(ARREARS TO DATE OF JUDGMENT                      £                      )<sup>(2)</sup>

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

The first payment must reach the plaintiff by

**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 pay the money judgment**

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.

\* delete if debt is not to be registered

- \* This judgment has been registered in the Register of County Court Judgments. **This may make it difficult for you to get credit**
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

**Address for Payment**

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information, you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

# Judgment for Plaintiff

(mortgage or charge)

Plaintiff

Defendant

In the	
County Court	
Case No.	<i>Always quote this</i>
Plaintiff's Ref.	

**DO NOT SEND PAYMENTS  
TO THE COURT**



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 by the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, possession of the property comprised in a mortgage (or legal charge) dated \_\_\_\_\_ and known as: <sup>(1)</sup>

**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, (amounting together to the sum of £ \_\_\_\_\_) (or his costs of this action to be taxed on scale \_\_\_\_\_)

**And** that the defendant do pay the plaintiff the (total) sum mentioned above by \_\_\_\_\_ (and do pay the amount of the costs when taxed by that day or, if the costs have not been taxed, 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 reach the plaintiff by \_\_\_\_\_

Dated

## Take Notice

\*delete if debt is not to be registered

**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 pay the judgment**

- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

————— Address for Payment —————

————— How to Pay —————

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N29 Judgment for plaintiff in action under a mortgage or charge (Order 22, rule 1(1))

# Judgment for Plaintiff

(payment by instalment)

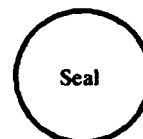
Case Number	
In the	
County Court	
The court office at	
is open from 10 am to 4 pm Monday to Friday	

Plaintiff

Name and address for payment  
Ref / Tel no.

Defendant

**Do not send payments to the court**



**It is adjudged that**

the plaintiff do recover against the defendant the sum of

and

amounting together to the sum of

**And** (the defendant having paid the sum of)

**It is ordered** that the defendant do pay the sum of

(by instalments of


for debt (or damages)

for costs.

to the plaintiff

for every calendar month

the first instalment to reach the plaintiff by

Dated

**Take Notice**

If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you. This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.

- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

**How to Pay**

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

# Judgment for Plaintiff

## (Single payment)

Always quote  
this number

Case No.

In the

County Court

The court office at

is open from 10 am to 4 pm Monday to Friday

Plaintiff

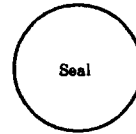
Name and  
address for  
payment

*(if different from above)*

Ref / Tel no.

Defendant

**Do not send payments to the court**



**It is adjudged that**

the plaintiff do recover against the defendant the sum of

and

amounting together to the sum of

And (the defendant having paid the sum of)

for debt (or damages)

for costs.

**It is ordered** that the defendant do pay the sum of

to the plaintiff,

to reach the plaintiff by

Dated

**Take Notice:**

If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you.

- \* Delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

**How to Pay**

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.



# Judgment for Plaintiff

Always quote  
this number

Disposal without hearing (Single payment or instalment)

Case No.	
In the	
County Court	
The court office at	
is open from 10 am to 4 pm Monday to Friday	

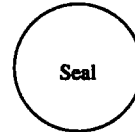
Plaintiff

Name and  
address for  
payment  
*(if different from above)*

Ref/Tel no.

Defendant

**Do not send payments to the court**



**If either party objects to the terms for payment contained in this order, they must notify the court in writing of their objection within 14 days of the date of service of this form (The date of service is 2 working days after the date of posting as shown by the postmark). The court will arrange a hearing and inform both parties of the date.**

The court having considered  
the papers received from the parties

It is adjudged that

the plaintiff do recover against the defendant the sum of  
  
and  
  
amounting together to the sum of

for debt (or damages)

for costs.

And (the defendant having paid the sum of)

It is ordered that the defendant do pay the sum of

(by instalments of

to the plaintiff

for every calendar month)

(the first instalment) to reach the plaintiff by

Dated

Take Notice:

If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you.

This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.

- If you pay in full within one month of the date of judgment you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

### How to Pay

- **PAYMENTS(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

# Suspended Order for Possession (mortgaged land)

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

**DO NOT SEND PAYMENTS  
TO THE COURT**

Seal

Upon hearing

and upon reading

**It is ordered** that the defendant do deliver to the plaintiff by the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, possession of the property comprised in a mortgage (or legal charge) dated \_\_\_\_\_ and known as:-<sup>(1)</sup>

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

**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 by \_\_\_\_\_

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 become due had there been no default.

**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 a bailiff of the court and your goods being removed and sold to pay the money judgment.

\* delete if debt is not to be registered

\* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.

- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

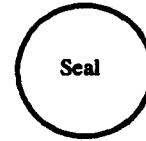
# Judgment for Delivery of Goods

Plaintiff

Defendant

<b>In the</b>		<b>County Court</b>
<b>Case No.</b>	<i>Always quote this</i>	
<b>Plaintiff's Ref.</b>		

**DO NOT SEND PAYMENTS TO THE COURT**



**It is adjudged** that the plaintiff do recover against the defendant the following goods of the plaintiff wrongly detained by the defendant, namely:<sup>(1)</sup>

(1) specify the goods which the court decides have been detained

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

**It is ordered**

(2) delete as necessary

<sup>(2)</sup> that the defendant do return the goods to the plaintiff, or do pay the sum of £ \_\_\_\_\_, their value, to reach the plaintiff by \_\_\_\_\_,

**Or** <sup>(2)</sup> that the defendant do return the goods to the plaintiff by \_\_\_\_\_

**And** that the defendant do also pay the sum of [£ \_\_\_\_\_ damages and the sum of] £ \_\_\_\_\_ for costs to reach the plaintiff by \_\_\_\_\_

**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 pay the money judgment**

\* delete if debt is not to be registered

- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

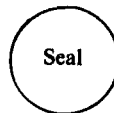
# Judgment for Delivery of Goods

## Plaintiff

## Defendant

In the <span style="float: right;">County Court</span>	
Case No. <span style="font-size: small; vertical-align: middle;">Always quote this</span>	
Plaintiff's Ref.	

**DO NOT SEND PAYMENTS  
TO THE COURT**



(1) delete regulated for judgments made under the Hire-Purchase Act 1965

(2) or as the case may be

(3) insert name of hirer

(4) specify the goods which the court decides have been detained

**It is adjudged** that the defendant having failed to comply with the terms of a (regulated) <sup>(1)</sup> hire-purchase agreement [or regulated conditional sale agreement] dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ made between plaintiff and the defendant(s) <sup>(2)</sup> the plaintiff do recover against the defendant <sup>(3)</sup> the following goods of the plaintiff, being goods subject to the agreement and wrongfully detained by the defendant, namely:- <sup>(4)</sup>

and do recover against the defendant the sum of £ \_\_\_\_\_ for costs [or his costs to be taxed on scale \_\_\_\_\_]

**And it is ordered** that the defendant <sup>(3)</sup> \_\_\_\_\_ do return the goods to the plaintiff by \_\_\_\_\_

**And** that the defendant do pay the sum of £ \_\_\_\_\_ for costs [or the amount of the costs when taxed] to the plaintiff by \_\_\_\_\_ [or within 14 days of taxation] [or by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff by \_\_\_\_\_].

**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 pay the money judgment.**

\* delete if debt is not to be registered.

- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

————— **Address for Payment** —————

————— **How to Pay** —————

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at \_\_\_\_\_ is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.  
**N32(1) HP/CCA** 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 or under section 133(1) (i) of the Consumer Credit Act 1974) (Order 22, rule 1(1)).

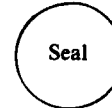
# Judgment for Delivery of Goods (suspended)

Plaintiff

Defendant

In the		County Court
Case No.	<i>Always quote this</i>	
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS  
TO THE COURT**



**It is adjudged** that the defendant having failed to comply with the terms of a (regulated) <sup>(1)</sup> hire-purchase agreement [or regulated conditional sale agreement] dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ made between the plaintiff and the defendant(s) <sup>(2)</sup> the plaintiff do recover against the defendant <sup>(3)</sup> \_\_\_\_\_ the following good's of the plaintiff, being goods subject to the agreement and wrongfully detained by the defendant, namely:

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 suspension hereinafter imposed, the defendant <sup>(3)</sup> \_\_\_\_\_ do return the goods to the plaintiff by \_\_\_\_\_

**And** that the operation of this order be suspended on condition that the unpaid balance of the hire-purchase price, namely £ \_\_\_\_\_, is paid to the plaintiff by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff by \_\_\_\_\_

**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 suspension

**And** also that the defendant do pay the sum of £ \_\_\_\_\_ for costs [or the amount of the costs when taxed] to the plaintiff 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 pay the money judgment**

- \* Delete if debt is not to be registered.
- \* This judgment has been registered in the Register of County Court Judgments. **This may make it difficult for you to get credit.**
- If you pay in full within one month of the date of judgement, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

**N32(2) HP/CCA** Judgment for delivery of goods under paragraph (b) of section 35(4) of the Hire-Purchase Act 1965 or under section 133(1)(i) of the Consumer Credit Act 1974 suspended in accordance with a time order (Order 22, rule 1(1))

# Judgment for Delivery of Goods

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

**DO NOT SEND PAYMENTS  
TO THE COURT**

Seal

(1) delete regulated for judgments made under the Hire-Purchase Act 1965

**It is adjudged that, the defendant having failed to comply with the terms of a (regulated)<sup>(1)</sup> hire-purchase agreement [or regulated conditional sale agreement] dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ made between the plaintiff and the defendant(s)<sup>(2)</sup> the plaintiff do recover against the defendant<sup>(3)</sup> the following goods of the plaintiff, being goods subject to the agreement and wrongfully detained by the defendant, namely:<sup>(4)</sup>**

(2) or as the case may be

(3) insert name of hirer

(4) specify the goods which the court decides have been detained

and do recover against the defendant the sum of £ \_\_\_\_\_ for costs [or his costs to be taxed on scale \_\_\_\_\_ ]

**It is ordered that the defendant<sup>(3)</sup> do return the goods to the plaintiff by \_\_\_\_\_**

**And that the defendant do pay the sum of £ \_\_\_\_\_ for costs [or the amount of the costs when taxed] to the plaintiff by \_\_\_\_\_ [or by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff by \_\_\_\_\_ ]**

(5) 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<sup>(5)</sup>**

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 pay the money judgment.**

\* delete if debt is not to be registered

\* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.

- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at \_\_\_\_\_

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N32 (3) HP/CCA Judgment for delivery of goods under paragraph (c) of section 35(4) of the Hire-Purchase Act 1965 or under section 133(1)(ii) of the Consumer Credit Act 1974 (Order 22, rule 1(1))

Dd 8156077 30M 12/89 Ed(274221)

# Variation Order (return of goods)

Plaintiff

Defendant

In the		County Court
Case No.	Always quote this	
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS TO THE COURT**



(1) state the varied conditions

**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 shall be suspended on the following conditions, namely:<sup>(1)</sup>**

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

**And that the terms of the regulated agreement referred to in the judgment be further modified in the following respects:<sup>(2)</sup>**

(3) insert name or hirer

**Or that the suspension of the operation of the order in the judgment in this action dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, be revoked and that the defendant<sup>(3)</sup>**

**do return the goods specified in the judgment to the plaintiff by \_\_\_\_\_**

**And that the defendant<sup>(3)</sup> \_\_\_\_\_ do pay the sum of £ \_\_\_\_\_ for costs [or the costs of these proceedings when taxed] to the plaintiff by [or within 14 days of taxation][or by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff by \_\_\_\_\_ ]**

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 pay the money judgment**

\_\_\_\_\_ Address for Payment \_\_\_\_\_

\_\_\_\_\_ How to Pay \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment, quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- **You should allow at least 4 days for your payment to reach the plaintiff or his representative.**
- **Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.**
- **A leaflet giving further advice about payment can be obtained from the court.**
- **If you need more information you should contact the plaintiff or his representative.**

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N32 (4) CCA Order on application under section 130(6) or 135(4) of the Consumer Credit Act 1974 (Order 22, rule 1(1))

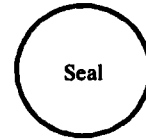
**Order for Balance of Purchase Price  
(return of goods)**

**Plaintiff**

**Defendant**

<b>In the</b>		<b>County Court</b>
<b>Case No.</b>	<i>Always quote this</i>	
<b>Plaintiff's Ref.</b>		

**DO NOT SEND PAYMENTS  
TO THE COURT**



**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 total price of the goods and £ \_\_\_\_\_ for costs to the plaintiff

by \_\_\_\_\_

(or by instalments of £ \_\_\_\_\_ for every calendar month. The first instalment to reach the plaintiff

by \_\_\_\_\_ )

**Dated**

**Take Notice**

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

\* delete if debt is not to be registered

\* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.

- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

**N32(5) HP/CCA** Order under section 42 of the Hire-Purchase Act 1965 (or section 18 of the Hire-Purchase Act 1964 or under section 133(6) of the Consumer Credit Act 1974 (Order 22, rule 1(1))



# Judgment for Delivery of Goods

(simple hire agreement)

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

**DO NOT SEND PAYMENTS  
TO THE COURT**

Seal

**It is adjudged** that the plaintiff do recover against the defendant the following goods of the plaintiff wrongly detained by the defendant, namely: <sup>(1)</sup>

(1) specify the goods which the court decides have been detained

of the value of £  
for costs

and also the sum of £

for arrears of hire-rent and the sum of £

**It is ordered** that the defendant do return the goods to the plaintiff, or do pay the sum of £ , their value, to reach the plaintiff by

**And also** that the defendant do pay the sum of £ arrears and £ together to the sum of £ , to the plaintiff by instalments of £ first instalment to reach the plaintiff by

for costs, amounting for every calendar month, the

Dated

## Take Notice

\* delete if debt is not to be registered **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 pay the money judgment**

- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N33 Judgment for delivery of goods let under a regulated consumer hire agreement (Order 22, rule 1(1))

# Final Judgment for Plaintiff

(after assessment of damages)

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

**DO NOT SEND PAYMENTS  
TO THE COURT**

Seal

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 £ \_\_\_\_\_)

**It is ordered** that the defendant do pay to the plaintiff the sum of £ \_\_\_\_\_ (forthwith) (or by \_\_\_\_\_) (and do pay the amount of the taxed costs by that day, or if the costs have not been taxed, within 14 days of taxation)

**Or** (together with the costs when taxed) by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff by \_\_\_\_\_)

Dated

## Take Notice

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

\*delete if debt is not to be registered

- \* This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

Address for Payment

How to Pay

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N34 Final judgment for plaintiff after assessment of damages (Order 22, rule 6(1))

# Variation Order

**Plaintiff**

**Defendant**

In the

**County Court**

**Case No.**

*Always  
quote  
this*

**Plaintiff's Ref.**

**DO NOT SEND PAYMENTS  
TO THE COURT**

Seal

**On the application of the defendant / plaintiff**

The judgment (or order) made against the defendant in this court  
on the

for payment of £                      and £                      for costs is hereby varied.

**It is now ordered that**

the defendant do pay to the plaintiff the outstanding sum (\*of £                      )  
(by instalments of £                      for every calendar month, the first instalment)  
to reach the plaintiff by

\*delete  
where balance  
is not known  
to the court

**Dated**

**Take Notice**

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you.**

(There remain £                      unsatisfied execution costs under the previous judgment (or order).)

These must be paid, in addition to the outstanding sum (\*shown in this order), to enable you to obtain a certificate of satisfaction for the original debt).

**Address for Payment**

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

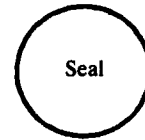
# Order for Possession (under Order 24)

**Applicant**

**Respondent**

<b>In the</b>		<b>County Court</b>
<b>Case No.</b>	<i>Always quote this</i>	
<b>Applicant's Ref.</b>		

**DO NOT SEND PAYMENTS TO THE COURT**



**Upon Hearing**

(and upon reading the affidavit of  
of )

**It is ordered** that the applicant do recover possession of the land mentioned in the originating application in this matter, namely:<sup>(1)</sup>

(1) here describe the land.

*(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 said land on the )

**And** that the applicant do recover against the respondent the sum of £ for costs  
(or his costs of this action to be taxed on scale )

**And further** that the respondent do pay the applicant the sum mentioned above by  
(or do pay the amount of costs when taxed by that day or, if the costs have not been taxed by that day, within 14 days of taxation)

**Dated**

### Take Notice

- \* delete if debt is not to be registered
- \* This judgment has been registered in the Register of County Court Judgments. **This may make it difficult for you to get credit.**
- If you pay in full within one month of the date of judgment, you can ask the court to remove the entry and for a certificate proving payment.
- If you pay in full after one month, you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment.

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at  
is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

# Order for Oral Examination of Judgment Debtor

**Plaintiff**

--

**Defendant**

--

<b>In the</b>	
<b>County Court</b>	
<b>Case No.</b>	<i>Always quote this</i>
<b>Oral Exam No.</b>	
<b>Plaintiff's Ref.</b>	

**Do not send payments to the court**

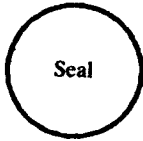
**To the defendant**

(1) or as the case may be

(2) delete as appropriate

(3) see note overleaf

On the \_\_\_\_\_ the plaintiff obtained a judgment (or order) against you in this court ( [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)]<sup>(2)</sup> )<sup>(1)</sup>



**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<sup>(3)</sup>

**And it is further ordered** that the costs of this application and of the examination be in the discretion of the Registrar

**Dated**

This order was made on the application of \_\_\_\_\_ of \_\_\_\_\_

Plaintiff ('s solicitor)

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

Balance due at date of this request	£	
Fee on issue of this order	£	
<b>AMOUNT NOW DUE</b>	<b>£</b>	
Unsatisfied warrant costs not included above	£	

**Important—for instructions turn over**

When corresponding with the court, please address forms and letters to the Chief Clerk and quote the case number.

The court office at \_\_\_\_\_

is open between 10 am and 4 pm

## How to Pay and Address for Payment

- PAYMENT(S) MUST BE MADE to the person named at the address for payment, quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

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

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.

## Amount now due

It will not be necessary for you to attend the examination if you pay before the date of the hearing, the sum shown on the front of this form as the amount now due (see **How to Pay** above).

**Note:**

If payment is made too late to prevent the plaintiff's attendance at the hearing, you may be liable for further costs.

**Certificate of Service – O/E**

CASE NO.

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

Service was effected  
*(tick and complete whichever applies)*

by posting it to the defendant  
on  
at the address stated in the order.

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 )

at the address stated in the order  
(or at )

by inserting it, enclosed in an envelope  
addressed to the defendant, in the letter  
box at the address stated on the order.  
I have reason to believe that the order  
will reach the defendant in sufficient  
time because:

*Bailiff / Officer of the Court*

**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)

To

In the		County Court
Case No.	Always quote this	
Plaintiff		
Defendant		
Oral Exam No.		
Plaintiff's Ref.		

**Do not send payments to the court**



On the \_\_\_\_\_ the plaintiff obtained a judgment (or order) against the above named defendant in this court( <sup>(1)</sup> (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))<sup>(2)</sup> and as it appears that you are an officer of the defendant company (or \_\_\_\_\_ )

(1) or as the case may be

(2) delete as appropriate

**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 be in the discretion of the Registrar

**Dated**

This order was made on the application of \_\_\_\_\_ of \_\_\_\_\_

Plaintiff('s solicitor)

Balance due at date of this request	£	
Fee on issue of this order	£	
<b>AMOUNT NOW DUE</b>	<b>£</b>	
Unsatisfied warrant costs not included above	£	

**Note**

- It will not be necessary for you to attend the examination if your company pays or causes to be paid before the date of the hearing the sum shown above as the amount now due.
- If payment is made too late to prevent the plaintiff's attendance at the hearing, your company may be liable for further costs.

**Important - for instructions on How to Pay turn over**

The court office at \_\_\_\_\_

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

**How to Pay  
and  
Address for Payment**

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

**Certificate of Service - O/E**

CASE NO.

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

.....  
**Service was effected**

*(tick and complete whichever applies)*

- by posting it to the within named on at the address stated in the order.
- by delivering it to the within named personally (or to apparently not less than 16 years old, who promised to give it to the defendant on the same day) (or on ) at the address stated in the order (or at )
- by inserting it, enclosed in an envelope addressed to the within named, in the letter box at the address stated in the order.  
I have reason to believe that the order will reach the within named in sufficient time, because:

*Bailiff/Officer of the Court*

**OR**

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

*Bailiff/Officer of the Court*



# Order for (Defendant's) Attendance at Adjourned Oral Examination

To (the defendant)

In the		County Court
Case No.	<i>Always quote this</i>	
Plaintiff		
Defendant		
Oral Exam No.		
Plaintiff's Ref.		

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 circumstances 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**

The balance now due [, including the costs of the hearing which you failed to attend,] is £ \_\_\_\_\_ (Unsatisfied warrant costs, not included in the above, amount to £ \_\_\_\_\_)

**Note:** Payment of the balance on or before the date of the hearing must be made **into court** (see **Payments into Court** box overleaf)

**Travelling expenses**

You are entitled to receive from the plaintiff a reasonable sum to cover your travelling expenses to and from the court. If you wish to claim these expenses you should write to the plaintiff's solicitor at the address shown in the box below. You must write, stating the amount of such expenses, so that the plaintiff's solicitor receives your claim not later than 7 days before the date of the adjourned hearing.

**Note:** If you do claim your travelling expenses they will be added to the balance due from you to the plaintiff and will be payable at the same time or by the same instalments as that balance is payable.

The plaintiff's solicitor's name and address is

**Important  
for further instructions  
on what to do turn over**

---

The court office at \_\_\_\_\_ is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

## 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 the hearing, the sum shown on the front of this form as the balance now due (see **Payments into Court** box).

#### Note:

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

## Payments into Court

### You can pay the court

**by calling at the court office which is open 10 am to 4 pm Monday to Friday.**

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

*Please bring this form with you.*

### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court cannot accept stamps or payments by bank and giro credit transfers.*

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff.**

---

### Certificate of Service (to be completed by the court)

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

Bailiff/Officer of the Court

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

Bailiff/Officer of the Court

Date

# Order Suspending Warrant/Judgment

## Plaintiff

## Defendant

<b>In the</b>	
<b>County Court</b>	
<b>Case No.</b>	<small>Always quote this</small>
<b>Warrant No.</b>	
<b>Local No.</b>	
<b>Plaintiff's Ref.</b>	

**Do not send payments to the court**

**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)

**It is ordered that**

(1) delete as necessary

the judgment or order be suspended <sup>(1)</sup> <sup>(2)</sup> or

(2) state time

the warrant of execution issued in this action be suspended <sup>(1)</sup> or

the warrant of committal issued in this action be suspended for <sup>(1)</sup> <sup>(2)</sup>

**On the following terms:**

(3) delete where balance is not known to the court

that the defendant do pay to the plaintiff the outstanding sum (of £ <sup>(3)</sup> )  
(by instalments of £ for every calendar month, the first instalment  
to reach the plaintiff by )

**Or**

(4) state terms including liability to rearrest if so ordered

that the defendant be discharged from custody under the warrant of committal <sup>(4)</sup>

(The warrant has been returned to the County Court  
and any further correspondence should be sent there, quoting the court case number <sup>(1)</sup>)

**Dated**

**Address for Payment**

**How to Pay**

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment, quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10am and 4pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N41 Order suspending judgment or order and/or warrant of execution/committal (Order 25, rule 8(1))

## Levy Notice

The bailiff has levied on your goods. This means you must not dispose of the goods as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are clothing and bedding up to a value of £100, and tools of trade up to a total value of £150.

*If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.*

**Payment under this warrant must be made to the bailiff or to the county court**

### Walking possession agreement

*You may request the bailiff not to remove the goods; this is called a walking possession agreement. If you wish to do so you should sign the walking possession agreement and the copy on the bailiff's warrant form.*

### If your goods are removed

- You will be given a list of the goods removed.
- The goods will not be sold before the 6th day after their removal unless you request an earlier sale or the goods are perishable.
- You will be given at least 4 days' notice of the day, time and place of the sale.
- Further fees may be charged which will be listed.

### Stopping the sale

If the sale is stopped because the warrant is withdrawn, paid or suspended you will normally have to pay a fee of 10p for every £1 of the assessed value of the goods and any expenses reasonably incurred in removing the goods or advertising the sale.

### Auction fees

When your goods have been removed, they may be valued and sold. If they are, you may have to pay the following additional fees:

- **for valuing the goods:** 5p for every £1 of the assessed value.
- **for the sale:** this is normally 15p for every £1 for which the goods were sold.

### When the goods are sold

You will be given a detailed written account of the sale and distribution of the money.

## Walking possession agreement

(Request not to remove goods)

**To the Registrar and Bailiff of the court**

Please do not remove the goods seized (listed here) until payment is made or the warrant is withdrawn:

- I will not remove the goods or any part of them or allow any other person to do so without your permission;
- I will not damage the goods or any part of them or allow any other person to do so;
- I will show this form to any other person who may call with the intention of levying on the goods and tell you of their visit at once,

**and I authorise you to re-enter the premises at any time (and as often as you want) to complete the enforcement of the warrant, or to inspect the goods**

**Signed**

**Dated**

In the

**County Court**

## Warrant of Execution

To the Registrar and Bailiff at

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.

**Date sent**

**Date received**



### Returns other than payments

Date of levy 19

Date	Time	

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date applied for at \_\_\_\_\_ o'clock  
**PLAINTIFF**

Plaintiff(solicitor)'s address

Ref. \_\_\_\_\_  
**DEFENDANT(S)**

Address(es) to levy at

Balance of debt
Amount of warrant Fee
Solicitor's costs Land Registry fee
<b>Total</b>

### Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

Date	Time		Date	Time	

**To the Registrar and Bailiff**

The plaintiff obtained a judgment enforceable in this court. Payment has not been made as ordered and at the plaintiff's request this warrant has been issued. You are now required to levy for the total shown overleaf in accordance with the provisions of sections 85 and 89 of the County Courts Act 1984.

**Walking possession agreement**  
(Request not to remove goods)

**To the Registrar and Bailiff of the court**  
Please do not remove the goods seized (listed here) until payment is made or the warrant is withdrawn:

- I will not remove the goods or any part of them or allow any other person to do so without your permission;
- I will not damage the goods or any part of them or allow any other person to do so;
- I will show this form to any other person who may call with the intention of levying on the goods and tell you of their visit at once,  
**and I authorise you to re-enter the premises at any time (and as often as you want) to complete the enforcement of the warrant, or to inspect the goods**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Warrant of Execution**

To the Registrar and Bailiff at

*The court office is open from 10 am to 4 pm  
Mondays to Fridays*



**To the defendant**

The plaintiff obtained a judgment against you, which is enforceable in this court.

You have not made payment as you were ordered to do and at the plaintiff's request this warrant has been issued.

The warrant gives the bailiff the power to seize and sell your goods or to seize your money unless you pay the total due.

You should now make all payments under the warrant to the bailiff or to the court named above, which is your local county court.

You should send any correspondence concerning this warrant, including claims to the goods, to the court at the address above.

Case no \_\_\_\_\_  
Warrant number \_\_\_\_\_

Date applied for at \_\_\_\_\_ o'clock

**PLAINTIFF**

Plaintiff(solicitor)'s address \_\_\_\_\_

Ref. \_\_\_\_\_  
**DEFENDANT(S)**

Address(es) to levy at \_\_\_\_\_

Balance of debt
Amount of warrant Fee Solicitor's costs Land Registry fee
<b>Total</b>

*The bailiff should give a printed and numbered receipt from his official receipt book for every payment made to him under this warrant. You should not accept any other form of receipt.*

**For more information see over**

**Levy Notice** (this does not apply to the goods listed overleaf)

The bailiff has levied on your goods. This means you must not dispose of the goods as the court may have to seize and sell them at public auction to raise money to pay your judgment. Certain goods will not be seized by the bailiff; these are clothing and bedding up to a value of £100, and tools of trade up to a total value of £150.

*If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.*

**Payment under this warrant must be made to the bailiff or to the county court**

**Walking possession agreement**

*You may request the bailiff not to remove the goods; this is called a walking possession agreement. If you wish to do so you should sign the walking possession agreement and the copy on the bailiff's warrant form.*

**If your goods are removed**

- You will be given a list of the goods removed.
- The goods will not be sold before the 6th day after their removal unless you request an earlier sale or the goods are perishable.
- You will be given at least 4 days' notice of the day, time and place of the sale.
- Further fees may be charged which will be listed.

**Stopping the sale**

If the sale is stopped because the warrant is withdrawn, paid or suspended you will normally have to pay a fee of 10p for every £1 of the assessed value of the goods and any expenses reasonably incurred in removing the goods or advertising the sale.

**Auction fees**

When your goods have been removed, they may be valued and sold. If they are, you may have to pay the following additional fees:

- **for valuing the goods:** 5p for every £1 of the assessed value.
- **for the sale:** this is normally 15p for every £1 for which the goods are sold.

**When the goods are sold**

You will be given a detailed written account of the sale and distribution of the money.

**Walking possession agreement**

(request not to remove goods)

**To the Registrar and Bailiff of the court**

Please do not remove the goods seized (listed here) until payment is made or the warrant is withdrawn:

- I will not remove the goods or any part of them or allow any other person to do so without your permission;
- I will not damage the goods or any part of them or allow any other person to do so;
- I will show this form to any other person who may call with the intention of levying on the goods and tell you of their visit at once

**and I authorise you to re-enter the premises at any time (and as often as you want) to complete the enforcement of the warrant, or to inspect the goods**

Signed

Dated

In the

County Court

**Warrant of Delivery**

To the Registrar and Bailiff at

[ ]

[ ]

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.

Date sent



Date received

As the defendant has failed to return the goods and pay as ordered, you are now required to seize the goods listed here and to deliver them to the plaintiff \*(unless the unpaid balance of the total price now amounting to £ is paid)

Schedule of goods

I acknowledge having received delivery of the goods described (with the exception of)

(for the) plaintiff

\* Applies to orders for return of goods suspended on payment under CCA 1974. Delete if not applicable.

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_  
\_\_\_\_\_

Date applied for at \_\_\_\_\_ o'clock

PLAINTIFF

Plaintiff(solicitor)'s address

Ref. \_\_\_\_\_  
DEFENDANT(S)

Address(es) to levy at

Debt/damages and costs  
Fees  
Solicitor's costs  
Land Registry fee

Total amount to be levied

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

Date	Time		Date	Time	

County Court

**Warrant of Delivery**

Warrant number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date applied for at \_\_\_\_\_ o'clock

**PLAINTIFF**

Plaintiff(solicitor)'s address

*The court office is open from 10 am to 4 pm Mondays to Fridays*



Ref. \_\_\_\_\_

**DEFENDANT(S)**

**To the defendant**

The plaintiff obtained a judgment against you for recovery of the goods listed here \*(suspended on payment of the unpaid balance)

Address(es) to levy at

Schedule of goods

You have not returned the goods to the plaintiff or made payment as you were ordered to do and at the plaintiff's request this warrant has been issued.

You should now make all payments under the warrant to the bailiff or to the court named above, which is your local county court.

You should send any correspondence concerning this warrant, including claims to the goods, to the court at the address above.

\* Applies to orders for return of goods suspended on payment under CCA 1974. Delete if not applicable.

Debt/damages and costs
Fees
Solicitor's costs
Land Registry fee
<b>Total amount to be levied</b>

*The bailiff should give a printed and numbered receipt from his official receipt book for every payment made to him under this warrant. You should not accept any other form of receipt.*

**For more information see over**

**To the Registrar and Bailiff**

The plaintiff obtained a judgment for return of the goods listed in the schedule overleaf. The goods have not been returned (or payment has not been made) as ordered and at the plaintiff's request this warrant has been issued. You are now required to seize the listed goods wherever they may be found within the district of the court and to deliver them to the plaintiff and you are further required to levy for the total amount shown overleaf.

**Walking possession agreement**  
(request not to remove goods)

To the Registrar and Bailiff of the court

Please do not remove the goods seized (listed here) until payment is made or the warrant is withdrawn:

- I will not remove the goods or any part of them or allow any other person to do so without your permission;
- I will not damage the goods or any part of them or allow any other person to do so;
- I will show this form to any other person who may call with the intention of levying on the goods and tell you of their visit at once,

**and I authorise you to re-enter the premises at any time (and as often as you want) to complete the enforcement of the warrant, or to inspect the goods**

Signed

Dated

### Levy Notice *(this does not apply to the goods listed overleaf)*

The bailiff has levied on your goods. This means you must not dispose of the goods as the court may have to seize and sell them at public auction to raise money to pay your judgment. Certain goods will not be seized by the bailiff; these are clothing and bedding up to a value of £100, and tools of trade up to a total value of £150.

*If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.*

**Payment under this warrant must be made to the bailiff or to the county court**

#### Walking possession agreement

*You may request the bailiff not to remove the goods; this is called a walking possession agreement. If you wish to do so you should sign the walking possession agreement and the copy on the bailiff's warrant form.*

#### If your goods are removed

- You will be given a list of the goods removed.
- The goods will not be sold before the 6th day after their removal unless you request an earlier sale or the goods are perishable.
- You will be given at least 4 days' notice of the day, time and place of the sale.
- Further fees may be charged which will be listed.

#### Stopping the sale

If the sale is stopped because the warrant is withdrawn, paid or suspended you will normally have to pay a fee of 10p for every £1 of the assessed value of the goods and any expenses reasonably incurred in removing the goods or advertising the sale.

#### Auction fees

When your goods have been removed, they may be valued and sold. If they are, you may have to pay the following additional fees:

- **for valuing the goods:** 5p for every £1 of the assessed value.
- **for the sale:** this is normally 15p for every £1 for which the goods are sold.

#### When the goods are sold

You will be given a detailed written account of the sale and distribution of the money.

### Walking possession agreement

**(request not to remove goods)**

#### To the Registrar and Bailiff of the court

Please do not remove the goods seized (listed here) until payment is made or the warrant is withdrawn:

- I will not remove the goods or any part of them or allow any other person to do so without your permission;
- I will not damage the goods or any part of them or allow any other person to do so;
- I will show this form to any other person who may call with the intention of levying on the goods and tell you of their visit at once

**and I authorise you to re-enter the premises at any time (and as often as you want) to complete the enforcement of the warrant, or to inspect the goods**

Signed

Dated

### In the

### County Court

### Warrant of Delivery

To the Registrar and Bailiff at

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.

**Date sent**

**Date received**

seal

As the defendant has failed to return the goods and pay as ordered, you are now required to seize the goods listed here and to deliver them to the plaintiff. If the goods cannot be found you are forthwith to levy the sum of £ (balance of the assessed value of the goods) together with any damages and costs.

#### Schedule of goods

I acknowledge having received delivery of the goods described (with the exception of)

(for the) plaintiff

**N48** Warrant of delivery – return of goods or value (Order 26, rule 16(4))

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_  
\_\_\_\_\_

Date applied for at \_\_\_\_\_ o'clock  
**PLAINTIFF**

Plaintiff(solicitor)'s address

Ref. \_\_\_\_\_  
**DEFENDANT(S)**

Address(es) to levy at

Balance of assessed value of goods
Damages and costs
Fee
Solicitor's costs
Land Registry fee

**Total amount to be levied**  
*(goods not returned)*

**Total amount to be levied**  
*(goods returned)*

#### Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount



Date	Time		Date	Time	

To the Registrar and Bailiff

The plaintiff obtained a judgment for return of the goods listed in the schedule overleaf. The goods have not been returned as ordered and at the plaintiff's request this warrant has been issued. You are now required to seize the listed goods wherever they may be found within the district of the court and, if the goods cannot be found, you are forthwith to levy for their value, together with the damages and costs as shown overleaf.

Walking possession agreement (request not to remove goods)

To the Registrar and Bailiff of the court Please do not remove the goods seized (listed here) until payment is made or the warrant is withdrawn:

- I will not remove the goods or any part of them or allow any other person to do so without your permission;
I will not damage the goods or any part of them or allow any other person to do so;
I will show this form to any other person who may call with the intention of levying on the goods and tell you of their visit at once
and I authorise you to re-enter the premises at any time (and as often as you want) to complete the enforcement of the warrant, or to inspect the goods

Signed Dated

Warrant of Delivery

Empty brackets for case details.

The court office is open from 10 am to 4 pm Mondays to Fridays



To the defendant

The plaintiff obtained a judgment against you for recovery of the goods listed here

Schedule of goods

You have not returned the goods to the plaintiff or made payment as you were ordered to do and at the plaintiff's request this warrant has been issued.

You should now make all payments under the warrant to the bailiff or to the court named above, which is your local county court.

You should send any correspondence concerning this warrant including claims to the goods, to the court at the address above.

Warrant number fields

Date applied for at o'clock

PLAINTIFF

Plaintiff(solicitor)'s address

Ref. DEFENDANT(S)

Address(es) to levy at

Table with columns for assessed value, damages, costs, fees, and total amounts to be levied.

The bailiff should give a printed and numbered receipt from his official receipt book for every payment made to him under this warrant. You should not accept any other form of receipt.

For more information see over

## Levy Notice

The bailiff has levied on your goods. This means you must not dispose of the goods as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are clothing and bedding up to a value of £100, and tools of trade up to a total value of £150.

If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.

### If your goods are removed

- You will be given a list of the goods removed.
- The goods will not be sold before the 6th day after their removal unless you request an earlier sale or the goods are perishable.
- You will be given at least 4 days' notice of the day, time and place of the sale.
- Further fees may be charged which will be listed.

### Stopping the sale

If the sale is stopped because the warrant is withdrawn, paid or suspended you will normally have to pay a fee of 10p for every £1 of the assessed value of the goods and any expenses reasonably incurred in removing the goods or advertising the sale.

### Auction fees

When your goods have been removed, they may be valued and sold. If they are, you may have to pay the following additional fees:

- for valuing the goods: 5p for every £1 of the assessed value.
- for the sale: this is normally 15p for every £1 for which the goods are sold.

### When the goods are sold

You will be given a detailed account in writing of the sale and distribution of the money.

You should now make all payments under the warrant to the bailiff or to the court named below, which is your local county court.

You should send any correspondence concerning this warrant, including claims to the goods, to the court at the address below.

seal

The above court office is open from 10 am to 4 pm Mondays to Fridays

Possession obtained and given to the plaintiff on

*Bailiff*

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

*(for the) plaintiff*

*(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 order to be deducted from proceeds

Net amount paid into court on

£

In the

County Court

## Warrant for Possession of Land

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_

PLAINTIFF

Plaintiff(solicitor)'s address

Ref. \_\_\_\_\_

DEFENDANT(S)

Address(es) to levy at

Balance of debt

Amount of warrant  
Fee  
Solicitor's costs  
Land Registry fee

Total

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

Returns other than payments

Date	Time

# Warrant for Possession of Land

To the Registrar and Bailiffs of the Court

(1) describe the land as set out in the judgment

On the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, **It was adjudged** that the plaintiff was entitled to possession of<sup>(1)</sup> \_\_\_\_\_,

**And it was ordered** that the defendant should give the plaintiff possession of the said land by

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

[unless the rent in arrear, amounting to £ \_\_\_\_\_, and the costs of this action, amounting to £ \_\_\_\_\_, were paid into court by \_\_\_\_\_ ]<sup>(2)</sup>

**[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 £ \_\_\_\_\_,

(3) add where so ordered

**[And it was ordered** that the defendant should pay the last mentioned sum by \_\_\_\_\_ ]  
(or by instalments of £ \_\_\_\_\_ for every \_\_\_\_\_ )]]<sup>(3)</sup>

**[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 [arrears 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 by \_\_\_\_\_ ]

(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 \_\_\_\_\_ ]<sup>(4)</sup>

**THE DEFENDANT HAS FAILED TO OBEY THE ORDER AND AT THE PLAINTIFF'S REQUEST THIS WARRANT HAS BEEN ISSUED. YOU ARE NOW REQUIRED TO GIVE POSSESSION OF THE LAND TO THE PLAINTIFF.**

**[You are further required** to levy for the total amount shown overleaf in accordance with the provisions of sections 85 and 89 of the County Courts Act 1984]

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 5 days next following the day on which they are seized, unless they are of a perishable nature, or at the request of the defendant

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_

**PLAINTIFF**

**Plaintiff(solicitor)'s address**

Ref. \_\_\_\_\_

**DEFENDANT(S)**

**Address(es) to levy at**

Balance of debt
Amount of warrant Fee Solicitor's costs Land Registry fee
<b>Total</b>

*The bailiff should give a printed and numbered receipt from his official receipt book for every payment made to him under this warrant. You should not accept any other form of receipt.*

**For more information see over**

# Levy Notice

The bailiff has levied on your goods. This means you must not dispose of the goods as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff: these are clothing and bedding up to a value of £100, and tools of trade up to a total value of £150.

*If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.*

### If your goods are removed

- You will be given a list of the goods removed.
- The goods will not be sold before the 6th day after their removal unless you request an earlier sale or the goods are perishable.
- You will be given at least 4 days' notice of the day, time and place of the sale.
- Further fees may be charged which will be listed.

### Stopping the sale

If the sale is stopped because the warrant is withdrawn, paid or suspended you will normally have to pay a fee of 10p for every £1 of the assessed value of the goods and any expenses reasonably incurred in removing the goods or advertising the sale.

### Auction fees

When your goods have been removed, they may be valued and sold. If they are, you may have to pay the following additional fees:

- for valuing the goods:** 5p for every £1 of the assessed value.
- for the sale:** this is normally 15p for every £1 for which the goods are sold.

### When the goods are sold

You will be given a detailed account in writing of the sale and distribution of the money.

You should now make all payments under the warrant to the bailiff or to the court named below, which is your local county court.

You should send any correspondence concerning this warrant, including claims to the goods, to the court at the address below.



The above court office is open  
from 10 am to 4 pm Mondays to Fridays

Possession obtained and given to the applicant on

*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

£

In the  
**County Court**

## Warrant for Possession of Land (Order 24)

Returns other than payments

Date	Time	

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_

**APPLICANT**

Applicant (solicitor)'s address

Ref. \_\_\_\_\_

**RESPONDENT(S)**

Address(es) to levy at

Balance of debt
Amount of warrant Fee Solicitor's costs Land Registry fee
Total

**Amounts recovered or passed through:**

Date taken	Amount	Date taken	Amount

# Warrant for Possession of Land under Order 24

To the Registrar and Bailiffs of the Court

On the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_,   
 <sup>(1)describe</sup> **It was ordered** that the applicant do recover possession of <sup>(1)</sup>   
 the land set   
 out in the   
 order

[**And it was ordered** that the applicant do recover against the respondent the sum of £ \_\_\_\_\_ for costs, making together the sum of £ \_\_\_\_\_, which the respondent was ordered to pay to the applicant by \_\_\_\_\_ ]

**THE RESPONDENT HAS FAILED TO OBEY THE ORDER AND AT THE APPLICANT'S REQUEST THIS WARRANT HAS BEEN ISSUED. YOU ARE THEREFORE REQUIRED TO GIVE POSSESSION OF THE LAND TO THE APPLICANT**

[**You are further required** to levy for the total shown overleaf, in accordance with the provisions of sections 85 and 89 of the County Courts Act 1984]

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 5 days next following the day on which they are seized, unless they are of a perishable nature, or at the request of the respondent*

Case no \_\_\_\_\_

Warrant number \_\_\_\_\_

APPLICANT

Applicant (solicitor)'s address

Ref. \_\_\_\_\_

RESPONDENT(S)

Address(es) to levy at

Balance of debt
Amount of warrant
Fee
Solicitor's costs
Land Registry fee
<b>Total</b>

*The bailiff should give a printed and numbered receipt from his official receipt book for every payment made to him under this warrant. You should not accept any other form of receipt.*

*For more information see over*

# Notice of Application for Attachment of Earnings Order

**Plaintiff**

--

**Defendant**

--

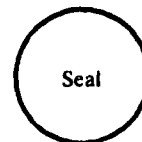
In the	
County Court	
Case No.	<i>Always quote this</i>
Application No.	
Plaintiff's Ref.	

**Do not send payments to the court**

**To the defendant**

On the \_\_\_\_\_ the plaintiff obtained a judgment (or order) against you in this court ( \_\_\_\_\_ )<sup>(1)</sup>

(1) or as the case may be



And 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 pay the judgment (or order)

(2) address of courthouse **The application will be heard by the registrar of this court at<sup>(2)</sup>**

on the \_\_\_\_\_ at \_\_\_\_\_ o'clock

(3) delete if for maintenance

**unless you pay to the plaintiff the amount now due (shown below)<sup>(3)</sup>. You must complete the enclosed form of reply and send it to reach the court office within 8 days after you receive this notice.**

**Failure to return the reply form is a punishable offence and it may result in you being ordered to attend this court.**

Balance due at date of this request	£	
Attachment issue fee	£	
<b>AMOUNT NOW DUE</b>	<b>£</b>	
Unsatisfied warrant costs not included above	£	

**Dated**

**Important — for instructions turn over**

When corresponding with the court, please address forms and letters to the Chief Clerk and quote the case number.

The court office at

is open between 10 am and 4 pm

## Notes to help you complete the enclosed form of reply

### All cases

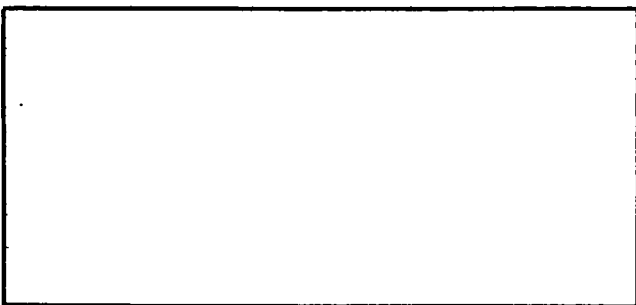
- If you are unemployed or self-employed you should say so on the form and answer as many questions as you can.
- If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay, you should say so on the form at section 5.
- You can obtain help in completing the enclosed form at any county court office or citizens' advice bureau.

### All cases except maintenance payments

- If you wish to pay the amount due, see **How to Pay** below.
- If you complete and 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 that he objects to the order proposed, or you object to it yourself, you need not attend court.
- **If you do not complete and return the reply form or pay the full amount due you must attend court on the hearing date.**

---

### How to Pay and Address for Payment



- **PAYMENT(S) MUST BE MADE to the person named at the address for payment, quoting their reference and the court case number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

# Form for Replying to an Attachment of Earnings Application

- Read the notes on the notice of application before completing this form
- Tick the correct boxes and answer all the questions using block capitals and black ink
- Send or take this completed and signed form immediately to the court office shown on the notice of application
- You should keep your copy of the notice of application unless you are making full payment
- For details of where and how to pay see notice of application

## Section 1 Personal details

Surname .....

Forenames .....

Mr  Mrs  Miss  Ms

Married  Single  Age

## Section 2 Employment

- I am  Unemployed  
 A pensioner  
 Self employed as .....

Employed as a .....

My employer is .....

Employer's address:

What is the address of your employer's Head Office if different from above?

What is your works number .....  
 and/or pay reference? .....

## Section 3 Pay and income

*specify period: weekly, fortnightly, monthly etc.*

Pay before deductions ..... £ :  
 Overtime, commission, bonuses etc. .... £ :  
 Deductions from pay ..... £ :  
 My usual take home pay ..... £ :  
 Child benefit(s) total ..... £ :  
 Other state benefit(s) total ..... £ :  
 My pension(s) total ..... £ :  
 Other people living in my home give me ..... £ :  
 Other income (give details) ..... £ :

In the County Court

Case Number Always quote this

Application Number

Plaintiff (including ref.)

Defendant

## Section 4 Liabilities

**Dependants** (people you look after financially)

Number of dependants

Enter number of each age

0-11  12-15  16-17  18-over

### Outgoings

I make regular payments as follows:

	<i>weekly</i>	<i>monthly</i>		
Mortgage		<input type="checkbox"/>	£	:
Rent	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Mail order	<input type="checkbox"/>	<input type="checkbox"/>	£	:
TV rental/licence	<input type="checkbox"/>	<input type="checkbox"/>	£	:
HP repayments	<input type="checkbox"/>	<input type="checkbox"/>	£	:
Court orders*	<input type="checkbox"/>	<input type="checkbox"/>	£	:

(\*give details, including name of court, case number, amount still owing and the instalments you are paying)

*specify period: yearly, quarterly, etc.*

Gas ..... £ :  
 Electricity ..... £ :  
 Community charge ..... £ :  
 Water rates ..... £ :

Other regular payments/liabilities (give details below)

Credit card and other debts (please list)

Of the payments above, I am behind with payments to  
 £ :

## Section 5 Proposal for payment

What sum would you be prepared to have deducted from your earnings to satisfy this court order?

£ week/month

If you are sick/unemployed what date do you expect to return to work?

*continue on a separate sheet if necessary — put the case number in the top right hand corner*

Address

Post code

Signed

Dated



**Order for Defendant's Attendance at  
Adjourned Hearing of Attachment  
of Earnings Application**

To the defendant

In the		County Court
Case No.	Always quote this	
Plaintiff		
Defendant		
Application No.		
Plaintiff's Ref.		



You failed to attend the 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

The application has been adjourned to

the \_\_\_\_\_ 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**

**Take Notice**

If you **either** complete the enclosed form of reply and return it immediately to this court or pay into the court office the sum of £ \_\_\_\_\_, the amount remaining due, you may not have to attend court

**Important - for instructions turn over**

**Payments into Court**

**You can pay the court**  
by calling at the court office which is open from 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.  
*Please bring this form with you.*

**By post**  
You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed. This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court cannot accept stamps or payments by bank and giro credit transfers.*

**Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff**

When corresponding with the court, please address forms and letters to the Chief Clerk and quote the case number  
The court office at \_\_\_\_\_  
is open between 10 am and 4pm

## Notes to help you complete the enclosed form of reply

### All cases

- If you are unemployed or self-employed you should say so on the form and answer as many questions as you can.
- 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.
- You can obtain help in completing the enclosed form at any county court office or citizens' advice bureau.

### All cases except maintenance payments

- If you wish to pay the amount due, see **Payments into Court** box overleaf.
- If you return the form of reply immediately 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 that he objects to the order proposed, or you object to it yourself, you need not attend court.
- If you do not return the reply form or pay the full amount due you must attend court on the hearing date

---

### Certificate of Service (to be completed by the court)

I certify that the order of which this is a true copy was served by me on the defendant personally at the address stated in the order, or at

on the                      day of                      19

Bailiff / Officer of the Court

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

Bailiff / Officer of the Court

Date

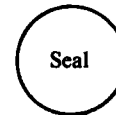
# Suspended Attachment of Earnings Order

Plaintiff

Defendant

In the		County Court
Case No.	<i>Always quote this</i>	
A/E No.		
Plaintiff's Ref.		

**DO NOT SEND PAYMENTS  
TO THE COURT**



**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 the judgment, has been paid

For the purpose of calculating the deductions

- The normal deduction rate shall be £ per week/month
- The protected earnings rate shall be £ per week/month

**And it is further ordered** that the operation of this order shall be suspended so long as the defendant punctually pays to the plaintiff the sum of £ by instalments of £ for every calendar month (week), the first instalment to reach the plaintiff by

**And** that service of the order on the employer be deferred accordingly.

Dated

**Take Notice** If you change your employer, you must notify the court in writing within 7 days, giving the following details

- The name and address of your new employer (and the pay office if different)
- Your works number and/or pay reference
- Your new rate of pay
- Your letter must quote the above case number

**IF YOU DO NOT COMPLY WITH THIS NOTICE YOU MAY BE FINED OR IMPRISONED OR BOTH**

Address for Payment

How to Pay

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

# Suspended Attachment of Earnings Order - maintenance

Plaintiff

Defendant

In the		County Court
Case No.	<i>Always quote this</i>	
A/E No.		
Plaintiff's Ref.		



**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 the judgment, has been paid

For the purpose of calculating the deductions -

- The normal deduction rate shall be £ \_\_\_\_\_ per week/month and
- The protected earnings rate shall be £ \_\_\_\_\_ per week/month

**And it is further ordered** that the operation of this order shall be suspended so long as the defendant punctually pays to the court the sum of £ \_\_\_\_\_ by instalments of £ \_\_\_\_\_ for every calendar month (week), the first instalment to reach the court by \_\_\_\_\_

**And** that service of the order on the employer be deferred accordingly

Dated

**Take Notice** If you change your employer, you must notify the court in writing within 7 days, giving the following details

- The name and address of your new employer (and the pay office if different)
- Your works number and/or pay reference
- Your new rate of pay
- Your letter must quote the above case number

**IF YOU DO NOT COMPLY WITH THIS NOTICE YOU MAY BE FINED OR IMPRISONED OR BOTH**

## Payments into Court

### You can pay the court

by calling at the court office which is open from 10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.

*Please bring this form with you.*

### By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed. This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court cannot accept stamps or payments by bank and giro credit transfers.*

**Note:** You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N64A Suspended attachment of earnings order - maintenance (Order 27, rule 10)

# Judgment Summons

**Plaintiff**

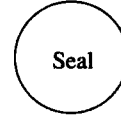
--

**Defendant**

--

In the		County Court
<b>Case No.</b>	<i>Always quote this</i>	
<b>J/S No.</b>		
<b>Plaintiff's Ref.</b>		

**Do not send payments to the court**



**To the defendant <sup>(1)</sup>**

(1) If the summons is issued against some or one only of several defendants name them or him.

On the \_\_\_\_\_  
in this court(

the plaintiff obtained a judgment or order against you \_\_\_\_\_)<sup>(2)</sup>

**And as you have failed to pay as ordered** the plaintiff has required this judgment summons to be issued against you.

(2) as the case may be

**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 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.

**Dated**

Sum in payment of which defendant has made default £	
Fee on issue of summons £	
(Travelling expenses to be paid or offered to the defendant) £	
<b>AMOUNT NOW DUE £</b>	

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)

**Important - for instructions on how to pay turn over**

When corresponding with the court, please address forms and letters to the Chief Clerk and quote the case number  
The court office at

is open between 10 am and 4pm



# Suspended Committal Order

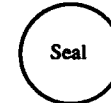
(judgment summons)

Plaintiff

Defendant

In the	
County Court	
Case No.	Always quote this
J/S No.	
Plaintiff's Ref.	

**DO NOT SEND PAYMENTS  
TO THE COURT**



**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 since issue of the judgment

summons) you pay to the plaintiff the sum of £ \_\_\_\_\_ by

(or by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff

by \_\_\_\_\_ )

(When you have paid the sum of £ \_\_\_\_\_ there will remain a further sum of £ \_\_\_\_\_ payable under the

original judgment or order) <sup>(1)</sup>

(1) delete if not applicable

**Dated**

## Take Notice

**If you do not pay (any instalment) within the time mentioned above, a warrant for your committal may be issued without further notice, and you may be imprisoned for the period shown above**

- If you are unable to pay as directed by this order you should write or go to the court office immediately, stating the reasons why you cannot pay.
- The court will send you notice of a day and time to attend before the judge.
- If you satisfy the judge that you are unable to pay, he has the power to grant a further suspension on such terms as he thinks fit.

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N72 Notice to defendant where committal order made, but directed to be suspended under Debtors Act (Order 28, rule 7(1))

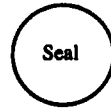
# New Order on Judgment Summons

**Plaintiff**

**Defendant**

<b>In the</b>		<b>County Court</b>
<b>Case No.</b>	<i>Always quote this</i>	
<b>J/S No.</b>		
<b>Plaintiff's Ref.</b>		

**DO NOT SEND PAYMENTS TO THE COURT**



(1) where judgment has been given against more than one defendant adapt accordingly

The defendant<sup>(1)</sup>

having failed to pay the sum of £ \_\_\_\_\_ due under the judgment or order in this action given or made in this

court ( \_\_\_\_\_ )<sup>(2)</sup>

(2) or as the case may be

on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

**It is ordered** that upon the hearing of a judgment summons issued in this case, the defendant do pay to the plaintiff the amount remaining due under the judgment or order, namely:

£ \_\_\_\_\_ (together with £ \_\_\_\_\_ for costs, amounting to £ \_\_\_\_\_ ) by

(or by instalments of £ \_\_\_\_\_ for every calendar month, the first instalment to reach the plaintiff

by \_\_\_\_\_ )

**Dated**

## Take Notice

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N73 New order on judgment summons (Order 28, rule 8(1))



# Warrant of Committal on a Judgment Summons under the Debtors Act 1869

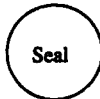
**Plaintiff**

--

**Defendant**

--

In the	
County Court	
Case No.	
J/S No.	
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)<sup>(1)</sup>

In this court ( on the day of 19 , for payment of £ )<sup>(2)</sup> 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 lawfully discharged if sooner**

**Dated<sup>(3)</sup>**

**Warrant issued on the day of 19**

**Note: a separate warrant must be issued against every defendant required to be arrested**

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

Sub total

Deduct amount paid since issue of judgment summons

Sub total

Deduct amount paid since issue of this order

Sum on payment of which the defendant is to be discharged


To the Governor of Her Majesty's Prison

at (here insert name of prison of foreign court)



Take notice that in accordance with the provisions of section 122 of the County Courts Act 1984, 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 or until lawfully discharged if sooner

Dated

N75 Indorsement on a warrant of committal sent to a foreign court (Order 28, rule 11(3))

To the Registrar of the

County Court



Take notice that 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

N53 Warrant of execution or committal to Registrar of foreign court (section 122, County Courts Act 1984)

I arrested the defendant on the

and delivered him into the custody of the Governor of HM Prison at

on the

Bailiff of the Court

In the

County Court

Warrant of Committal

Case No. \_\_\_\_\_

Committal Warrant Number \_\_\_\_\_

Date applied for Amount due under order £

PLAINTIFF

Plaintiff's(solicitor)'s address

Ref. \_\_\_\_\_ DEFENDANT

Returns other than payments

Table with columns Date, Time and an empty column for returns.

Amounts recovered or passed through:

Table with columns Date taken, Amount, Date taken, Amount.

N74 Warrant of committal (Order 28, rule 11(1))

# Order of Committal to Prison for Disobeying a Court Order or Undertaking

In the

County Court

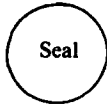
Between

Case No.

*Always quote this*

\_\_\_\_\_ Applicant  
and Plaintiff

\_\_\_\_\_ Respondent  
Defendant



(1) enter name of person against whom application is made

On the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, \_\_\_\_\_  
the court ordered (1) [or the court accepted an undertaking from (1) \_\_\_\_\_]  
(2) ]

(2) set out the precise parts of the order or undertaking relevant to the committal application

At that hearing (1) [ appeared personally ] [ was represented by solicitor / counsel ] [did not attend ]

(3) enter the name of the applicant

(3) \_\_\_\_\_ has applied to commit  
(1) \_\_\_\_\_ to prison

for disobeying the order dated [or for failing to comply with the undertaking given ]

(4) list the allegations as set out on N78 if necessary continue on a separate sheet

The allegations made by (3) \_\_\_\_\_ were that (4) \_\_\_\_\_

Details of service on (1) \_\_\_\_\_ of the documents relevant to the application to commit are given in the schedule overleaf

The court read the affidavits of Name(s) \_\_\_\_\_

Date affidavit(s) sworn \_\_\_\_\_

And the court heard oral evidence given by \_\_\_\_\_

*continued overleaf*

And the court is satisfied, having considered the facts disclosed by the evidence, that  
 (1) has been guilty of contempt of this court by  
 disobeying the order dated  
 [or failing to comply with his undertaking] by (5)

(5) give exact details of all the allegations of contempt proved

It is ordered that (1) be committed for  
 the above contempt to Her Majesty's Prison at (6)  
 for a period of (7), or until lawfully discharged if sooner,  
 and that a warrant of arrest and committal be issued forthwith

(6) enter the name of the prison  
 (7) enter the length of sentence

And (1) can apply to the court  
 (or if so ordered to the Judge) to purge his contempt and ask for release  
 [ (8) And, as the court by order dated dispensed with service  
 of the notice of application for a committal order,  
 It is ordered that (1) be brought before  
 a Judge of this court as soon as practicable]

(8) add, if so ordered

(9) insert any other directions given by the Judge, eg suspended order

And it is ordered that (1) do pay to  
 (3) the costs of this application and of the  
 committal, such costs to be taxed by the Registrar and paid to  
 the applicant (plaintiff) within 14 days after the date of taxation

Dated

The Schedule

delete A if committal relates to an N117 undertaking

\* if served on different occasions, please specify

Service of A : the court order dated		endorsed with a penal notice (N77)	
B : the notice of application for a committal order			
Column 1	Column 2	Column 3	
<u>Service A &amp; * B proved by</u>		<u>Substituted service</u>	
<input type="checkbox"/> Endorsement	The court directed service of A & * B on ..... by order(s) dated .....  *and .....  Service was proved as shown in Col. 1	The court dispensed with service of A & * B by order(s) dated .....  *and .....	
<input type="checkbox"/> Affidavit(s) of service			
<input type="checkbox"/> Oral evidence of .....			
by ..... Bailiff of ..... County Court dated ..... *and .....			
of ..... dated ..... *and .....			
dated ..... *and .....			
dated ..... *and .....			

When corresponding with the court, please address forms and letters to the Chief Clerk and quote the case number.  
 The court office at

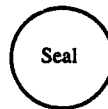
is open from 10 am to 4 pm Monday to Friday.

# Order for Committal for Failure by Solicitor to carry out Undertaking

In the		County Court
Case No.	<i>Always quote this</i>	
Plaintiff's Ref.		

**Plaintiff**

**Defendant**



(1) enter name of person against whom order is made

By an undertaking given to this court on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, (1) \_\_\_\_\_ of \_\_\_\_\_

as solicitor for the plaintiff (or defendant) undertook to<sup>(2)</sup>

(2) state terms of undertaking

Now upon reading the affidavit of \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, and upon hearing

(3) add if solicitor giving the undertaking does not appear in person

<sup>(3)</sup>and being satisfied upon oath [or by the indorsement of \_\_\_\_\_ County Court)], that a copy of the notice to show cause why<sup>(1)</sup> \_\_\_\_\_ should not be committed has been served personally upon him and being satisfied that<sup>(1)</sup> \_\_\_\_\_ has failed to carry out the undertaking before referred to)

(4) insert name of prison used by the court

**It is ordered that<sup>(1)</sup>** \_\_\_\_\_ be committed for contempt to Her Majesty's Prison at<sup>(4)</sup> \_\_\_\_\_ for a period of \_\_\_\_\_ or until lawfully discharged if sooner and that a warrant for the arrest and committal of<sup>(1)</sup> \_\_\_\_\_ be issued forthwith

(5) insert name of party to receive the costs and where payable

**And it is ordered that<sup>(1)</sup>** \_\_\_\_\_ do pay the costs of this application and of the committal, such costs to be taxed by the registrar and paid by<sup>(1)</sup> \_\_\_\_\_ to<sup>(5)</sup> \_\_\_\_\_ within 14 days of taxation

(6) delete if inapplicable

[**And it is further ordered** that any application for the release from custody of<sup>(1)</sup> \_\_\_\_\_ shall be made to the Judge]<sup>(6)</sup>

**Dated**

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at \_\_\_\_\_

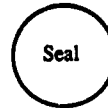
is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

# Order for Discharge from Custody under Warrant of Committal

In the		County Court
Case No.	<i>Always quote this</i>	
Plaintiff's Ref.		

Plaintiff

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

(1) or, if no one appears for him

<sup>(1)</sup>(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 <sup>(2)</sup>\_\_\_\_\_

(3) add if so ordered

**<sup>(3)</sup>And it is ordered that**

do pay the sum of £ \_\_\_\_\_, the costs of this application, such costs to be taxed and paid

(4) insert name of person to whom payment is to be made

to <sup>(4)</sup>\_\_\_\_\_

by \_\_\_\_\_ (or within 14 days of taxation)

**Dated**

**Address for Payment**

**How to Pay**

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N83 Order for discharge from custody under warrant of committal (Order 29, rule 3)

# Garnishee Order to Show Cause

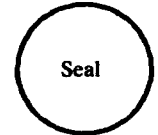
Plaintiff \_\_\_\_\_

Defendant \_\_\_\_\_

Garnishee \_\_\_\_\_

To

<b>In the</b>	
<b>County Court</b>	
<b>Case No.</b>	<i>Always quote this</i>
<b>Plaintiff's Ref.</b>	



Upon reading the affidavit of

filed on

**It is ordered that**

the garnishee do attach so much of the debts owing or accruing from the said garnishee to the defendant as will satisfy a judgment or order obtained against the said defendant by the plaintiff in this court (or

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 to the plaintiff the debt due from the garnishee to the defendant or so much of it as may be sufficient to satisfy the judgment or order, together with the costs of these proceedings

<sup>(2)</sup>The garnishee may, at any time before the return day, give notice to the proper officer at the court that he does not hold any money to the credit of the defendant, and thereupon the proceedings against the garnishee shall be stayed)

Amount remaining due under judgment (or order) £	
Court fee £	
Solicitor's costs £	
<b>Total £</b>	

**Dated**

(\*The name and address of the branch of the garnishee deposit-taking institution at which the defendant's account (account no. \_\_\_\_\_) is believed to be held is: \_\_\_\_\_)

**Defendant's name and address**

**Plaintiff's (solicitor's) address for service**

When corresponding with the court, please address forms and letters to the Chief Clerk and quote the above case number  
The court office at \_\_\_\_\_  
is open between 10 am and 4 pm

**Certificate of Service (garnishee)**

**Certificate of Service (defendant)**

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

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

Service was effected (tick and complete whichever applies)

Service was effected (tick and complete whichever applies)

by posting it to the garnishee on \_\_\_\_\_ at the address stated in the order.

by posting it to the defendant on \_\_\_\_\_ at the address stated in the order.

by posting it to (leaving it at) the address stated in the order as the registered office of the limited company.

by posting it to (leaving it at) the address stated in the order as the registered office of the limited company.

by posting it to (leaving it at) the address stated in the order as the place of business of the limited company.

by posting it to (leaving it at) the address stated in the order as the place of business of the limited company.

by delivering it to the garnishee personally (or to

by delivering it to the defendant personally (or to

\_\_\_\_\_ apparently not less than 16 years old, who promised to give it to the garnishee on the same day) (or on \_\_\_\_\_) at the address stated in the order (or at \_\_\_\_\_)

\_\_\_\_\_ apparently not less than 16 years old, who promised to give it to the defendant on the same day) (or on \_\_\_\_\_) at the address stated in the order (or at \_\_\_\_\_)

by inserting it, enclosed in an envelope addressed to the garnishee, in the letter box at the address stated in the order. I have reason to believe that the order will reach the garnishee in sufficient time, because:

by inserting it enclosed in an envelope addressed to the defendant, in the letter box at the address stated in the order. I have reason to believe that the order will reach the defendant in sufficient time because:

Bailiff / Officer of the Court

Bailiff / Officer of the Court

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

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

Bailiff / Officer of the Court

Bailiff / Officer of the Court

**Certificate of Service (garnishee's branch)**

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

Service was effected (tick and complete whichever applies)

by posting it to the garnishee's branch on \_\_\_\_\_ at the address stated in the order.

by delivering it to the garnishee's branch personally (or to

\_\_\_\_\_ apparently not less than 16 years old, who promised to give it to the garnishee's branch on the same day) (or on \_\_\_\_\_) at the address stated in the order (or at \_\_\_\_\_)

by inserting it enclosed in an envelope addressed to the garnishee's branch, in the letter box at the address stated in the order. I have reason to believe that the order will reach the garnishee in sufficient time because:

Bailiff / Officer of the Court

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

Bailiff / Officer of the Court



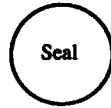
# Garnishee Order Absolute

Plaintiff .....

Defendant .....

Garnishee .....

In the	
County Court	
Case No.	<i>Always quote this</i>
Plaintiff's Ref.	



## To the garnishee

**Upon hearing** the plaintiff('s solicitor) 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 garnishee to the defendant should be attached to satisfy a judgment obtained against the defendant by the 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 therefore ordered** that the garnishee do pay to the plaintiff the sum of £ \_\_\_\_\_ the debt due from the garnishee to the defendant (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 £ \_\_\_\_\_ the costs of these proceedings) <sup>(1)</sup> to the plaintiff by

(1) delete if garnishee owes less than the judgment debt, costs and costs of these proceedings

**(And** that the sum of £ \_\_\_\_\_, the plaintiff's costs 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 the judgment debt)<sup>(2)</sup>

(2) delete if garnishee is able to satisfy the judgment debt, costs and costs of these proceedings.

**Dated**

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

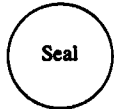
N85 Garnishee order absolute (Order 30, rule 7(1))

# Order Revoking an Administration Order

In the \_\_\_\_\_  
County Court

Debtor

Administration Order Number	
-----------------------------	--



To the debtor and creditor

It is ordered that the administration order made against the above named debtor on the \_\_\_\_\_ be revoked (because) (unless) \_\_\_\_\_

Dated \_\_\_\_\_

### How to Pay

Note to the debtor - the instructions below tell you how to pay your creditors after the administration order has been revoked

- PAYMENT(S) MUST NOW BE MADE to the creditors or their representatives, quoting their reference (and the court case number if applicable).
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the creditor or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the creditor or his representative.

\* delete if not applicable

**\*To the creditor**

**\*Creditor's ref:**

**\*Case no:**

The court has declared a dividend on the amount of money paid by the debtor.

Enclosed is a payable order for £ \_\_\_\_\_

To

The court office at \_\_\_\_\_

is open between 10 am and 4 pm Monday to Friday

When corresponding with the court, please address forms or letters to the Chief Clerk and quote the above administration order number

# Order Suspending or Varying an Administration Order

In the

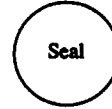
County Court

Debtor

--

Administration  
Order Number

--



To the debtor and creditor

**It is ordered** that the administration order made against the above named debtor on the  
be (suspended) (varied) provided that

Dated

\* delete if  
not  
applicable

**\*To the creditor**

**\*Creditor's ref:**

**\*Case no:**

The court has declared a dividend on the amount of money paid by the debtor.

Enclosed is a payable order for £

To

--

The court office at

is open between 10 am and 4 pm Monday to Friday

**When corresponding with the court, please address forms or letters to the Chief Clerk and quote the above administration order number**



# Summons in Personam Admiralty Jurisdiction

(fixed amount)

**Plaintiff's  
full name  
Address**

**Name and  
address for  
service and  
payment**  
(if different from above)  
**Ref/Tel No.**

**Defendant's  
name  
Address**

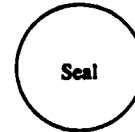
Always quote this number

<b>Case Number</b>	
------------------------	--

<b>In the</b>	<b>County Court</b>
---------------	---------------------

<b>The court office at</b>  is open from 10 am to 4 pm Monday to Friday
---

**Do not send payments to the court**



## To the Defendant

● **The plaintiff claims** ..... (see particulars enclosed)

**Court fee**

**Solicitor's costs**

**Total amount**

**This summons was issued on**

£	p

● **What you should do**

**Within 14 days from the date of service (which is explained overleaf under the heading General information) you should either:**

- **pay the total amount of the claim and costs to the person named at the address for payment above (see also How to Pay overleaf);**

**OR**

- **send to the court an admission, defence or counterclaim using the enclosed form.**

**If you do nothing, judgment may be entered against you and enforcement proceedings may be commenced without further notice.**

**Important - for instructions turn over.**

# Please read this page: it will help you deal with the summons

## Instructions

### Within 14 days after the date of service, you must:

- If you admit all or part of the claim, pay the amount admitted and the costs to the address for payment overleaf (see How to Pay box). If you require time to pay, complete the enclosed form of admission and send it to the court.  
If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay. If your offer is not accepted, the court will arrange a hearing which you should attend.
- If you dispute all or part of the claim, return the enclosed form of defence to the court stating clearly how much you dispute and your reasons for doing so. If you dispute only part of the claim, you should also fill in the part of the form for admitting the claim. Pay the amount admitted to the address for payment. If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the address for payment unless you dispute having to pay them. Explain your reasons. If you send 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 enclosed form of counterclaim giving details of your claim. If your counterclaim exceeds the claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

## General information

- If you received this summons through the post the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark. You have 14 days from this date to pay or reply to the summons.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you intend to defend this claim and the court named on this summons is not your local county court, you may write to the court named, asking for the case to be transferred to your nearest county court with Admiralty jurisdiction and explaining your reasons. However, if the action is transferred and you later lose the case, you may have to pay more in costs.
- You can get application forms for issue of a witness summons at the court office.
- Any delay in payment or in returning the enclosed form may add to the costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the case number.

## How to Pay

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

N96 Summons in personam (fixed amount) (Admiralty jurisdiction)

CASE NO.

### Certificate of Service

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

Bailiff/Officer of the Court

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

Bailiff/Officer of the Court



# Summons in Rem Admiralty Jurisdiction

(fixed amount)

Plaintiff's  
full name  
Address

Name and  
address for  
service and  
payment  
*(if different from above)*  
Ref/Tel No.

Defendant's  
name  
Address

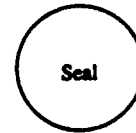
Always quote this number

Case Number	
-------------	--

In the	County Court
--------	--------------

The court office at
is open from 10 am to 4 pm Monday to Friday

**Do not send payments to the court**



The owners of the

## To the defendant

(1) state nature of the action

● An action for<sup>(1)</sup>

(2) describe and name the ship

has been commenced in this court,

(3) add where action is against ship and freight

on behalf of

of

against the<sup>(2)</sup>

(4) where action is against ship, cargo and freight

(and the freight due for the transportation of the cargo now or lately laden therein)<sup>(3)</sup>

(and the cargo now or lately laden therein, together with freight due for the transportation thereof)<sup>(4)</sup>

● The plaintiff claims ..... (see particulars enclosed)

£                      p

--	--

Court fee

Solicitor's costs

**Total amount**

This summons was issued on

--	--

### ● What you should do

Within 14 days from the date of service (which is explained overleaf under the heading **General information**) you should either:

- pay the total amount of the claim and costs to the person named at the address for payment above (see also **How to Pay overleaf**);
- OR

- send to the court an admission, defence or counterclaim using the enclosed form.

If you do nothing, judgment may be entered against you and enforcement proceedings may be commenced without further notice.

**Important - for instructions turn over**

# Please read this page: it will help you deal with the summons

## Instructions

### Within 14 days after the date of service, you must:

- If you admit all or part of the claim, pay the amount admitted and the costs to the address for payment overleaf (see How to Pay box). If you require time to pay, complete the enclosed form of admission and send it to the court.  
If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay. If your offer is not accepted, the court will arrange a hearing which you should attend.
- If you dispute all or part of the claim, return the enclosed form of defence to the court stating clearly how much you dispute and your reasons for doing so. If you dispute only part of the claim you should also fill in the part of the form for admitting the claim. Pay the amount admitted to the address for payment. If you have paid the amount of the plaintiff's claim since the summons was issued, fill in the part of the form for defending the claim. Say when you paid the claim. Then pay the costs to the address for payment unless you dispute having to pay them. Explain your reasons. If you send 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 enclosed form of counterclaim giving details of your claim. If your counterclaim exceeds the claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

## General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark. You have 14 days from this date to pay or reply to the summons.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you intend to defend this claim and the court named on this summons is not your local county court, you may write to the court named, asking for the case to be transferred to your nearest county court with Admiralty jurisdiction and explaining your reasons. However, if the action is transferred and you later lose the case, you may have to pay more in costs.
- You can get application forms for issue of a witness summons at the court office.
- Any delay in payment or in returning the enclosed form may add to the costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the case number.

N97 Summons in rem (fixed amount) (Admiralty jurisdiction)

## How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information, you should contact the plaintiff or his representative.

CASE NO.

### Certificate of Service

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on at the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

Bailiff/Officer of the Court

OR

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

Bailiff/Officer of the Court



# Summons in Personam Admiralty Jurisdiction

(amount not fixed)

Plaintiff's full name  
Address

Plaintiff's Solicitor's Address

Ref/Tel No.

Defendant's name  
Address

Always quote this number

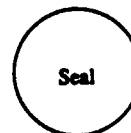
Case Number

In the

County Court

The court office at

is open from 10 am to 4 pm Monday to Friday



## To the defendant

- The plaintiff claims.....(see particulars enclosed)

Court fee

Solicitor's costs

Total amount

This summons was issued on

£ p


- What you should do

Within 14 days from the date of service (which is explained overleaf under the heading **General information**) you should send to the court an admission, defence or counterclaim using the enclosed form.

If you do nothing judgment may be entered against you without further notice (except in claims involving salvage or towage).

**Important - for instructions turn over**



# Please read this page: it will help you deal with the summons

## Instructions

### Within 14 days after the date of service, you must:

- If you admit all or part of the claim, pay the amount admitted and the costs into court (see Payments into Court box). If you require time to pay, complete the enclosed form of admission and send it to the court.  
If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay. If your offer is not accepted, the court will arrange a hearing which you should attend.
- If you dispute all or part of the claim, return the enclosed form of defence to the court stating clearly how much you dispute and your reasons for doing so. If you send 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 enclosed form of counterclaim giving details of your claim. If your counterclaim exceeds the claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

## General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you intend to defend this claim and the court named on this summons is not your local county court, you may write to the court named asking for the case to be transferred to your nearest county court with Admiralty jurisdiction and explaining your reasons. However, if the action is transferred and you later lose the case, you may have to pay more in costs.
- You can get application forms for issue of a witness summons at the court office.
- Any delay in payment or in returning the enclosed form may add to the costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the case number.

## Payments into Court

### You can pay the court

by calling at the court office which is open  
10 am to 4 pm Monday to Friday.

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to  
HM Paymaster General and crossed.

Please bring this form with you.

### By post

You may only pay by:

- postal order
- banker's or girodraft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.  
This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

The court cannot accept stamps or payments by bank and giro credit transfers.

### Note:

You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff.

N98 Summons in personam (amount not fixed) (Admiralty jurisdiction)

CASE NO.

### Certificate of Service

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

Bailiff/Officer of the Court

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

Bailiff/Officer of the Court



# Summons in Rem Admiralty Jurisdiction

(amount not fixed)

Plaintiff's  
full name  
Address

Plaintiff's  
Solicitor's  
Address

Ref/Tel No.

Defendant's  
name  
Address

Always quote this number

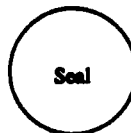
Case  
Number

In the

County Court

The court office at

is open from 10 am to 4 pm Monday to Friday



The owners of the

## To the defendant

(1) state nature  
of the action

● An action for <sup>(1)</sup>

has been commenced in this court,

(2) describe and  
name the ship

on behalf of

(3) add where  
action is against  
ship and freight

of

against the<sup>(2)</sup>

(4) where action  
is against ship,  
cargo and  
freight

(and the freight due for the transportation of the cargo now or lately laden therein)<sup>(3)</sup>

(and the cargo now or lately laden therein, together with freight due for the transportation thereof)<sup>(4)</sup>

● The plaintiff claims ..... (see particulars enclosed)

£                      p

Court fee

Solicitor's costs

Total amount

This summons was issued on


● What you should do

Within 14 days from the date of service (which is explained overleaf under the heading **General information**) you should send to the court an admission, defence or counterclaim using the enclosed form.

If you do nothing, judgment may be entered against you without further notice (except in claims involving salvage or towage).

**Important - for instructions turn over**

# Please read this page: it will help you deal with the summons

## Instructions

Within 14 days after the date of service, you must:

- If you admit all or part of the claim, pay the amount admitted and the costs into court (see Payments into Court box). If you require time to pay, complete the enclosed form of admission and send it to the court.  
If your offer of payment is accepted, the court will enter judgment and send an order telling you how to pay. If your offer is not accepted, the court will arrange a hearing which you should attend.
- If you dispute all or part of the claim, return the enclosed form of defence to the court stating clearly how much you dispute and your reasons for doing so. If you send 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 enclosed form of counterclaim giving details of your claim. If your counterclaim exceeds the claim, you may have to pay a fee - the court will let you know. Unless the plaintiff admits your counterclaim there will be a hearing. The court will tell you when to attend.

## General information

- If you received this summons through the post, the date of service will be 7 days (for a limited company at its registered office, the second working day) after the date of posting as shown by the postmark.
- You can get help to complete the enclosed form at any county court office or citizens' advice bureau.
- If you intend to defend this claim and the court named on this summons is not your local county court, you may write to the court named, asking for the case to be transferred to your nearest county court with Admiralty jurisdiction and explaining your reasons. However, if the action is transferred and you later lose the case, you may have to pay more in costs.
- You can get application forms for issue of a witness summons at the court office.
- Any delay in payment or in returning the enclosed form may add to the costs.
- When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the case number.

### Payments into Court

**You can pay the court**  
by calling at the court office which is open  
10 am to 4 pm Monday to Friday.  
You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

Cheques and drafts must be made payable to HM Paymaster General and crossed.  
*Please bring this form with you.*

**By post**  
You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees)

The payment must be made out to HM Paymaster General and crossed.  
This method of payment is at your own risk.  
And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court cannot accept stamps or payments by bank and giro credit transfers.*

**Note:**  
You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff.

N99 Summons in rem (amount not fixed) (Admiralty jurisdiction)

CASE NO.

### Certificate of Service

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

Service was effected (tick and complete whichever applies)

by posting it to the defendant on the address stated on the summons.

by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.

by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.

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

at the address stated on the summons (or at

by inserting it, enclosed in an envelope addressed to the defendant, in the letter box at the address stated on the summons. I have reason to believe that the summons will reach the defendant in sufficient time, because:

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

Bailiff Officer of the Court

# Judgment in Personam Admiralty Jurisdiction

Plaintiff

Defendant

In the

County Court

Case No.

*Always  
quote  
this*

Plaintiff's Ref.

**DO NOT SEND PAYMENTS  
TO THE COURT**



**It is adjudged** that the plaintiff do recover against the defendant the sum of £

<sup>(1)</sup> specify for

and £

for costs (or his costs of this action to be taxed

on scale

)

**It is ordered** that the defendant do pay to the plaintiff the sum of £

(forthwith)

(or by

)

(and do pay the amount of the taxed costs by that day, or if the costs have not been taxed, within 14 days of taxation)

**Or** (together with the costs when taxed) by instalments of £

for every calendar month, the first

instalment to reach the plaintiff by

Dated

## Take Notice

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

Address for Payment

How to Pay

- PAYMENT(S) MUST BE MADE to the person named at the address for payment, quoting their reference and the court case number.
- DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N108 Final judgment in personam (Admiralty jurisdiction) (Order 40, rule 19(3))

**Judgment in Rem  
Admiralty Jurisdiction**

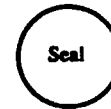
**Plaintiff**

**Defendants**

**The owners of the**

<b>In the</b>		<b>County Court</b>
<b>Case No.</b>	<i>Always quote this</i>	
<b>Plaintiff's Ref.</b>		

**DO NOT SEND PAYMENTS  
TO THE COURT**



**It is adjudged** that the plaintiff do recover the sum of £

specify for <sup>(1)</sup> and £  
on scale )

for costs (or his costs of this action to be taxed

**It is ordered** that the defendants do pay to the plaintiff the sum of £

(forthwith)

(or by )

(and do pay the amount of the taxed costs by that day, or if the costs have not been taxed, within 14 days of taxation)

**Or** (together with the costs when taxed) by instalments of £  
instalment to reach the plaintiff by

for every calendar month, the first

**Dated**

**Take Notice**

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you**

\_\_\_\_\_ **Address for Payment** \_\_\_\_\_

\_\_\_\_\_ **How to Pay** \_\_\_\_\_

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment, quoting their reference and the court case number.
- **DO NOT** bring or send payments to the court. **THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the plaintiff or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the plaintiff or his representative.

The court office at

is open between 10 am and 4 pm. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

**N109** Final judgment in rem (Admiralty jurisdiction) (Order 40, rule 19(3))

We, the undersigned members of the Rule Committee appointed by the Lord Chancellor under section 75 of the County Courts Act 1984(a), having by virtue of the powers vested in us in that behalf made the foregoing Rules, do hereby certify the same under our hands and submit them to the Lord Chancellor accordingly.

*C.S. Stuart-White,  
A.N. Fricker,  
R. Greenslade,  
Patrick Eccles,  
Gillian Stuart-Brown,  
Eifion Roberts,  
R.E. Hammerton,  
K.H.P. Wilkinson,  
R.C. Newport.*

I allow these Rules, which shall come into force on 1st April 1990.

Dated 5th March 1990

*Mackay of Clashfern, C.*

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(a) 1984 c. 28.

## EXPLANATORY NOTE

*(This note is not part of the Rules)*

These Rules amend the County Court (Forms) Rules 1982 following the restriction of the county courts' banking function by the County Court (Amendment No. 3) Rules 1989 (S.I. 1989/1838).

Under the new arrangements, any payments made before judgment is entered, and after judgment but before enforcement, must be made direct to the plaintiff and not through the court (subject to some exceptions, e.g. for payments made for the benefit of a person under a disability). When steps are taken to enforce a judgment, payments must be made through the court as long as the enforcement process continues. Thereafter payment must, once again, be made direct to the judgment creditor. The Amendment No. 3 Rules also made provision for the creditor to certify the amount outstanding when enforcement proceedings are begun. These Rules amend the court forms to reflect the new arrangements. Since the court will no longer maintain records of payments made, the relevant court forms are also amended to advise parties of the desirability of keeping records of payments and of providing receipts.