

Status: This is the original version (as it was originally made).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

SCHEDULE



County Court Summons

(1)
Plaintiff's full name address

(2)
Name and address for service and payment
(1) 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

<p>What the plaintiff claims from you</p> <p>Give brief description of type of claim e.g. price of goods</p> <p>Particulars of the plaintiff's claim against you</p>	<p>If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose:</p>							
	<table border="1"> <tr> <td>Plaintiff's claim</td> <td></td> </tr> <tr> <td>Court fee</td> <td></td> </tr> <tr> <td>Solicitor's costs</td> <td></td> </tr> <tr> <td>Total amount</td> <td></td> </tr> </table> <p>Issued on _____</p>	Plaintiff's claim		Court fee		Solicitor's costs		Total amount
Plaintiff's claim								
Court fee								
Solicitor's costs								
Total amount								
<p>Signed Plaintiff's solicitor (or see enclosed form Particulars of claim)</p>	<p>What you should do</p> <p>Within 14 days from the date of service (which is explained overleaf under the heading General information) you should either</p> <ul style="list-style-type: none"> ● 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 <p>If you do nothing, judgment may be entered against you and enforcement proceedings may be commenced without further notice.</p> <p>For more information on what to do next, please read the back of the form.</p>							

N1 Default summons (fixed amount) (Order 3, rule 3(2)(b))

Status: This is the original version (as it was originally made).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

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:

N1 Default summons (fixed amount)

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:

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County Court Summons

Always quote this number

Plaintiff's
full name
Address

Plaintiff's
Solicitor's
Address

Ref/Tel no.

Defendant's
name
Address

Case Number	
In the	
County Court	
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**

<p>What the plaintiff claims from you</p> <p>Give brief description of type of claim e.g. price of goods</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>Particulars of the plaintiff's claim against you</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>Signed Plaintiff's solicitor (or see enclosed form Particulars of claim)</p>	<p>If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 70%;">Plaintiff's claim</td> <td style="width: 30%;"></td> </tr> <tr> <td>Court fee</td> <td></td> </tr> <tr> <td>Solicitor's costs</td> <td></td> </tr> <tr> <td>Total amount</td> <td></td> </tr> </table> <p>Issued on _____</p> <p>What you should do</p> <p>Within 14 days from the date of service (which is explained overleaf under the heading General information), you should either</p> <ul style="list-style-type: none"> • pay the total amount into court (see Payments into Court box overleaf); <li style="text-align: center;">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; <li style="text-align: center;">or • defend the claim by filling in the back of the enclosed form and sending it to the court. <p>If you do nothing, judgment may be entered against you, and enforcement proceedings may be commenced without further notice.</p> <p>For more information on what to do next, please read the back of the form</p>	Plaintiff's claim		Court fee		Solicitor's costs		Total amount	
Plaintiff's claim									
Court fee									
Solicitor's costs									
Total amount									

N1(D) Default summons (fixed amount, plaintiff under disability) (Order 3, rule 3(2)(b))

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

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.

NI(D) Default summons (fixed amount, plaintiff under disability)

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:

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County Court Summons

Case Number <small>(Always quote this)</small>	
In the County Court	

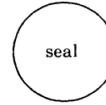
(1)
Plaintiff's full name address

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

(3)
Defendant's name address

Court Address :

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



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 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)

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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

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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

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County Court Summons

Always quote this number

Case Number	
In the	
County Court	
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.

<p>What the plaintiff claims from you</p> <p>Give brief description of type of claim</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p>Particulars of the plaintiff's claim against you</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div> <p>Signed Plaintiff('s solicitor) (or see enclosed form Particulars of claim)</p>	<p>If the defendant does not live within the district of the court, the plaintiff states that the cause of action arose:</p> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> <p>Plaintiff's claim : see particulars</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Court fee</td> <td style="border: 1px solid black; width: 20%;"></td> <td style="border: 1px solid black; width: 20%;"></td> </tr> <tr> <td>Solicitor's costs</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>Total amount</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table> <p>Issued on _____</p> <p>What you should do</p> <p>Within 14 days from the date of service (which is explained overleaf under the heading General Information), you should either</p> <ul style="list-style-type: none"> ● 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; <li style="text-align: center;">or ● defend the claim by filling in the back of the enclosed form and sending it to the court. <p>If you do nothing, judgment may be entered against you.</p> <p>For more information on what to do next, please read the back of the form.</p>	Court fee			Solicitor's costs			Total amount		
Court fee										
Solicitor's costs										
Total amount										

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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:

N2 Default summons (amount not fixed)

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:

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Fixed Date Summons Pre-Trial Review

**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 case number

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



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

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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.

N3 Fixed date summons (pre-trial review)

- 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.

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
M12 Certificate of service (Order 7, rule 6 (1)(a) and (2))

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



Fixed Date Summons

**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



To the defendant

- **The plaintiff claims** (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. Failure to attend may result in judgment being entered against you.

Important - for instructions turn over

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

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.

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 (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:

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



Summons for Possession of Land

Plaintiff's full name
Address

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

Defendant's name
Address

- 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

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



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

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

Bailiff/ Officer of the Court

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



Possession Summons (Forfeiture)

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	

**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

⁽¹⁾ See note (a) overleaf

- **The claim will be heard**

on

am/pm

at

when you are summoned to attend.

Important — for instructions turn over

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

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

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

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



Summons for Arrears of Rent

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



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

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

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

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:

Bailiff/Officer of the Court
N12 Certificate of service (Order 7, Rule 61(1)(a) and (2))

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

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)

<input type="text"/>	£	:
----------------------	---	---

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	Signed (to be signed by you or by your solicitor)
Post code <input type="text"/>	Dated <input type="text"/>

N9 (SPC) Form of admission, defence and counterclaim to accompany form N1 (SPC) (Order 3, rule 3(2)(c))

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	£	:
Electricity	£	:
Community charge	£	:
Water rates	£	:

Other regular payments (give details below)

<input type="text"/>	£	:
----------------------	---	---

Credit card and other debts (please list)

<input type="text"/>	£	:
----------------------	---	---

Of the payments above, I am behind with payments to

<input type="text"/>	£	:
----------------------	---	---

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

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p align="center">Form for Replying to a Summons</p> <ul style="list-style-type: none"> 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 <p>What is your full name? (BLOCK CAPITALS)</p> <p>Surname <input style="width: 100%;" type="text"/></p> <p>Forenames <input style="width: 100%;" type="text"/></p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/></p> <p>How much of the claim do you admit?</p> <p><input type="checkbox"/> All of it (complete only sections 1 and 2)</p> <p><input type="checkbox"/> Part of it (sections 1, 2, 3, 4, 5) Amount £ <input style="width: 50px;" type="text"/> :</p> <p><input type="checkbox"/> None of it (complete sections 3, 4 and 5 overleaf)</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>Section 1 Offer of payment</p> <p>I offer to pay the amount admitted on (date) <input style="width: 100px;" type="text"/></p> <p>or for the reasons set out below I cannot pay the amount admitted in one instalment but I can pay by monthly instalments of £ <input style="width: 50px;" type="text"/> :</p> <p><small>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.</small></p> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>Section 2 Income and outgoings</p> <p>a. Employment I am</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> A pensioner</p> <p><input type="checkbox"/> Self employed as a <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Employed as a <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">My employer is <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">Employer's address <input style="width: 100px;" type="text"/></p> <p>b. Income <small>specify period: weekly, fortnightly, monthly etc.</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">My usual take home pay is</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 10%; text-align: right;">:</td> </tr> <tr> <td>Child benefit(s) total</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>My state benefit(s) total</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>My pension(s) total</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Other people living in my home give me</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Other income <small>(give details below)</small></td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> </table> <p align="center"><small>continue on a separate sheet if necessary - put the case number in the top right hand corner</small></p> </div> </div>	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 <small>(give details below)</small>		£	:	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p align="center">In the County Court</p> <p>Case Number <small>(always quote this)</small> <input style="width: 100%;" type="text"/></p> <p>Plaintiff <small>(reference)</small> <input style="width: 100%;" type="text"/></p> <p>Defendant <input style="width: 100%;" type="text"/></p> <p>c. Bank account and savings</p> <p><input type="checkbox"/> I do not have a bank account</p> <p><input type="checkbox"/> I have a bank account with <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">At (branch) <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">The account is <input type="checkbox"/> in credit <input type="checkbox"/> overdrawn £ <input style="width: 50px;" type="text"/> :</p> <p><input type="checkbox"/> I do not have a savings account</p> <p><input type="checkbox"/> I have a savings account with <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">At (branch) <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">The amount in the account is £ <input style="width: 50px;" type="text"/> :</p> <p>d. Dependants <small>(people you look after financially)</small></p> <p>Number of dependants <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/></p> <p style="margin-left: 20px;"><small>(give ages of children)</small> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/></p> <p>e. Outgoings</p> <p>I make regular payments as follows :</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;"><small>weekly</small></th> <th style="width: 10%; text-align: center;"><small>monthly</small></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Mortgage</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Rent</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Mail order</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>TV rental/licence</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>HP repayments</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Court orders</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td align="center" colspan="5"><small>specify period: yearly, quarterly etc.</small></td> </tr> <tr> <td>Gas</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Electricity</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Community charge</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> <tr> <td>Water rates</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">£</td> <td style="text-align: right;">:</td> </tr> </tbody> </table> <p>Other regular payments <small>(give details below)</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 10%; text-align: right;">:</td> </tr> </table> <p>Credit card and other debts <small>(please list)</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 10%; text-align: right;">:</td> </tr> </table> <p>Of the payments above, I am behind with payments to</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 10%; text-align: right;">:</td> </tr> </table> </div>		<small>weekly</small>	<small>monthly</small>			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"/>	£	:	<small>specify period: yearly, quarterly etc.</small>					Gas	<input type="checkbox"/>	<input type="checkbox"/>	£	:	Electricity	<input type="checkbox"/>	<input type="checkbox"/>	£	:	Community charge	<input type="checkbox"/>	<input type="checkbox"/>	£	:	Water rates	<input type="checkbox"/>	<input type="checkbox"/>	£	:		£	:		£	:		£	:
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My state benefit(s) total		£	:																																																																																											
My pension(s) total		£	:																																																																																											
Other people living in my home give me		£	:																																																																																											
Other income <small>(give details below)</small>		£	:																																																																																											
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<p>Give an address to which notices about this case should be sent to you</p> <p style="text-align: right;">Post code <input style="width: 50px;" type="text"/></p>	<p>Signed</p> <p><small>(to be signed by you or by your solicitor)</small></p> <p><input style="width: 100%;" type="text"/></p> <p>Dated</p> <p><input style="width: 100%;" type="text"/></p>																																																																																													

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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

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

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:

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

	<small>weekly</small>	<small>monthly</small>	
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 £ :
 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 £ :

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	Signed
Post code	(To be signed by you or by your solicitor)
	Dated

N10 (HP/CCA) Form of admission, defence and counterclaim to accompany forms N3 and N4 (Hire Purchase Act 1965, section 35 or Hire Purchase Act 1938, section 12, Order 3, rule 3(2)(c) and the Consumer Credit Act 1974, section 133, Order 3 Rule 3 (2)(c))

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

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 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.

<p>Give an address to which notices about this case can be sent to you</p> <p>Post code <input type="text"/></p>	<p>Signed</p> <p><i>(To be signed by you or by your solicitor)</i></p> <p>Dated</p>
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Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**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

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

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

<p>Give an address to which notices about this case should be sent to you</p>	<p>Signed</p> <p><i>(To be signed by you or by your solicitor)</i></p>
	<p>Dated</p>

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

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))

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

Request for Entry of Judgment by Default

Plaintiff
 Defendant(s)

In the	
County Court	
Case Number	
Plaintiff's Ref	

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%

£	
Sub total	

● **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.

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

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
	<ul style="list-style-type: none"> • 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 <u>at least</u> 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.

N22 Judgment for plaintiff for costs where whole claim paid or amount paid accepted in satisfaction (Order 11, rules 2(3),(b), 3(5),(a))

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

Judgment where Counterclaim is made

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 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)

(1) if the same party succeeds both in the action and on the counterclaim, complete this section **It is ordered** that the plaintiff (or defendant) do pay the plaintiff (or defendant)⁽¹⁾ the sum of £ _____ (together with the costs when taxed) being the amount adjudged against him

(2) if one party succeeds in the action and the other on the counterclaim, complete this section **(Or** ⁽²⁾ the sum of £ _____ (together with the costs when taxed), the balance in favour of the plaintiff (or defendant) after the deduction of the amount adjudged to the plaintiff (or defendant)), the said sum to 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))

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

Judgment for Plaintiff

Plaintiff (with costs to be taxed)

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 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.

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

Judgment for Plaintiff

(Recovery of Land)

Plaintiff

Defendant

In the	County Court
Case No. <small>Always quote this</small>	
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:⁽¹⁾

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.

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

Judgment for Plaintiff - Forfeiture
(Non-payment of rent)

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:⁽¹⁾

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

And that the plaintiff do recover against the defendant the sum of £ _____ for 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 ⁽²⁾ _____ (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))

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

Judgment for Plaintiff - Forfeiture

Plaintiff (order refused under Rent Acts)

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 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:⁽¹⁾

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

And that the plaintiff do recover against the defendant the sum of £ _____ for 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 ⁽²⁾ _____ (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.

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

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

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: ⁽¹⁾

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

And that the plaintiff do recover against the defendant the sum of £ _____ for 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 ⁽²⁾ (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))

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

Suspended Order for Recovery of Land

Plaintiff

Defendant

In the	County Court
Case No. <small>Always quote this</small>	
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:⁽¹⁾

And that the plaintiff do recover against the defendant the sum of (£ for arrears of rent and mesne profits and) £ for costs (or his costs of this action to be taxed on scale), (amounting together to the sum of £).

It is ordered that the judgment for possession shall not be enforced for days in any event, and for so long thereafter as the defendant punctually pays to the plaintiff 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 £)⁽²⁾

(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.

- * 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

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.

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

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: ⁽¹⁾

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))

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

Judgment for Plaintiff (payment by instalment)

Plaintiff

Name and address for payment
Ref / Tel no.

Defendant

Always quote this number

<i>Case Number</i>	
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



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

- **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.

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

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.

N30(1) Judgment for plaintiff (Order 22, rule 1(1))

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

Judgment for Plaintiff

Always quote this number

Disposal without hearing (Single payment or instalment)

Plaintiff

Name and address for payment
(if different from above)

Ref/Tel no.
Defendant

Case No.	
-----------------	--

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



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
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

(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.

N30(2) Judgment for plaintiff(disposal without hearing) (Order 22, rule 1(1)).

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

**Suspended Order for Possession
(mortgaged land)**

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

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:-⁽¹⁾

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

And that the plaintiff do recover against the defendant the sum of £ _____ for 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.

N31 Order for possession of mortgaged land suspended under the Administration of Justice Acts 1970 and 1973 - (Order 22, rule 1(1))

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

Judgment for Delivery of Goods

Plaintiff

Defendant

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

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:⁽¹⁾

(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

⁽²⁾ that the defendant do return the goods to the plaintiff, or do pay the sum of £ _____, their value, to reach the plaintiff by _____

Or ⁽²⁾ 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.

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

Judgment for Delivery of Goods

Plaintiff

Defendant

In the	
County Court	
Case No.	<i>Always quote this</i>
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) ⁽¹⁾ hire-purchase agreement [or regulated conditional sale agreement] dated the _____ day of _____ 19____ made between plaintiff and the defendant(s) ⁽²⁾ the plaintiff do recover against the defendant ⁽³⁾ the following goods of the plaintiff, being goods subject to the agreement and wrongfully detained by the defendant, namely:- ⁽⁴⁾

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 ⁽³⁾ _____ 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.

- * 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)).

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

Judgment for Delivery of Goods (suspended)

Plaintiff

Defendant

In the	
County Court	
Case No.	Always quote this
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

(5) add any further conditions imposed by the court

(6) state any other respects in which the agreement is to be modified.

It is adjudged that the defendant having failed to comply with the terms of a (regulated) ⁽¹⁾ hire-purchase agreement [or regulated conditional sale agreement] dated the _____ day of _____ 19____ made between the plaintiff and the defendant(s) ⁽²⁾ the plaintiff do recover against the defendant ⁽³⁾ _____ 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 ⁽³⁾ _____ 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))

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

Judgment for Delivery of Goods

Plaintiff

Defendant

In the		County Court
Case No.	<small>Always quote this</small>	
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

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

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

_____ 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⁽³⁾ _____ 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 _____]

And that the plaintiff's title to the following goods be transferred to the defendant⁽⁵⁾

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 EdI(274221)

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

Variation Order (return of goods)

Plaintiff

[Empty box for Plaintiff name]

Defendant

[Empty box for Defendant name]

In the		County Court
Case No.	<i>Always quote this</i>	
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:⁽¹⁾

(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:⁽²⁾

(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⁽³⁾

do return the goods specified in the judgment to the plaintiff by

And that the defendant⁽³⁾ 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

[Empty box for 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.

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))

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

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

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 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))

Dd 8156078 30M 12/89 Ed(274173)

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

Judgment for Delivery of Goods (simple hire agreement)

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 the following goods of the plaintiff wrongly detained by the defendant, namely: ⁽¹⁾

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

_____ of the value of £ _____ and also the sum of £ _____ for costs _____ 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 £ _____ for costs, amounting together to the sum of £ _____, to the plaintiff 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 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.
N333 Judgment for delivery of goods let under a regulated consumer hire agreement (Order 22,rule 1(1))

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

Final Judgment for Plaintiff

Plaintiff (after assessment of damages)

Defendant

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

DO NOT SEND PAYMENTS TO THE COURT



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))

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

Variation Order

Plaintiff

Defendant

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

DO NOT SEND PAYMENTS TO THE COURT



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

*delete where balance is not known to the court

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

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.

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

Order for Possession (under Order 24)
Applicant

Respondent

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

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:⁽¹⁾

(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.

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

Order for Oral Examination of Judgment Debtor

Plaintiff

--

Defendant

--

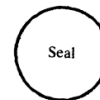
In the	
County Court	
Case No.	<small>Always quote this</small>
Oral Exam No.	
Plaintiff's Ref.	

Do not send payments to the court

To the defendant

On the _____ the plaintiff obtained a judgment (or order) against you in this court (_____)⁽¹⁾
 [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)]⁽²⁾

(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 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⁽³⁾

(3) see note overleaf

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

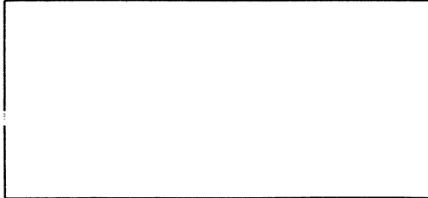
Balance due at date of this request	£	
Fee on issue of this order	£	
AMOUNT NOW DUE	£	
Unsatisfied warrant costs not included above	£	

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

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

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 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

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

**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(⁽¹⁾ 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))⁽²⁾ and as it appears that you are an officer of the defendant company (or _____)

You are ordered to attend before the Registrar (or before one of the officers) of this court at the court office at

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

And it is further ordered that the costs of this application and of the examination 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	£	
AMOUNT NOW DUE	£	
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.

N38 Order for oral examination (person other than judgment debtor) (Order 25, rule 3(4))

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

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:

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

Bailiff Officer of the Court

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

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

To (the defendant)

In the	
County Court	
Case No.	Always quote this
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.
N39 Order for defendant's attendance at an adjourned hearing of an oral examination (Order 25, rule 3(4))

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

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

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

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

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

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.

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

Returns other than payments		Date of levy		19	
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 (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 _____

In the _____ **Case no** _____

County Court

Warrant of Delivery

To the Registrar and Bailiff at _____ **Warrant number** _____

Date applied for at _____ **o'clock**

PLAINTIFF _____

Plaintiff(solicitor)'s address _____

_____ **Ref. DEFENDANT(S)**

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)

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

(for the) plaintiff

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

N46 Warrant of delivery (Order 26, rule 16)

In the _____ **Case no** _____

County Court

Warrant of Delivery

To the Registrar and Bailiff at _____ **Warrant number** _____

Date applied for at _____ **o'clock**

PLAINTIFF _____

Plaintiff(solicitor)'s address _____

_____ **Ref. DEFENDANT(S)**

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 * (suspended on payment of the unpaid balance)

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
Total amount 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

Dd 8158095 19M 2/90 Ed(274403)

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

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 _____

Returns other than payments		Date of levy		19
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 _____

In the
County Court
Warrant of Delivery

To the Registrar and Bailiff at

Case no _____
Warrant number _____

Date applied for at _____ o'clock
PLAINTIFF

Plaintiff(solicitor)'s address _____

Ref. DEFENDANT(S) _____

Address(es) to levy 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. 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

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

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

Total amount to be levied <i>(goods not returned)</i>
Total amount to be levied <i>(goods returned)</i>

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

(for the) plaintiff

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

In the
County Court
Warrant of Delivery

To the defendant

Case no _____
Warrant number _____

Date applied for at _____ o'clock
PLAINTIFF

Plaintiff(solicitor)'s address _____

Ref. DEFENDANT(S) _____

Address(es) to levy at _____

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

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.

Schedule of goods

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

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

Total amount to be levied <i>(goods not returned)</i>
Total amount to be levied <i>(goods returned)</i>

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

Dd8156096 30M 2/90 E(274410)

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

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...

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.

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)

Table with 2 columns: Description, Amount (£). Rows include Gross amount levied or received, Transport charges, Appraisal fee, Sale fee, Advertising, Rent to landlord, Costs of interpleader, Net amount paid into court.

In the County Court

Warrant for Possession of Land (Order 24)

Returns other than payments

Table with 2 columns: Date, Time. Multiple rows for recording returns.

Case no

Warrant number

APPLICANT

Applicant (solicitor)'s address

Ref.

RESPONDENT(S)

Address(es) to levy at

Summary table: Balance of debt, Amount of warrant, Fee, Solicitor's costs, Land Registry fee, Total.

Amounts recovered or passed through:

Table with 4 columns: Date taken, Amount, Date taken, Amount.

NS2 Warrant for possession of land (Order 24)

Warrant for Possession of Land under Order 24

To the Registrar and Bailiffs of the Court

On the day of 19

It was ordered that the applicant do recover possession of (1) describe 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

NS2 Warrant for possession of land under Order 24 (Order 24, rule 6(1))

Case no

Warrant number

APPLICANT

Applicant (solicitor)'s address

Ref.

RESPONDENT(S)

Address(es) to levy at

Summary table: Balance of debt, Amount of warrant, Fee, Solicitor's costs, Land Registry fee, Total.

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

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

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.		

To the defendant

Do not send payments to the court

On the _____ the plaintiff obtained a judgment (or order) against you in this court (_____)⁽¹⁾



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⁽²⁾**

on the _____ at _____ o'clock

⁽³⁾ delete it for maintenance **unless you pay to the plaintiff the amount now due** (shown below)⁽³⁾. 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	£	
AMOUNT NOW DUE	£	
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

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

Notes to help you complete the enclosed form of reply

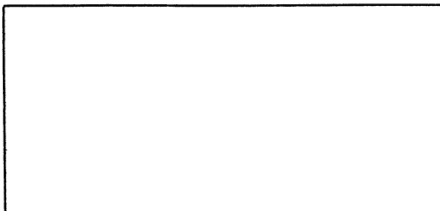
All cases

- 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.

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

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) £ :

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

Address	Signed
	Dated

N56 Reply to application for attachment of earnings order (Order 27, rule 5(1))

Dd 8156091 313M 12/89 Ed(274331)

In the		County Court
Case Number	<i>Always quote this</i>	
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"/>	<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?

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

Order for Defendant's Attendance at Adjourned Hearing of Attachment of Earnings Application

To the defendant

In the	
County Court	
Case No.	<i>Always quote this</i>
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

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

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

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

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.

N64 Suspended attachment of earnings order (Order 27, rule 10)

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

**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	
<p>You can pay the court by calling at the court office which is open from 10 am to 4 pm Monday to Friday.</p> <p>You may only pay by:</p> <ul style="list-style-type: none"> • 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) <p>Cheques and drafts must be made payable to HM Paymaster General and crossed. <i>Please bring this form with you.</i></p>	<p>By post You may only pay by:</p> <ul style="list-style-type: none"> • postal order • banker's or giro draft • cheque (cheques may be accepted, subject to clearance, if the Chief Clerk agrees) <p>The payment must be made out to HM Paymaster General and crossed. This method of payment is at your own risk.</p> <p>And you must:</p> <ul style="list-style-type: none"> • pay the postage • enclose this form • enclose a self addressed envelope so that the court can return this form with a receipt <p><i>The court cannot accept stamps or payments by bank and giro credit transfers.</i></p>
<p>Note: You should carefully check any future forms from the court to see if payments should be made directly to the plaintiff</p>	

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)

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

Judgment Summons

Plaintiff

Defendant

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

Do not send payments to the court



To the defendant ⁽¹⁾

(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

)⁽²⁾

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) £	
AMOUNT NOW DUE £	

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

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

Suspended Committal Order

(judgment summons)

Plaintiff

Defendant

In the		County Court
Case No.	<i>Always quote this</i>	
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

(1) delete if not applicable original judgment or order) ⁽¹⁾

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))

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

New Order on Judgment Summons

Plaintiff

Defendant

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

DO NOT SEND PAYMENTS TO THE COURT



(1) where judgment has been given against more than one defendant adapt accordingly

The defendant⁽¹⁾

having failed to pay the sum of £ _____ due under the judgment or order in this action given or made in this

court (_____)⁽²⁾

(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))

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

Warrant of Committal on a Judgment Summons under the Debtors Act 1869

Plaintiff

Defendant

In the	
County Court	
Case No.	<input type="text"/>
J/S No.	<input type="text"/>
Warrant No.	<input type="text"/>



To the Registrar and bailiffs of the court, and every constable within his jurisdiction, and to the Governor of Her Majesty's Prison at

⁽¹⁾state names

The plaintiff obtained a judgment or an order against the defendant(s)⁽¹⁾

⁽²⁾or as the case may be

In this court (on the day of 19 , for payment of £)⁽²⁾ 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

⁽³⁾date on which order was made in court

Dated⁽³⁾

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

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

Order of Committal to Prison for Disobeying a Court Order or Undertaking

In the	
County Court	
Case No.	Always quote this

Between

_____ 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

(4) list the allegations as set out on N78 if necessary continue on a separate sheet

for disobeying the order dated [or for failing to comply with the undertaking given] 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

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

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 & * B proved by</u>		<u>Substituted service</u>	<u>Service dispensed with</u>
<input type="checkbox"/> Endorsement	The court directed	The court dispensed	
by Bailiff	service of A & * B	with service of A & * B by	
of County Court	on	order(s)	
dated	by order(s)	dated	
*and	dated	*and	
<input type="checkbox"/> Affidavit(s) of service	*and		
of	Service was proved		
dated	as shown in Col. 1		
*and			
<input type="checkbox"/> Oral evidence of			
.....			

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.

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

Order for Committal for Failure by Solicitor to carry out Undertaking

Plaintiff

Defendant

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



(1) enter name of person against whom order is made

By an undertaking given to this court on the _____ day of _____ 19____, of _____ as solicitor for the plaintiff (or defendant) undertook to⁽²⁾

(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

⁽³⁾and being satisfied upon oath [or by the indorsement of _____ County Court]), that a copy of the notice to show cause why⁽¹⁾ _____ should not be committed has been served personally upon him and being satisfied that⁽¹⁾ _____ has failed to carry out the undertaking before referred to)

(4) insert name of prison used by the court

It is ordered that⁽¹⁾ _____ be committed for contempt to Her Majesty's Prison at⁽⁴⁾ _____ for a period of _____ or until lawfully discharged if sooner and that a warrant for the arrest and committal of⁽¹⁾ _____ be issued forthwith

(5) insert name of party to receive the costs and where payable

And it is ordered that⁽¹⁾ _____ do pay the costs of this application and of the committal, such costs to be taxed by the registrar and paid by⁽¹⁾ _____ to⁽⁵⁾ _____ within 14 days of taxation

(6) delete if inapplicable

[**And it is further ordered** that any application for the release from custody of⁽¹⁾ _____ shall be made to the Judge]⁽⁶⁾

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.

N82 Order for committal for failure by solicitor to carry out undertaking (Order 29 rule 2(1))

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

Order for Discharge from Custody under Warrant of Committal

Plaintiff

Defendant

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



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

⁽¹⁾(and upon being satisfied that the notice of this application has been duly served upon the

)

It is ordered that

(2) insert name of prison

be discharged out of the custody of the Governor of Her Majesty's Prison at⁽²⁾

(3) add if so ordered

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⁽⁴⁾
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)

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

Garnishee Order to Show Cause

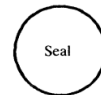
Plaintiff _____

Defendant _____

Garnishee _____

To

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



Upon reading the affidavit of

filed on

It is ordered that

(1) or as the case may be

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 _____) on _____ for the sum of £ _____ including costs, of which the sum of £ _____ remains due and unpaid, together with £ _____ the costs of these proceedings (1)

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

(2) delete if garnishee is not a deposit-taking institution

(⁽²⁾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	£	
Total	£	

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

N84 Garnishee order to show cause (Order 30, rule 3(1))

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

CASE NO.

Certificate of Service (garnishee)

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 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 place of business of the limited company.
 by delivering it to the garnishee 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 ...)
 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:

Bailiff / Officer of the Court

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

Bailiff / Officer of the Court

Certificate of Service (defendant)

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 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 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 in 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

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 ...)

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

- 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

Dd 8156086 25M 1/90 Ed(274427)

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

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)⁽¹⁾ 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)⁽²⁾

(2) delete if garnishee is able to satisfy the judgment debt, costs and costs of these proceedings.

Dated

Address for Payment

The court office at

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.

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))

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

Order Revoking an Administration Order

Debtor

In the County Court

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

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

Order Suspending or Varying an Administration Order

Debtor

In the

County Court

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

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



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

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



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

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

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.

N96 Summons in personam (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 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

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



**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
- (2) describe and name the ship
- (3) add where action is against ship and freight
- (4) where action is against ship, cargo and freight

● **An action for⁽¹⁾**

has been commenced in this court,

on behalf of
of
against the⁽²⁾

(and the freight due for the transportation of the cargo now or lately laden therein)⁽³⁾
(and the cargo now or lately laden therein, together with freight due for the transportation thereof)⁽⁴⁾

● **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

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

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 or 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: _____)

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

Bailiff Officer of the Court

Bailiff Officer of the Court

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



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	
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

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

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.

N98 Summons in personam (amount not fixed) (Admiralty jurisdiction)

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.

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: _____

Bailiff Officer of the Court

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



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
- (2) describe and name the ship
- (3) add where action is against ship and freight
- (4) where action is against ship, cargo and freight

● **An action for** ⁽¹⁾ _____ **has been commenced in this court,**
on behalf of _____
of _____
against the ⁽²⁾ _____
 (and the freight due for the transportation of the cargo now or lately laden therein) ⁽³⁾
 (and the cargo now or lately laden therein, together with freight due for the transportation thereof) ⁽⁴⁾

● **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

N99 Summons in rem (amount not fixed) (Admiralty jurisdiction Order 40) (Order 3, rule 3(2)(b))

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

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.

N99 Summons in rem (amount not fixed) (Admiralty jurisdiction)

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

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:

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

Bailiff Officer of the Court

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

**Judgment in Personam
Admiralty Jurisdiction**

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 the sum of £

⁽¹⁾ 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))

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

**Judgment in Rem
Admiralty Jurisdiction**

Plaintiff

Defendants

The owners of the

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 the sum of £ _____
^m specify for ⁽¹⁾ _____ and £ _____ for costs (or his costs of this action to be taxed
on scale _____)

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 £ _____ 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
	<ul style="list-style-type: none"> ● 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))