STATUTORY INSTRUMENTS

# 1994 No. 2110 (L. 11)

# **COUNTY COURTS**

PROCEDURE

The County Court (Forms) (Amendment No. 2) Rules 1994

Made	6th August 1994
Coming into force	
Rule 2	1st September 1994
Remainder	1st October 1994

1.—(1) These Rules may be cited as the County Court (Forms) (Amendment No. 2) Rules 1994.

(2) In these Rules, a form referred to by number means the form so numbered in the Schedule to the County Court (Forms) Rules 1982(1) and "the main Schedule" means that Schedule.

**2.** There shall be inserted in the main Schedule, after Forms N.30 and N.30(1) respectively, the forms N.30(CCBC) (Judgment for plaintiff (in default)) and N.30(1)(CCBC) (Judgment for plaintiff (acceptance of offer)) contained in Schedule 1 to these Rules.

**3.** There shall be substituted in the main Schedule, for Forms N.24, N.36, N.58, N.59, N.60, N.63, N.64A, N.65, N.67 and N.118, the forms contained in Schedule 2 to these Rules.

**4.** In Forms N.22, N.23, N.25, N.30, N.30(1)-(3), N.32, N.32(1)-(5), N.33 and N.34, for the words from "You will have" down to "will be removed" where those words appear in the Take Notice section of each of the said Forms, there shall be substituted the following—

"If you pay in full within one month of judgment the entry will be removed. You must ask the court to do this. You will need to give the court proof of payment and pay a fee.".

**5.** In Form N.1(SPC), for the words "You have 22 days from the date of this postmark to reply." there shall be substituted "You have 22 days from the date of issue of this summons to reply."

6. In Form N.20, for the figure "£400" there shall be substituted "£1,000".

7. The ALTERNATIVE DISPOSAL section in Form N.79 shall be amended as follows-

- (a) for the words from "The order is suspended" to "so long as", there shall be substituted "The order is suspended until 19 and will not be put into effect if during that time";
- (b) after the words "proved be adjourned", there shall be inserted "until 19 "; and
- (c) after the words "decision if", there shall be inserted "during that time".

<sup>(1)</sup> S.I.1982/586; the relevant amendments are S.I. 1985/567; 1990/517; 1991/1132; 1992/794, 2040 and 1993/712 and 2174.

The undersigned members of the Rule Committee, appointed by the Lord Chancellor under section 75 of the County Courts Act 1984(**2**), having made these Rules, certify them and submit them to the Lord Chancellor.

Hugh Jones Neil Butter Helen Paling J. H. Wroath Margaret Wilby W. A . Vincent Peter Birts Henrietta Manners E. C. Gee

I allow these Rules, which shall come into force on 1st October 1994, except rule 2, which shall come into force on 1st September 1994.

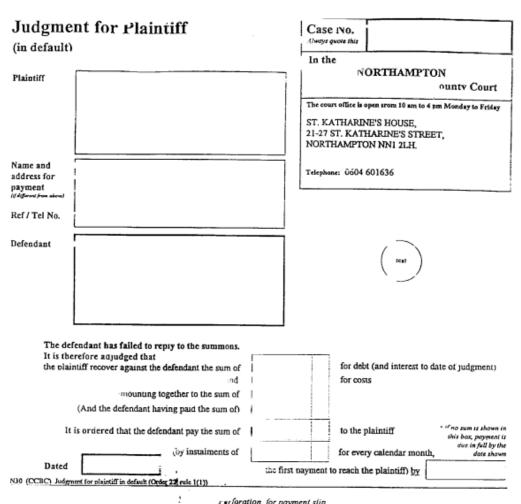
Dated 6th August 1994

Mackay of Clashfern, C.

<sup>(2) 1984</sup> c. 28; section 75 was amended by the Courts and Legal Services Act 1990 (c. 41), sections 2(4), 16, and Schedule 18, paragraph 47.

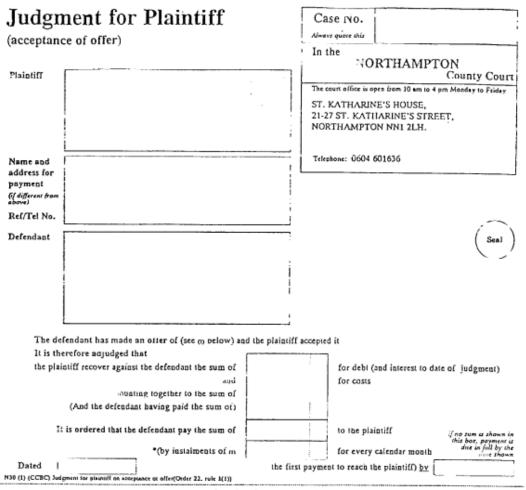
### SCHEDULE 1

Rule 2



rerforation for payment slip

Take Notice	Keep this document. You may need to refer te it.
To the defendant	
If you replied to the summons and judgment has been entered wrongly spaint you reasons why the judgment should be set axide. A hearing will be stranged and yo county court, it will automatically be trainferred to that court for hearing. If you do not pay in accordance with this order your goods may be removed circumstances change and you cannot pay, ask at the court office about what y This judgment has been registered in the Register of County Court Judgment. Th When the money is paid in full (including any interpart) you can ask the court of no you pay in full within one month of judgment the entry will be removed. You and pay a fee.	ind sold or other enforcement proceedings may be taken against you. If your you can do. his may make it difficult for you to get credit.
* If judgment is for £5000 or more, the plaintiff may be entitled to interest.	
How To Pay	-
<ul> <li>Payments must be made payable to: Payee Name quoting their reference number and the court case number. If you need further information you should contact the plaintiff or their representative on telephone number</li> <li>DO NOT send payments to the court. THEY WILL NOT BE ACCEPTED.</li> </ul>	<ul> <li>You should allow at least 4 days for your payment to reach the plaintiff or their representative.</li> <li>Make sure that you keep records and can account for all payments made. Proof any be required if there is any disagreement.</li> <li>Please DO NOT seed cash through the post.</li> </ul>
	<ul> <li>A leaflet giving further advice about payment is enclosed with this form.</li> </ul>
Methods Of Payment	
<ul> <li>Payment at a bank (A - GIRO) By BANK GIRO CREDIT over the counter of any brach of any bank using the payment silp attached. If you pay by cheque, write the reference number and case number on the back of the cheque and make the cheque payable to Payee Name Some banks may charge a small bandling fee</li> <li>Payment diment on one of the cheque of the cheque payable to Payee Name</li> </ul>	<ul> <li>Payment in any local store (F)         If you have previously made payments to the plaintiff at a local store you may         continue to use this method. Just quote your account number when making         asy payments at the accounts department.     </li> <li>Payment at a bank (G)         By BANK GIRO CREDIT at any branch of any bank. If you pay by cheque.     </li> </ul>
Payment direct (B - GIRO) Make your cheque or postal order payable to: Payee Name and write the reference number and case number on the back of your cheque or on the front of any postal order. Then send it with the payment slip to: Payee Name Payee address 1 Payee address 2 Payee address 3 Payee address 5 Payee payteed.	<ul> <li>Write the reference number and case number on the back. If you pay by cheque, write the reference number and case number on the back of the cheque and make the cheque payable to:         Payee Name         Some backs may charge a small handling fce.         Important (H)         If you wish to pay by this method please contact the plaintiff or their representative. They will scod you a book of back give credit slips.         Payment direct (1)         Make your cheque or postal order payable to:         Payment Same     </li> </ul>
<ul> <li>Payment by National Girobank account (C) Girobank account holders should complete the Giro Bank Credit on the from of this form, detach it and post is to the National Girobank, Bootle, Merseyside, GIR OAA. If you have a special Girobank envelope please use it.</li> </ul>	and write the reference number and case number on the back of your cheque or on the front of any postal order, then seed it to: Payee Name Payee address 1 Payee address 3 Payee address 4 Payee address 5
<ul> <li>Payment at a Post Office (D) Enter the amagent to be paid on the payment alip, date and sign it, theo take it with your payment to any POST OFFICE. A fee may be charged.</li> <li>Payment by standing order (E) You should complete the following details: Bank: Bank branch Brench: Bank branch Son Code: Bank branch</li> </ul>	Payee posicode
Son Code: Bask sort code Payce: Payce: Payce Name Account no: Bank account number Account no: Bank account number Please easure you quote reference: Reference number	



r'erforation for payment slip

Keep this document. You may need to refer to it. **Take Notice** To the defendant If you made an otter and the instalments shown on the judgment are not what you offered, you should write to the court office shown on the front of this form giving your reasons why the judgment should be set aside. A hearing will be arranged and you will be told when to come to court. If this judgment is not from your local country court, is will automatically be transferred to that court for hearing. 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. If your circumstances change and you cannod pay, ask at the coart office about that you can do. This judgment he been registered in the Register of County Court Judgments. This may make it difficult for you to get credit. When the money is paid in full (Including any interest") you can set the court or mark the entry in the register as statisfed and for a certificate proving payment. If your pay a full within one month of judgment the entry will be removed. You must ask the court to do this. You will need to give the court proof of payment and pay a tec. \* if judgment is for £5000 or more; the plaintiff may be entitled to interest. --ow To Pay rayments must be made payable to: Paper Name You should allow at least 4 days for your payment to reach the plaintiff or their representative. . 1 True round true ing their reference number and the court case number. If you need further information you should contact the plaintiff or their representative telephone number: Telephone number Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. DO NOT send payments to the court. THEY WILL NOT BE riese DO NOT send cash through the post. · A leaffet giving further advice about payment is enclosed with this form. ' Iethods Of Payment Payment in any local store (P)
 too have previously made payments to the plaintiff at a local store you may continue to use this method. Just quote your account number when making Payment at a bank (A - GIRO) By BANK GIRO CREDIT over the counter of any branch of any bank using the navment slip strached. If you pay by cheque, write the reference number and case number on the back of the cheque and make the cheque payable to: ... y payments at the accounts department. Payee Name Some banks may charge a small bandling fee Fayment at a bank (G) By BANK GIRO CREDIT as any branch of any bank. If you pay by cheque, write the reference number and case number on the back of the cheque and Payment direct (B - GIRO) Paper Name and write the reference number and case number on the back of your chaque or on the front of any postal order. Then send it with the payment sim to: Payer Name Make your cheque or postal order payable to: nake the cheque payable to: Payee Name Some banks may charge a small handling fee. Important (H) If you wish to pay by this method please contact the plaintiff or their representative. They will send you a book of bank give credit slips. Payee address 1 Payee address 2 Payee address 3 Payee address 4 Payment direct (I) Make your caeque or postal order payable to: Payee Name and write the reference number and case number on the back of your cheque or on the front of any postal order, then send it to: -yee Name Tayee address 1 Tayee address 2 Tayee address 3 Payee address 4 Payee address 5 Payee address 5 Payee postcode Payment by National Girobank account (C) Giroback account holders should complete the Giro Back Credit on the front of this form, detach it and post it to the National Girobank, Bootle. Merseyside, G1R 0AA. If you have a special Girobank envelope please use Payee address 5 Payee p Payment at a Post Office (D) Enter the amount to be paid on the payment slip, date and sign it, then take it with your payment to any POST OFFICE. A fee may be charged. Payment by standing order (E) You should complete the following detailse Bench: Bank through Sench: Bank result Son Code: Bank sort obde Payee Payee Name Account no: Bank account number Please ensure you quoté feference: Referènce number

### SCHEDULE 2

### General form of juagment or order

Plaintifi's address

Г In the ounty Court Case ino. Plaintiff Defendant Plaintiff's ret. Defendant's ref.

8 in a matter, eviste neading

L

		~
Defendant's address	٦	Dated
L	J	

Court Office at

pen from 10 am to 4 om Monday to Friday. When corresponding with the courts please address forms or letters to the Chief Clerk and quote the - number.

4 General form of judgment or order

Order	for	Possession	(under	Order	24)
-------	-----	------------	--------	-------	-----

Applicant	
Respondent	 
	•

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

1	$\frown$
(	Seal
	$\smile$

Dated

)

#### On hearing

(and on 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: (description of 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, within 14 days of taxation)

To the respondent If you do not pay the money owed when it is due and the applicant takes steps to enforce payment, the order will be registered in the Register of County Court Judgments. This may make it difficult to get credit. Further information about registration is available in a leaflet which you can get from any county court office. If judgment is entered for more than £5000, the applicant may be entitled to interest		
Address for Payment	<ul> <li>How to Pay ——</li> <li>PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.</li> <li>DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.</li> <li>You should allow alleast 4 days for your payment to reach the applicant or his representative.</li> <li>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.</li> <li>A leaflet giving further advice about payment can be obtained from the court. If you need more information you should contact the applicant or his representative.</li> </ul>	

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 case number. N36 Order for possession under Order 24 (Order 24, rule 5(3))

### Order for Attendance at an Adjourned Hearing of Attachment of Earnings Application (maintenance)

To the defendant

In the	
	County Court
Case No.	
Application ivo.	
Plaintiff	
Defendant	
Plaintiff's Ref.	

Seal

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	. clock
at		

### You are ordered to attend at that time on that day

You must also complete the enclosed form of reply and statement of means and send it to reach the court office within 8 days after you receive this order

# IF YOU DO NOT ATTEND YOU MAY BE SENT TO PRISON FOR UP TO 14 DAYS OR ARRESTED AND BROUGHT BEFORE THE COURT

	Dated
Notes to help you	complete the form of reply
<ul> <li>If you are unemployed or self employed, you ould say so on the form of reply and answer many questions as you can.</li> </ul>	<ul> <li>If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay, you should ask for a suspended order on the form of reply. You should also enclose a copy of your most recent pay slip</li> </ul>
Kead the notes on the form of reply before ving the details asked for.	<ul> <li>You can obtain help in completing the form of reply at any county court office or citizens advice bureau.</li> </ul>

in 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 upute the

N58 Order for defendant's attendance at adjourned attachment of earnings application (maintenance) (Order 27, rule 8(1))

Certificate of Service (to be completed by the court) certify that the order of which this is a true copy was served by me on the defendant personally at the ddress stated in the order, or at i day of 19 ...n the Bailiff / Officer of the Court Date ć certify that the order has not been served for the following reason:

Bailiff / Officer of the Court Date

rant of Committal rison	In the	
on 23 Attachment of Earnings Act 1971)		County Court
-	Case No.	inava enece enec
Plaintiff	A/E No.	
	Committal Warrant No.	
Defendant		
To - the District Judge and Bailiffs of the court and every constable within his jurisdiction the Governor of Her Majesty's Prison at <sup>th</sup>		( Seal )
The defendant 120 vi <sup>° 430</sup>		
section i 4 of the Attachment of Earnings Act 1971, has fa to show cause wny he should not be committed to prison fo such a hearing, has refused to be sworn (or to give evidence or having been ordered to attend at a specified day for the aq	iled to attend an app or up to 14 days ( or, in cen journed hearing of ar	ointment aving attended
such a hearing, has refused to be sworn (or to give evidence). It is ordered that the defendant be committed to prison for	eii ¥r∺o days	-
im to the prison and you the Governor to receive the defer	ndant and safely keep	nim in prison for 10 days
,	Dated	
	Defendant	Plaintiff

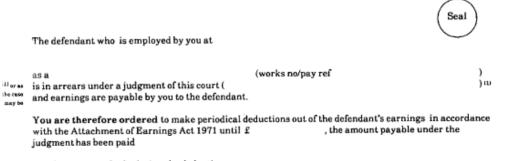
is open between 10 am and 4 om Monday to Friday. When corresponding with the court, please address forms or letters to the Chief Clerk and dunte the case number.

N59 Warrant of committal under Section 23 of the Attachment of Earnings Act 1971 (Order 27, rule 7A(2), 7B and 8 (1))

### Attachment of Earnings Order

the defendant's em	ployer
	•

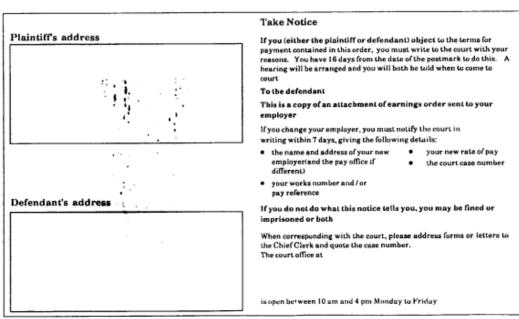
	County Court
Case No.	
Application No.	
Plaintiff	
Defendant	
Plaintiff's Ref.	



For the purpose of calculating the deductions • The normal deduction rate is  $\mathcal{L}$ 

- .
  - The protected earnings rate is £

And you are ordered to pay the sums deducted into the office of this court at monthly intervals.



#### Dated

per week / month

per week / month

"o the employer

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



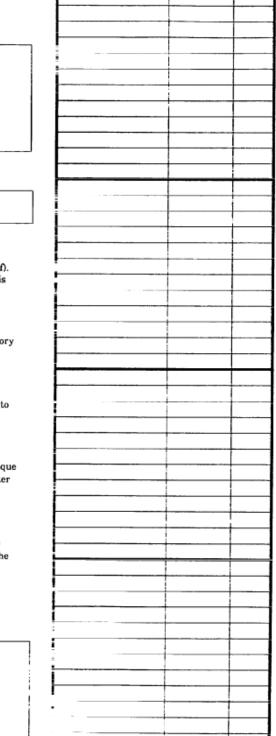
Employer's reference (if required)

- Please enter in the above box your name and address (if different from that shown overleaf). The form and a receipt will be returned to this address after each payment.
- Details of how to operate an attachment of earnings order are contained in the explanatory booklet enciosed (or which may be obtained from the court office)

Money deducted under this order is required to be paid to the court office at the intervals specified overleaf.

- Payment by post may be made by crossed cheque or postal order made payable to HM Paymaster General.
- Please enter the date and amount of each payment in the column on the right. Send the form with the payment to the court office in the envelope provided.

To the Chief Clerk



)ate sent

Amount

Failure to provide Statement of Means	In the
	County Court
To the defendant	Case No.
	Application No.
	Plaintiff
	Defendant
	Plaintiff's Ref.



You have tailed to give the court within the time specified a statement of your earnings, resources and means in accordance with section 14 of the Attachment of Earnings Act 1971.

You are therefore ordered to attend court in person

at				
on the			aı	o'clock

to give good reasons why you should not be sent to prison for up to 14 days or fined up to £250 under Section 23 of the Attachment of Earnings Act 1971.

Tated.

If you immediately return the completed and signed form of reply and statement of means to the court or pay into the court office ( $\pounds^*$ ) the sum remaining due, you may not have to attend.

Instructions - please read these carefully		ts into Court
<ul> <li>"If you wish to pay the amount see Payments into Court. Where judgment was entaned on or after 1 July 1991, this amount may include higtered. If so, the plantiff may caum further interdit uppil final payment.</li> <li>If you complete main turther interdit uppil final payment.</li> <li>If you complete main turther interdit uppil final payment.</li> <li>If you complete main turther interdit uppil final payment.</li> <li>If you complete main turther interdit uppil final payment.</li> <li>If you can unemployed or self employed, you should say so on the form of reply and answer as many questions as you can.</li> <li>If you are unemployed or self employed, you should say so on the form of reply and answer as many questions as you can.</li> <li>If you want an opportunity to pay volustarily without your employer being ordered to make deductions from your pay, you should also include a copy of your most recent pay slip.</li> <li>Read the notes on the form of reply bafore giving the details asked for.</li> <li>You can coust help in completing the enclosed form of reply ta any courty court office or citizent' advise burnau.</li> </ul>	ou can pay the court y calling at the court office bich is open from 10 am • 4 pm Monday to Friday. ou may only pay by: • cash banker's or giro draft cheque supported by a cheque cand cheque (unsupported cheque (unsupported, subject to clearnance, if the Chief Clerk agrees) Cheques/drafts must be made out to HM Paymaster General and clossed	<ul> <li>by post</li> <li>You may only pay by:</li> <li>posal order</li> <li>banker's or give draft</li> <li>cheque (cheques may be accepted, subject to clearance, if the Ohid (Clerk agrees)</li> <li>The payment must be made out</li></ul>

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or setters to the Chief Clerk and quote the case number. -- 1 Notice to show cause under Section 23 of the Attachment of Earnings Act 1971 (Order 27, rule 7A(2))

#### 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 personality at the

address stated in the order, or at

on the

:2

Bailiff/Officer of the Court Date

I certity that the order has not been served for the following reason:

.

day of

Bailiff/Officer of the Court ate

uspended Attachment of Earnings ( (maintena	ance)
Plaintiff	County Cour
	Case No. Always
Defendant	A/E No.
	Plaintiff's Ref.
	Training Ster.
	( Seal )
The court has made an attachment of earnings orde	er to secure payment of maintenance in the sum $ ext{ of } \mathfrak L$
<pre>w ner month(week)(and arrears of £</pre>	and costs of £ nd
s fixed the normal deduction rate at £	per month(week) and the protected
rnings rate at £rer month(wee	k).
to and anog that the attachment of earnings of	rder be suspended and not put into force so long as the
	ther notice the amount payable under the order, by
stalments of £ for every calendar i	month (week), the first instalment to reach the court $\underline{by}$
is further ordered that service of the order	on the employer be deferred accordingly.
is further ordered that service of the order	on the employer be deferred accordingly. Dated
	Dated
	Dated Notice —— - ayments into Court — You can pay the court by calling at the court office which is
T=ke	Dated Notice —— - ayments into Court — You can pay the court by calling at the court office which is open10 am to 4 pm Monday to Friday
T=ke To the defendant At your request the court has made a suspended attachment of	Dated Notice — - ayments into Court — - You can pay the court by calling at the court office which is open10 am to 4 pm Monday to Priday sour may only pay by: • cash
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so inong as you keep	Dated Notice — - ayments into Court — You can pay the court by calling at the court office which is open10 am to 4 pm Monday to Friday sou may only pay by: • cash • banker's or giro draft - cheque supported by a cheque card
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so long as you keen your payments up to date. If you fail behind with your	Dated  Notice
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so inor ga you keen your payments up to date. If you fall behind with your payments, the plaintiff may ask the court to send the order to your employer for sayments to be deducted from your earnings	Dated  Notice
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so long as you keep your payments, the plaintiff may ask the court to send the order to your employer for asyments to be deducted from your earnings without further notice.	Dated  Notice ——  You can pay the court by calling at the court office which is spen10 and to 4 pm Monday to Friday usu may only pay by:  • cash • banker's or giro draft cheque supported cheques may be accepted, subject to clearance, if the Chief Clerk agrees.
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so inor ga you keen your payments up to date. If you fall behind with your payments, the plaintiff may ask the court to send the order to your employer for sayments to be deducted from your earnings	Dated  Notice — - a yments into Court — You can pay the court by calling at the court office which is open10 am to 4 pm Monday to Priday sou max only pay by: • cash • banker's or giro draft • cheque supported by a cheque card • cheque supported the cheques may be accepted, subject to clearance, if the Chief Clerk agrees Cheques and drafte must be made payable to HM Paymaster Generals and crosses. Please bring this form with you. By post
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so long as you keen your payments up to date. If you fall behind with your payments, the plaintiff may ask the court to send the order to your employer for payments to be deducted from your earnings without further 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	Dated  Notice —— - a yments into Court — You can pay the court by calling at the court office which is spen10 and to 4 pm Monday to Priday usu may only pay by:
<ul> <li>To the defendant</li> <li>At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so long as you keep your payments up to date. If you fall behind with your payments, the plaintiff may ask the court to send the order to your employer for asyments to be deducted from your earnings without further notice.</li> <li>If you change your employer, you must notify the court in writing within 2 days giving the following details</li> <li>the name and address of your new employer (and the pay unsue if different)</li> <li>your works number and ror pay relevence.</li> </ul>	Dated  Notice
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so inog as you keep your payments up to date. If you fall behind with your payments, the plaintiff may as the court to send the order to your employer for asyments to be deducted from your earnings without further 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 water the following details	Dated         eNotice
To the defendant At your request the court has made a suspended attachment of carnings order. This means that your employer will not be told that an order has been made against you so long as you keep your payments the polaritil frank yas the court to send the order to your employer for asyments to be deducted from your earnings without further 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 under fdifferent) • your new rate of pay • the court case number IF YOU DO NOT DO WHAT THIS NOTICE TELLS YOU,	Dated  Notice
To the defendant At your request the court has made a suspended attachment of carnings order. This means that your employer will not be told that an order has been made against you so long as you keep your payments up to date. If you fall behind with your payments, the plaintilf may ask the court to send the order to your employer for asyments to be deducted from your earnings without further 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 mince if different) • your works number and ror pay reference • your new rate of pay	Dated         Notice       — - a yments into Court         a yments into Court       —         You can pay the court by calling at the court office which is sonn 0 an to 4 pm Monday to Friday         You may only pay op:       •         • cash       •         • banker's or giro draft.       •         • cheque supported the check clerk agrees.       •         Cheques and drafts must be made payable to HM Paymaster General and crossed.       •         Pasea bring this form with you.       •         Pasea bring this form with you
To the defendant At your request the court has made a suspended attachment of earnings order. This means that your employer will not be told that an order has been made against you so long as you keen your payments up to date. If you fall behind with your payments, the plaintill may nast the court to send the order to your employer for payments to be deducted from your earnings without further 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 mince if different) • your moving number and / or phy rejectence • your me rale of pay • the court case number IF YOU DO NOT DO WHAT THIS NOTICE TELLS YOU, YOU MAY BE FINED OR IMPRISONED OR BOTH	Dated         *Notice
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is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or Laters to the Chief Clerk and quote the case number. N64A Suspended attachment of carnings order - maintenance (Order 27, rule 10)

## Attachment of Earnings **Order** (Priority Maintenance)

	ounty Court
Case No.	
Application No.	
Plaintiff	
Defendant	
Plaintiff's Ref.	

)

To the defendant's employer

The defendant who is employed by you at

is required to make payments of £

as a

(works no/pay ret a week/month under a court maintenance order.

The court has made an attachment of earnings order and earnings are payable by you to the defendant.

You are therefore ordered to make periodical deductions out of the defendant's earnings in accordance with Schedule 3 to the Attachment of Earnings Act 1971.

For the purpose or calculating the deductions

- The normal deduction rate is ± ٠
- The protected earnings rate is £

per week / monun per week / month

And you are ordered to pay the sums deducted into the office of this court as and when the deductions are made (or at monthly intervais) until further notice.

Dated

Take Noti	ce
To the defendant	
This is a copy of an attachment of earnings order sent to your employe	r
If you enange your employer, you must notify the court in writing within 7 d	ays, giving the following details:
<ul> <li>the name and address of your new employer d the pay office if different)</li> </ul>	<ul> <li>your new rate of pay</li> </ul>
<ul> <li>works number and / or pay reference</li> </ul>	<ul> <li>the court case number</li> </ul>
If you do not do what this nouce tells you, you may be fin	ed or imprisoned or both
Defendant's address	ed of hisprisoned or both
	When corresponding with the court, please address orms or letters to the Chief Clerk and quote the case sumber. The court office at
5 Attachment of eurnings order (priority maintenance) (Order 27, rule 8)	s open between 10 am and 4 pm Monday to Friday

### Emplover's Record of Payments Priority Orders

To the employer

Employer's reference (if required)

- Please enter in the above box your name and address (if different from that shown overleaf). The form and a receipt wiii be returned to this address after each payment.
- Details of how to operate an attachment of earnings order are contained in the explanatory pooklet enclosed (or which may be obtained from the court office).

Money deducted under this order is required to be paid to the court office at the intervals specified overleaf.

Payment by post may be made by crossed cheque or postal order made payable to HM Paymaster Generai.

Please enter the date and amount of each payment in the column on the right. Send the form with the payment to the court office in the envelope provided.

To the Chief Clerk

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### **Judgment Summons**

Plaintiff

a),

Defendant

In the	
	County Court
Case No. Always guote this	
J/S No.	
Plaintiff's Ref.	

the a is	To the defendant (1)		
nei Tre	On the	the plaintiff obtained a court judgmen	t or order
niy rai nis	against you		
in the second	And as you have failed to pay as o	ordered the plaintiff has requested this judgment sum	nons to be issued
	against you		
	You are therefore summoned to a	ppear 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 jugdment or order and also to give good reasons why you should not be committed to prison for failing to comply.

#### Dated

Amount for which judgm	ent summons is to issue	£	
	Pee on issue of summons	£	
(Travelling expenses to be paid or offered to the defendant)		£	
	AMOUNT NOW DUE	÷.	l.
1	.,		

Amount, if any, which will remain outstanding when the above sum has been paid  $\pounds$ 

Where judgment was entered for more than £5000 on or after 1 July 1991, the plaintiff may be entitled to interest. If you pay the amount due, together with any further amount outstanding within 8 days of service of this summons on you, the plaintiff will not be entitled to further interest. (The date of postal service will be 7 days after the date of posting as shown by the postmark.) 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

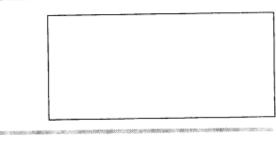
is open between 10 am and 4pm

N67 Judgment summans under the Debtors Act 1869 (Order 28, rule 1)

### 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.

Defendant's place of employment and description (if known)



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

I certify that the summons of which this is a true copy was served by me on the defendant personally at the address given, or at

19 on the day of for his expenses in travelling to when I at the same time paid (or offered) to the defendant the sum of  $\pounds$ and from the court

Bailiff / Officer of the Court

I certify that the summons of which this is a true copy was served by me by posting it to the defendant at the address stated on the summons in accordance with the certificate of the plaintiff or his solicitor or on the defendant by (in accordance with an order for substituted service)

on the

day of

19

Bailiff / Officer of the Court Date

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

Bailiff / Officer of the Court Date

Suspended Committal Or			
(attachment of earni Plaintiff	ngs) County Court		
	Case No. Always		
Defendant	A/E No.		
	Plaintiff's Ref.		
	Seal		
Take notice that today the judge made a c	committal order for your imprisonment for days		
This order will not be put into force so long	; as you attend this court		
on			
at			
at o'clock			
You must also complete the enclosed form of reply and statement of means and send it to reach the court office within 8 days after you receive this order			
	Dated		
To the defendant If you do not comply with this order, a warrant for your committal may be issued without further notice and you may be imprisoned for the period shown above.	ake Notice If you cannot attend on the specified date, you should write or go to the court office immediately, stating the reasons why you cannot attend. The court will send you notice of a day and time to attend before the judge.		
Notes to help you complete the form of reply			
<ul> <li>If you are unemployed or self employed, you should say so on the form of reply and answer as many questions as you can.</li> <li>Read the notes on the form of reply before giving the dotails asked for.</li> </ul>	<ul> <li>If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay, you should ask for a suspended order on the form of reply. You should also enclose a copy of your most recent pay alip.</li> <li>You can obtain help in completing the form of reply at any county court office or citizens' advice bureau</li> </ul>		

N118 Notice to defendant where committal order made but directed to be suspended under Attachment of Earnings Act 1971 (Order 27, rule 7 and 78)

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 quot-

### **EXPLANATORY NOTE**

(This note is not part of the Rules)

These Rules amend the County Court (Forms) Rules 1982 so as to-

(1) introduce new forms of judgment for cases in the County Court Bulk Centre at Northampton County Court (which processes money claims brought by frequent users of the county courts) and amend the default summons used in the Summons Production Centre (*rules 2 and 5*);

(2) substitute new forms for a number of the attachment of earnings forms and new Forms N.24 (general form of judgment or order), N.36 (order for possession) and N.67 (judgment summons) (*rule 3*);

(3) amend the notice contained in a number of forms concerning the registration of judgments (*rule 4*); and

(4) amend Forms N.20 (witness summons) and N.79 (committal order) (rules 6 and 7).