

**Status:** This is the original version (as it was originally made).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

SCHEDULE 1

Form 1

Regulation 8

JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 4(1)(b), 6(3)(b), 6(3)(c) or 9(1)(c))  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 8)

**ATTACHMENT OF EARNINGS ORDER – FINANCIAL PENALTY**

ICOS Reference Number (*ICOS reference number*)

To (*employer's name*) of (*employer's address*).

WHEREAS (*debtor's name*), of (*debtor's address*) who works at/for (*employer's name*), payroll number, (*payroll number if known*), National Insurance Number (*National Insurance Number*), has an outstanding financial penalty of (*outstanding amount*).

AND WHEREAS, an attachment of earnings order has been made against the debtor to secure the payment under section 4(1) (b), 6(3)(b), 6(3)(c) or 9(1)(c) of the Justice Act (Northern Ireland) 2016, AND it appears that earnings are payable by you to the debtor.

**[YOU ARE HEREBY ORDERED** to take out of those earnings deductions at the rate specified in the attached tables, subject to the protected earnings proportion (which is 60 percent of the debtors net earnings)

**[YOU ARE HEREBY ORDERED** to take out of those earnings deductions at the rate of (*amount*) per (*week/month*).]

**AND YOU ARE FURTHER ORDERED** that the first such deduction shall be made as soon as reasonably practicable after the service on you of this order, and to pay the sums deducted by the 19th day of the month following the month in which the deduction was made, in accordance with the payment methods detailed below.

Dated

Judge/Collection Officer

The collection officer responsible for securing compliance with this attachment of earnings order can be contacted on (*FCS Telephone Number*).

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### NOTICE OF EMPLOYER'S OBLIGATIONS

1. You must comply with this order.
2. You must notify the collection officer in writing within 7 days of the date of service upon you of this order if the debtor is not in your employment.
3. If you subsequently cease to employ the debtor, you are required to notify the collection officer in writing, within 7 days of such an event taking place.
4. The enclosed guidance gives further information about the implementation of this order.

**IT IS AN OFFENCE TO FAIL, WITHOUT REASONABLE EXCUSE, TO COMPLY WITH THIS ORDER.**

**IT IS AN OFFENCE TO FAIL, WITHOUT REASONABLE EXCUSE, TO PROVIDE A NOTIFICATION REQUIRED UNDER PARAGRAPHS 2 AND 3 ABOVE.**

**IT IS AN OFFENCE TO KNOWINGLY FAIL TO DISCLOSE A MATERIAL FACT OR TO KNOWINGLY OR RECKLESSLY PROVIDE FALSE INFORMATION.**

### ATTACHMENT OF EARNINGS ORDER DEDUCTION TABLES

A protected earnings proportion of 60 percent of the debtor's net earnings applies during the period to which a deduction from the debtor's earnings on foot of this order relates. (See attached guidance).

Table A

#### WHERE EARNINGS ARE PAID WEEKLY

Net Earnings	Deduction Rate (percentage of net earnings)
Not exceeding £100	Nil
Exceeding £100 but not exceeding £160	3
Exceeding £160 but not exceeding £220	5
Exceeding £220 but not exceeding £270	7
Exceeding £270 but not exceeding £375	11
Exceeding £375 but not exceeding £520	15
Exceeding £520	20

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**Table B**

**WHERE EARNINGS ARE PAID MONTHLY**

Net Earnings	Deduction Rate (percentage of net earnings)
Not exceeding £430	Nil
Exceeding £430 but not exceeding £690	3
Exceeding £690 but not exceeding £950	5
Exceeding £950 but not exceeding £1160	7
Exceeding £1160 but not exceeding £1615	11
Exceeding £1615 but not exceeding £2240	15
Exceeding £2240	20

**PAYMENT METHODS**

Credit Transfer/BACS payment can be made through your bank to—

Account Name—

Sort Code—

Account Number—

Your Payment Reference is—(*FCS ID*)

Alternatively you can make payments by—

(a) calling (*payment centre telephone number*) and paying by debit or credit card. You will need the case reference number (*ID*); or

(b) sending a crossed cheque made payable to ‘NI Courts and Tribunals Service’ to (*payment centre name and address*). Please write the case reference number (*ID*) and debtor’s name on the reverse of the cheque. For receipts, enclose a stamped addressed envelope; or

(c) cash at any court office.

**ENDORSEMENT ON COPY SENT TO DEBTOR**

This is a copy of an attachment of earnings order directed to your employer. If you leave this employment or become employed or re-employed, you must notify the collection officer at (*collection officer’s address*) in writing, within 7 days and you must give particulars of your earnings or expected earnings from any new employment.

**FAILURE TO DO SO WITHOUT REASONABLE EXCUSE; KNOWINGLY FAILING TO DISCLOSE A MATERIAL FACT; OR KNOWINGLY OR RECKLESSLY PROVIDING FALSE INFORMATION IS AN OFFENCE AND MAY RENDER YOU LIABLE TO A FINE**

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Form 2

Regulations 14 and 15

JUSTICE ACT (NORTHERN IRELAND) 2016  
(Schedule 1, paragraphs 6 and 7)  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulations 14 and 15)

**APPLICATION TO VARY OR DISCHARGE AN  
ATTACHMENT OF EARNINGS ORDER**

Case reference Number

APPLICATION IS HEREBY MADE for the variation/discharge (*delete as appropriate*) of an attachment of earnings order made on (*insert date*) on the following grounds—

Applicant Name

Applicant Address

Dated

Applicant Signature

NOTE

1. Where the debtor applies for the variation/discharge the debtor shall serve a copy of the application on the following—
  - (a) where a court made the attachment of earnings order—
    - (i) the proper officer; and
    - (ii) the collection officer; or
  - (b) where the collection officer made the order, the collection officer.
2. Where the collection officer applies for the variation the collection officer shall serve a copy of the application on—
  - (a) the proper officer; and
  - (b) the debtor.
3. An application to a responsible court may be determined with or without a hearing.

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Form 3 Regulations 14 and 15  
JUSTICE ACT (NORTHERN IRELAND) 2016  
(Schedule 1, paragraphs 6 and 7)  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulations 14 and 15)  
**VARIATION/DISCHARGE OF AN  
ATTACHMENT OF EARNINGS ORDER – FINANCIAL PENALTY**

To *(employer's name)* of *(employer's address)*

WHEREAS an attachment of earnings order was made by *[(court) sitting at (venue)]* [collection officer] in respect of *(debtor's name)* of *(debtors address)*, payroll number *(payroll number)*, who works at/for *(employer's name)* on *(date of attachment of earning order)*.

[AND WHEREAS the said attachment of earnings order has been varied AND it appears that earnings are payable by you to the debtor.

YOU ARE NOW HEREBY ORDERED to take out of those earnings deductions (as varied) [at the rate specified in the attached tables][at the rate of *(rate/amount)* per *(week/month)*].

AND YOU ARE FURTHER ORDERED that the first such deduction shall be made, as soon as reasonably practicable, after the service on you of this order, and to pay the sums deducted by the 19th day of the month following the month in which the deduction was made in accordance with the payment methods detailed below.]

[TAKE NOTICE that the said attachment of earning order is hereby discharged and you should make no further deductions from the debtor's earnings in respect of the order.]

Dated \_\_\_\_\_ Judge/Collection Officer

The collection officer responsible for securing compliance with this attachment of earnings order/notice of discharge can be contacted on *(FCS Telephone Number)*.

**NOTICE OF EMPLOYER'S OBLIGATIONS**

1. You must comply with this variation order/notice of discharge of an attachment of earnings order.
- [2. You must notify the collection officer in writing within 7 days of the date of service upon you of this order if the debtor is not in your employment.
3. If you subsequently cease to employ the debtor, you are required to notify the collection officer in writing, within 7 days of such an event taking place.]
4. The enclosed guidance gives further information about the implementation of this order.

**IT IS AN OFFENCE TO FAIL, WITHOUT REASONABLE EXCUSE, TO COMPLY WITH THIS ORDER/NOTICE.**

**[IT IS AN OFFENCE TO FAIL, WITHOUT REASONABLE EXCUSE, TO PROVIDE A NOTIFICATION REQUIRED UNDER PARAGRAPH[S] 2 [AND 3] ABOVE.**

**IT IS AN OFFENCE TO KNOWINGLY FAIL TO DISCLOSE A MATERIAL FACT OR TO KNOWINGLY OR RECKLESSLY PROVIDE FALSE INFORMATION.**

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## ATTACHMENT OF EARNINGS ORDER DEDUCTION TABLES

**A protected earnings proportion of 60 percent of the debtor's net earnings applies during the period to which a deduction from the debtor's earnings on foot of this order relates. (See attached guidance).**

**Table A**

### WHERE EARNINGS ARE PAID WEEKLY

Net Earnings	Deduction Rate (percentage of net earnings)
Not exceeding £100	Nil
Exceeding £100 but not exceeding £160	3
Exceeding £160 but not exceeding £220	5
Exceeding £220 but not exceeding £270	7
Exceeding £270 but not exceeding £375	11
Exceeding £375 but not exceeding £520	15
Exceeding £520	20

**Table B**

### WHERE EARNINGS ARE PAID MONTHLY

Net Earnings	Deduction Rate (percentage of net earnings)
Not exceeding £430	Nil
Exceeding £430 but not exceeding £690	3
Exceeding £690 but not exceeding £950	5
Exceeding £950 but not exceeding £1160	7
Exceeding £1160 but not exceeding £1615	11
Exceeding £1615 but not exceeding £2240	15
Exceeding £2240	20

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## PAYMENT METHODS

Credit Transfer/BACS payment can be made through your bank to—

Account Name—

Sort Code—

Account Number—

Your Payment Reference is—(FCS ID)

Alternatively you can make payments by—

(a) calling (*payment centre telephone number*) and paying by debit or credit card. You will need the case reference number (*ID*); or

(b) sending a crossed cheque made payable to 'NI Courts and Tribunals Service' to (*payment centre name and address*). Please write the case reference number (*ID*) and debtor's name on the reverse of the cheque. For receipts, enclose a stamped addressed envelope; or

(c) cash at any court office.]

## ENDORSEMENT ON COPY SENT TO DEBTOR

This is a copy of a variation/notice of discharge of an attachment of earnings order directed to your employer.

[*For a variation:* If you leave this employment or become employed or re-employed, you must notify the collection officer at (*collection officer's address*) in writing, within 7 days and you must give particulars of your earnings or expected earnings from any new employment.

**FAILURE TO DO SO WITHOUT REASONABLE EXCUSE; KNOWINGLY FAILING TO DISCLOSE A MATERIAL FACT; OR KNOWINGLY OR RECKLESSLY PROVIDING FALSE INFORMATION IS AN OFFENCE AND MAY RENDER YOU LIABLE TO A FINE.]**

[*For a discharge:* No further deductions will be taken from your earnings under the attachment of earnings order. You do not have to take any further action.]

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Form 4

Regulation 18

JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 20)  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 18)

**INTERIM BANK ACCOUNT ORDER**

To *(deposit-taker's name)*

of *(deposit-taker's address)*

WHEREAS an interim bank account order has been made under section 20 of the Justice Act (Northern Ireland) 2016 against the debtor *(debtor's name)* of *(debtors address)* in respect of account number *(account number and reference number)* held with you.

YOU ARE HEREBY ORDERED not to do anything which—

- (a) would reduce the credit balance of the debtor's account below *(the specified amount)*;
- or
- (b) if the credit balance is already below *(the specified amount)*, would reduce it further.

Dated

Collection Officer



Form 5

Regulation 20

JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 20)  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 20)  
**INTERIM BANK ACCOUNT ORDER—NOTICE TO DEPOSIT-TAKER**

YOU HAVE BEEN SERVED with the attached interim bank account order in respect of (*debtors name*), account/reference number (*account/reference number*).

YOU ARE NOW REQUIRED to implement the order immediately and to confirm the details of its implementation with the collection officer, or advise that it cannot be implemented. You are then required to complete and return Annex A within 5 working days of date of service of this order.

**IT IS AN OFFENCE TO FAIL WITHOUT REASONABLE EXCUSE TO PROVIDE THE REQUIRED INFORMATION; TO PROVIDE INFORMATION WHICH YOU KNOW TO BE FALSE IN A MATERIAL PARTICULAR; TO RECKLESSLY PROVIDE INFORMATION WHICH IS FALSE IN A MATERIAL PARTICULAR; OR TO KNOWINGLY FAIL TO DISCLOSE A MATERIAL FACT.**

A HEARING will be arranged within 28 days of the implementation of this order where the court will consider making a bank account order under section 22 of the Justice Act (Northern Ireland) 2016. You will receive notice of the hearing and will be entitled to attend.

**HARDSHIP PAYMENTS**

The debtor may make application for a hardship payment while this interim bank account order is in place. You will be advised if any such application is successful and the action you must then take.

**PAYMENT ON REQUEST OF THE DEBTOR**

You must comply with a request from the debtor to release to the court the amount specified in the interim bank account order while the order is in place. A blank request form for such a request is attached at Form B.

**PAYMENT METHODS**

Credit Transfer/BACS payment can be made to—

Account Name—

Sort Code—

Account Number—

Your Payment Reference is—(*FCS ID*)

If the court receives payment of the specified amount the collection officer will discharge the interim bank account order and notify you accordingly.

**ADMINISTRATIVE CHARGES**

You may impose an administrative charge on the debtor's account of equivalent value to the costs incurred in complying with this order.

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## Annex A

Deposit-taker's Name—	ICOS Ref
Debtor's name—	
Sort Code—	Account Number—
Specified Amount—£	Date Implemented—
Account balance if below the specified amount—	£
The current credit balance (if any) and date of balance—	£ (date)
In respect of any other account held solely in the debtor's name please advise:	
Account Number—	(account number)
Whether the credit balance exceeds the specified amount—	Yes/No (delete as appropriate)
The current credit balance (if any) and date of balance—	£ (date)
Where any of the accounts are in credit, do you assert a right to any money in the account, whether pursuant to a right of set-off or otherwise?	Yes/No (delete as appropriate)
If yes, please give details and what are the grounds for that assertion—	
Signed—	
Print Name—	
Date—	
Contact Details: Email—	Telephone—

**Once completed this form should be sent to the Collection Officer (FCS address) within 5 working days of its service on you.**

Form 6

Regulation 21

JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 20)  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 21)

**DEBTOR'S REQUEST TO RELEASE THE AMOUNT SPECIFIED  
IN AN INTERIM BANK ACCOUNT ORDER**

To (*deposit-taker's name*)

I (*debtor's name*)

of (*debtor's address*)

request the release of (*amount*), being the amount specified in an interim bank account order dated (*date of order*) from my account (*account/reference number*) to the court.

Date

Signed

**PAYMENT METHODS**

Credit Transfer/BACS payment can be made to—

Account Name—

Sort Code—

Account Number—

Your Payment Reference is—(*FCS ID*)

**Note to Debtor – this form should be completed and given to your financial institution in order to discharge the interim bank account order.**

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Form 7

Regulation 23

JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 21)  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 23)

**HARDSHIP PAYMENT ORDER**

To *(deposit-taker's name)*

of *(deposit-taker's address)*

WHEREAS an interim bank account order was made on *(date)* against *(debtor's name)* of *(debtor's address)* in respect of account number *(account number and reference number)* held with you, for *(amount)* under section 20 of the Justice Act (Northern Ireland) 2016.

AND WHEREAS an application for a hardship payment has been made by *(debtor's name)*.

Subject to there being sufficient funds available, YOU ARE HEREBY ORDERED TO PAY

*(amount)* from the above account  
on/by *(date to be paid)*  
to *(details of person to be paid)*

Dated

Collection Officer

The collection officer can be contacted on *(FCS contact details)*.

Form 8 Regulation 26  
JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 9(1)(d))  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 26)  
**BANK ACCOUNT ORDER**

To (*deposit-taker's name*) of (*deposit-taker's address*).

[WHEREAS an interim bank account order was made on (*date*) against (*debtor's name*) of (*debtor's address*) in the sum of (*amount specified*).

AND] WHEREAS a bank account order has been made under section 9(1)(d) of the Justice Act (Northern Ireland) 2016 against—

The debtor (*debtor's name*) of (*debtor's address*) in respect of an account number (*account number or reference number*) held with you for (*specified amount*).

YOU ARE HEREBY ORDERED to pay the sum of (*amount*) from the account specified above to the court (see payment details attached).

Dated Judge

Notes—

1. A bank account order shall be implemented within 10 working days of its service on you.
2. You must—
  - (a) make payment of the specified amount subject to a minimum credit balance of £5.00 remaining in the account. If the full specified amount cannot be paid you must advise the collection officer accordingly; and
  - (b) pay the remaining balance of the specified amount as soon as practicable after further funds, if any, are deposited to the credit of the account.
3. Payment of the specified amount will discharge the bank account order and any related interim order.
4. You may impose an administration charge on the debtor's account of equivalent value to the costs incurred in complying with this order.
5. The officer responsible for securing compliance with this bank account order can be contacted on (*telephone number*).

**PAYMENT METHODS**

Credit Transfer/BACS payment can be made to—

Account Name—

Sort Code—

Account Number—

Your Payment Reference is—(*ID*)

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Form 9

Regulation 32

JUSTICE ACT (NORTHERN IRELAND) 2016  
(section 9(1)(e))  
THE ENFORCEMENT OF FINES AND OTHER PENALTIES REGULATIONS  
(NORTHERN IRELAND) 2018  
(regulation 32)

**VEHICLE SEIZURE ORDER**

WHEREAS the (*court*), sitting at (*venue*) on (*date*) ordered that (*debtors name*) of (*debtors address*) (*debtors date of birth*) to pay (*amount*) of which (*outstanding amount*) remains outstanding.

IT IS NOW ORDERED THAT, if payment of the outstanding amount is not made within 28 days, your vehicle (*make and model*), vehicle registration number (*VRN*) shall be removed to storage and sold or otherwise disposed of after a further 28 days.

The vehicle will be released upon payment of the outstanding amount and all removal and storage costs incurred at any time before the sale or disposal of the vehicle.

The officer responsible for securing compliance with this vehicle seizure order can be contacted on (*telephone number*).

Dated \_\_\_\_\_ Judge \_\_\_\_\_

To prevent further action, payment must be made within the next 28 days by one of the payment methods below.

**PAYMENT METHODS**

Payments can be made—

- (a) online using a debit or credit card at [www.courtsni.gov.uk](http://www.courtsni.gov.uk)  
The case reference number (*ID*) and online account number (*online ref*) will be required;
- (b) by calling (*payment centre telephone number*) and paying by debit or credit card.  
The case reference number (*ID*) will be required; or
- (c) by sending a crossed cheque including the case reference number (*ID*) and name, made payable to NI Courts and Tribunals Service to (*payment centre*) (*payment centre address*).

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**Table 1**

**Removal, Storage and Disposal Charges**

<i>Removal: Vehicle position and condition</i>	<i>Two wheeled vehicle</i>	<i>Vehicle equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	£150	£150	£200	£350	£350
Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both	N/A	£250	£650	Unladen	Unladen
				£2000	£3000
Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	N/A	£200	£400	Laden	Laden
				£3000	£4500
Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both	N/A	£300	£850	Unladen	Unladen
				£3000	£4500
				Laden	Laden
				£4500	£6000
<i>Storage per day</i>	£10	£20	£25	£30	£35
<i>Disposal</i>	£50	£75	£100	£125	£150