
STATUTORY INSTRUMENTS

1991 No. 1132 (L.11)

COUNTY COURTS

PROCEDURE

The County Court (Forms) (Amendment No.2) Rules 1991

Made - - - - *13th May 1991*

Coming into force - - *1st July 1991*

1.—(1) These Rules may be cited as the County Court (Forms) (Amendment No. 2) Rules 1991.

(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 substituted in the main Schedule, for forms N.1, N.1(SPC), N.1(D), N.2, N.3, N.4, N.5, N.6, N.7, N.9, N.10(HP/CCA), N.22, N.23, N.25, N.26, N.27, N.27(1), N.27(2), N.28, N.29, N.30, N.30(1), N.30(2), N.31, N.32, N.32(1)–(5), N.33, N.34, N.35, N.36, N.37, N.38, N.39, N.41, N.42, N.46, N.48, N.49, N.50, N.51, N.52, N.55, N.56, N.58, N.60, N.61, N.63, N.64, N.64A, N.65, N.66, N.67, N.69, N.72, N.73, N.74, N.84, N.85, N.96, N.97, N.98, N.99, N.105, N.108, N.109 and N.112, the forms contained in Schedule 1 to these Rules.

3. After the forms listed in column one of the table below there shall be inserted the forms listed in column two and contained in Schedule 2 to these Rules.

Column one	Column two
Form N.9	Forms N.9A, N.9A(SPC), N.9B
Form N.30(2)	Form N.30(3)
Form N.35	Form N.35A
Form N.41	Form N.41A
Form N.42	Form N.42(c)
Form N.55	Form N.55A
Form N.61	Form N.61A
Form N.66	Form N.66A
Form N.112	Form N.112A

(1) S.I. 1982/586; the relevant amending instruments are S.I. 1982/1141, 1983/1715, 1984/879, 1985/567, 1986/1505, 1987/1119, 1988/279, 1989/886, 1918 and 1990/517.

Status: This is the original version (as it was originally made).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

Column one	Column two
Form N.117	Form N.118

We, the undersigned members of the Rule Committee appointed by the Lord Chancellor under section 75 of the County Courts Act 1984(2), having by virtue of the powers vested in us in that behalf made the foregoing Rules, do hereby certify the same under our hands and submit them to the Lord Chancellor accordingly.

C. S. Stuart-White
A. N. Fricker
R. H. Hutchinson
Eifion Roberts
Frank J. White
R. Greenslade
K. H. P. Wilkinson
Tim Stow
R. C. Newport
P. R. Bazley White

I allow these Rules, which shall come into force on 1st July 1991.


Dated 13th May 1991

Mackay of Clashfern, C

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

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SCHEDULE 1

 County Court Summons																
<p>(1) Plaintiff's full name address</p>																
<p>(2) Address for service (and) payment <i>(if not as above)</i> Ref / Tel no.</p>																
<p>(3) Defendant's name address</p>																
<p>Case Number <small>Always quote this</small></p>																
<p>In the County Court</p>																
<p>The court office is open from 10am to 4pm Monday to Friday</p>																
<p>Telephone:</p>																
<p>Seal</p>																
<p><small>This summons is only valid if sealed by the court If it is not sealed it should be sent to the court.</small></p>																
What the plaintiff claims from you																
<p>Brief description of type of claim</p>																
<p>Particulars of the plaintiff's claim against you</p>																
	<table border="1"> <tr> <td>Amount claimed</td> <td></td> <td></td> </tr> <tr> <td>Court fee</td> <td></td> <td></td> </tr> <tr> <td>Solicitor's costs</td> <td></td> <td></td> </tr> <tr> <td>Total amount</td> <td></td> <td></td> </tr> <tr> <td>Summons issued on</td> <td></td> <td></td> </tr> </table>	Amount claimed			Court fee			Solicitor's costs			Total amount			Summons issued on		
Amount claimed																
Court fee																
Solicitor's costs																
Total amount																
Summons issued on																
<p>What to do about this summons</p>																
<p>You can</p> <ul style="list-style-type: none"> • dispute the claim • make a claim against the plaintiff • admit the claim in full and offer to pay • pay the total amount shown above • admit only part of the claim 																
<p>For information on what to do or if you need further advice, please turn over.</p>																
<p>Signed Plaintiff ('s solicitor) (or see enclosed particulars of claim)</p>	<p>Keep this summons, you may need to refer to it</p>															
<p><small>N1 Default summons (fixed amount) (Order 9, rule 3(2)(b))</small></p>																

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

You have 21 days from the date of the postmark to reply to this summons

(A limited company served at its registered office has 16 days to reply.)

- If you do nothing** → Judgment may be entered against you without further notice.
- If you dispute the claim** → Complete the white defence form (N9B) and return it to the court office. The notes on the form explain what you should do.
- If you want to make a claim against the plaintiff (counterclaim)** → Complete boxes 5 and 6 on the white defence form (N9B) and return the form to the court office. The notes at box 5 explain what you should do.
- If you admit all of the claim and you are asking for time to pay** → Fill in the blue admission form (N9A). The notes on the form explain what you should do and where you should send the completed form.
- If you admit all of the claim and you wish to pay now** → Take or send the money to the person named at box (2) on the front of the summons. If there is no address in box (2), send the money to the address in box (1). Read How to Pay below.
- If you admit only part of the claim** → Fill in the white defence form (N9B) saying how much you admit, then either:
Pay the amount admitted as explained in the box above; or
Fill in the blue admission form (N9A) if you need time to pay

Interest on Judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

Registration of Judgments

If the summons results in a judgment 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.** A leaflet giving further information can be obtained from the court.

Further Advice

You can get help to complete the reply forms and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under "Courts" in the phone book.

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 on the front of this form; the court is unable to trace your case 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 payments 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.

To be completed on the court copy only


Served on _____

By posting on _____

Officer _____

Marked "gone away" on _____

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

 County Court Summons		Always quote this number	
(1) Plaintiff's full name address		Case Number	
(2) Address for service and payment <i>(if not as above)</i> Tel no. Reference		In the	County Court
(3) Defendant's name address			
What the plaintiff claims from you			
Brief description of type of claim		Amount claimed	
Particulars of the plaintiff's claim against you		Court fee	
		Solicitor's costs	
		Total amount	
		Summons issued on	
What to do about this summons			
You can			
<ul style="list-style-type: none">• dispute the claim• make a claim against the plaintiff• admit the claim in full and offer to pay• pay the total amount shown above• admit only part of the claim			
For information on what to do or if you need further advice, please turn over.			
	Plaintiff's solicitor		
N1(SPC) Default summons (fixed amount) (Order 3, rule 3(2)(b))		Keep this summons, you may need to refer to it	

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

You have 22 days from the date of the postmark to reply to this summons
(A limited company served at its registered office has 17 days to reply.)

If you do nothing	Judgment may be entered against you without further notice.
If you dispute the claim	Complete the white defence form (N9B) and return it to the court office. The notes on the form explain what you should do.
If you want to make a claim against the plaintiff (counterclaim)	Complete boxes 5 and 6 on the white defence form (N9B) and return the form to the court office. The notes at 5 explain what you should do.
If you admit all of the claim and you are asking for time to pay	Fill in the blue admission form (N9A). The notes on the form explain what you should do and where you should send the completed form.
If you admit all of the claim and you wish to pay now	Take or send the money to the person named at box (2) on the front of the summons. If there is no address in box (2), send the money to the address in box (1). Read How to Pay below.
If you admit only part of the claim	Fill in the white defence form (N9B) saying how much you admit, then either: Pay the amount admitted as explained in the box above; or Fill in the blue admission form (N9A) if you need time to pay

Interest on Judgments
If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

Registration of Judgments
If the summons results in a judgment 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. A leaflet giving further information can be obtained from the court.

Further Advice
You can get help to complete the reply forms and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under "Courts" in the phone book.

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 on the front of this form; the court is unable to trace your case 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 payments 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.

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County Court Summons

Always quote this number

Case Number	
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In the

County Court

The court office is open from 10am to 4pm Monday to Friday

Telephone:

**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

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

What the plaintiff claims from you

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

Particulars of the plaintiff's claim against you

Plaintiff's claim	
Court fee	
Solicitor's costs	
Total Amount	

Summons 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

- **defend the claim** by filling in the back of the enclosed form and **sending it to the court** 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
- **pay the total amount into court** (see **Payments into Court box** overleaf)

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

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

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

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 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 what to do next.
- 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, your case will automatically be transferred to your local county court.
- A claim for £1000 or less will normally be dealt with by arbitration under the small claims procedure.

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 what to do next.

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 will fix a rate of payment based on the details given in your form of admission and the plaintiff's comments. Judgment will be entered and you will be sent an order telling you how and when to pay.

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 and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
- 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 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.** A leaflet giving further information can be obtained from the court.

Interest on judgment

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

Payments into Court

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

You may only pay by:

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

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

Please bring this form with you

By post

You may only pay by:

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

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

This method of payment is at your own risk.

And you must:

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

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

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

To be completed on the court copy only

Served on:

By posting on:

Officer:

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

N1 (D) Default summons (fixed amount, plaintiff under disability)

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



County Court Summons

Plaintiff's full name address

Plaintiff's Solicitor's address

Ref / Tel No.

Defendant's name address

Case Number	<i>Always quote this.</i>	
In the		
County Court		
The court office is open from 10am to 4 pm Monday to Friday		
Telephone:		



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

What the plaintiff claims from you

Give brief description of type of claim

Particulars of the plaintiff's claim against you

Amount claimed see particulars

Court fee

Solicitor's costs

Total Amount

Summons 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

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

If you do nothing judgment may be entered against you.

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

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

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

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 tell you what to do next.
- 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 £1000 or less will normally be dealt with by arbitration under the small claims procedure.

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 what to do next.

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 need time to pay, complete the enclosed form of admission and give details of how you propose to pay the plaintiff. If your offer is accepted, the court will send an order telling you how to pay. If it is not accepted, the court will fix a rate of payment based on the details given in your form of admission and the plaintiff's comments. Judgment will be entered and you will be sent an order telling you how and when to pay.
- 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.

To be completed on the court copy only
 Served on:
 By posting on:
 Officer:

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

N2 Default summons (amount not fixed)

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 and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
- 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 your case without it.

Registration of judgments

If the summons results in a judgment 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.** A leaflet giving further information can be obtained from the court.

Interest on judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

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

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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 number

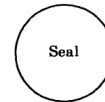
**Case
Number**

In the

County Court

The court office is open from 10 am to 4 pm Monday to Friday

Telephone:



To the defendant

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

Court fee

Solicitor's costs

Total amount

Summons issued on

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

- **The district judge will consider giving directions for the determination of this action**

on at 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:

- 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.
- 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 need time to pay, complete the enclosed form of admission.
- 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.

- 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 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 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.** A leaflet giving further information can be obtained from the court.

Interest on judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

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 and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
- 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.

How to Pay

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

N3 Fixed date summons (pre-trial review)

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

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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**

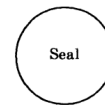
Always quote this number

Case Number	
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In the	County Court
---------------	---------------------

The court office is open from 10 am to 4 pm Monday to Friday

Telephone:



To the defendant

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

Court fee

Solicitor's costs

Total amount

Summons issued on

- **The claim will be heard**

on at 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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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 and information about court procedures at any county court office or citizens' advice bureau.
• If you dispute the claim, you may be entitled to help with your legal 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 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.

Interest on judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

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 payments to reach the plaintiff or his representative.
• Make sure that you keep records and can account for all payments made.
• 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 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
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 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

Summons issued on

- **The claim will be heard**

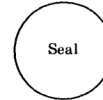
on at am/pm

at

when you are summoned to attend

Important - for instructions turn over

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



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 and information about court procedures at any county court office or citizens' advice bureau.
• If you dispute the claim, you may be entitled to help with your legal 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 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.

Interest on judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount.

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 payments to reach the plaintiff or his representative.
• Make sure that you keep records and can account for all payments made.
• 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 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.
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:

Batiff/ Officer of the Court

Batiff/ 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 is open from 10 am to 4 pm Monday to Friday	
Telephone:	

(1)
Plaintiff's full name
address

(2)
Address for service (and) payment
(if not as above)
Ref / Tel no.

(3)
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 at 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

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

Further advice

- The plaintiff may not be entitled to an order if at least 5 clear days before the hearing date you pay the total amount shown overleaf, together with any further sums recoverable as rent that have become payable between the date when the summons was issued and the date when it was served on you.
If you pay by cheque you will need to allow sufficient time before the hearing for it to clear.
If you do not pay at least 5 clear days before the hearing date, the hearing will go ahead and the plaintiff may ask for judgment for the total amount shown overleaf, together with any further sum that has fallen due up to the hearing date and costs.
This could result in your eviction from the property.
You can get help to complete the enclosed form and more information at any county court office or citizens' advice bureau.
You should get advice if you dispute the claim. You may be entitled to legal aid.
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 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. A leaflet giving further information can be obtained from the court.

Interest on Judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount payable.

How to pay

If you wish to pay the plaintiff or his representative

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
You should allow at least 4 days for your payments to reach the plaintiff or his representative.
Make sure that you keep records and can account for all payments made.
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.

Note: If you do not want to pay the plaintiff or his representative you may pay the court by:

- cash
banker's or giro draft
postal order
cheque (made payable to HM Paymaster General)
Unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees.

You can pay by calling at the court office or by post

N6 Possession summons (forfeiture)

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 (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 the address stated on the summons (or at

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

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

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

Balliff/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.



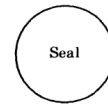
Summons for Arrears of Rent

Plaintiff's Full name Address

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

Defendant's Name Address

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



To the defendant

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

Court fee	
Solicitor's costs	
Total amount	
Summons issued on	

- The claim will be heard

on at 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 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.
• 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.

General information

- You can get help to complete the enclosed form and information on court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
• 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.
• 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 payments 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 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. A leaflet giving further information can be obtained from the court.

Interest on judgments

If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest on the total amount

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

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
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.

Form for Replying to a Summons

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

What is your full name? (BLOCK CAPITALS)

Surname

Forenames

Mr Mrs Miss Ms

How much of the claim do you admit?

All of it (complete only sections 1 and 2)

Part of it (sections 1, 2, 3, 4, 5) Amount £ :

None of it (complete sections 3, 4 and 5 overleaf)

Section 1 Offer of payment

I offer to pay the amount admitted on (date)

or for the reasons set out below

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

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

Section 2 Income and outgoings

a. Employment I am

Unemployed

A pensioner

Self employed as

Employed as a

My employer is

Employer's address :

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

My usual take home pay £ :

Child benefit(s) total £ :

Other state benefit(s) total £ :

My pension(s) total £ :

Other people living in my home give me £ :

Other income (give details) £ :

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

Give an address to which notices about this case should be sent to you	I declare that the details I have given above are true to the best of my knowledge
	Signed (to be signed by you or by your solicitor)
	Position (firm or company)
	Dated

N9 Form of admission, defence and counterclaim to accompany Forms N2, 3 and 4 (Order 3, rule 3(2)(c))

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

c. Bank account and savings

I do not have a bank account

I have a bank account

The account is in credit overdrawn by £ :

I do not have a savings account

I have a savings account

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			£	:
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 charges £ :

Other regular payments (give details below) £ :

Credit cards and other debts (please list) £ :

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

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 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.
 - If you defend a claim for £1000 or less it will be referred to arbitration automatically unless you apply to the court. Your local court office can give you more details.
 - The decision of the arbitrator is final. There are only very limited circumstances in which the court can set aside an arbitration decision.
 - **If the claim is for more than £1000 it can still go to arbitration if:**
 - (a) You and the plaintiff agree. (He may indicate his agreement in his particulars of claim.) or
 - (b) The court orders it (where only one party applies)
- Tick here if the claim is for more than £1000 and you would like it to be dealt with in this way.

<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 (to be signed by you or by your solicitor)</p> <p>Position (firm or company)</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.

<p style="text-align: center;">Form for Replying to a Summons (return of goods)</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 style="text-align: center;">In the County Court</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Case Number</td> <td style="width: 40%; text-align: center; font-size: small;">Always quote this</td> </tr> <tr> <td colspan="2">Plaintiff <small>(including reference)</small></td> </tr> <tr> <td colspan="2">Defendant</td> </tr> </table>	Case Number	Always quote this	Plaintiff <small>(including reference)</small>		Defendant	
Case Number	Always quote this						
Plaintiff <small>(including reference)</small>							
Defendant							

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 :

Dated

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 : <small>(give details)</small>	£	:

c. Bank account and savings

I do not have a bank account
 I have a bank account
 The account is in credit overdrawn by £ :
 I do not have a savings account
 I have a savings account
 The amount in the account is £ :

d. Dependants (people you look after financially)

Number of dependants
(give ages of children)

e. Outgoings

	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 charges	£	:
Other regular payments <small>(give details below)</small>	£	:

Credit cards and other debts (please list) £ :

Of the 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

<p>Give an address to which notices about this case should be sent to you</p> <p style="text-align: right; font-size: small;">Post code <input style="width: 50px;" type="text"/></p>	<p>I declare that the details I have given above are true to the best of my knowledge</p> <p>Signed <small>(to be signed by you or by your solicitor)</small></p> <p>Position <small>(firm or company)</small></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.

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.
 - If you defend a claim for £1000 or less it will be referred to arbitration automatically unless you apply to the court. Your local court office can give you more details.
 - The decision of the arbitrator is final. There are only very limited circumstances in which the court can set aside an arbitration decision.
 - **If the claim is for more than £1000 it can still go to arbitration if:**
 - (a) You and the plaintiff agree. (He may indicate his agreement in his particulars of claim.) or
 - (b) The court orders it (where only one party applies)
- Tick here if the claim is for more than £1000 and you would like it to be dealt with in this way.

<p>Give an address to which notices about this case can be sent to you</p> <p style="text-align: right;">Post code <input style="width: 50px;" type="text"/></p>	<p>Signed <i>(to be signed by you or by your solicitor)</i></p> <p>Position <i>(firm or company)</i></p> <p>Dated</p>
--	--

N10 (HP/CCA) Form of admission, defence and counterclaim to accompany Forms N3 and N4

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.	<i>Always quote this</i>
Plaintiff's Ref.	



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

<p>(1) delete if debt is not to be registered</p>	<p>———— Take Notice ————</p>	<p>(1) This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</p> <p>*If judgment is for more than £5000 the plaintiff may be entitled to interest</p>	
	<p>To the defendant</p> <p>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 cannot pay, ask at the court office about what you can do.</p>	<p style="text-align: center;">———— How to Pay ————</p> <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. 	
	<p style="text-align: center;">———— Address for Payment ————</p> <table border="1" style="width: 100%; height: 80px; margin-top: 5px;"> <tr> <td style="width: 100%;"></td> </tr> </table>		

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.

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.	



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 in the action and on the counterclaim, complete this section
2) if one party succeeds in the action and the other on the counterclaim, complete this section

It is ordered that¹⁾ the plaintiff (or defendant) do pay the plaintiff (or defendant) the sum of £ (together with the costs when taxed) being the amount adjudged against him

(Or²⁾ 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 (or defendant) by costs when taxed 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

delete if debt is not to be entered

Take Notice	
<p>To the defendant</p> <p>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 cannot pay, ask at the court office about what you can do.</p>	<p>³⁾This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</p> <p style="font-size: x-small;">*If judgment is for more than £5000, the plaintiff may be entitled to interest</p>
Address for Payment	How to Pay
<div style="border: 1px solid black; height: 80px;"></div>	<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 4 days</u> 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 Mondays to Fridays. 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.		



It is **adjudged** that the plaintiff do recover against the defendant the sum of £ (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 ————

(1) delete if debt is not to be registered

To the defendant

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 cannot pay, ask at the court office about what you can do.

(1) This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. **If you pay in full within one month the entry will be removed.**

*If judgment is for more than £5000, the plaintiff may be entitled to interest

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

N25 Judgment for plaintiff with costs to be taxed (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

(recovery of land)

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 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 _____

⁽²⁾ delete if debt is not to be registered

Take Notice	
<p>To the defendant</p> <p>If you do not comply with this order you may be evicted by the bailiff of the court and your goods removed and sold to pay the money judgment. If your circumstances change and you cannot pay, ask at the court office about what you can do.</p> <p style="text-align: center;">_____ Address for Payment _____</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>⁽²⁾ This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</p> <p>*If judgment is for more than £5000, the plaintiff may be entitled to interest</p> <p style="text-align: center;">How to Pay</p> <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, Monday to Friday. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number _____

N26 Judgment for plaintiff in action for recovery of land (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
(non-payment of rent)**

Plaintiff

Defendant

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



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⁾

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

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

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 by ⁽²⁾ (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)

And that unless payment of the said sum is made by the said date the defendant shall 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 by

Dated

(3) delete if debt is not to be registered

<p style="text-align: center;">Take Notice</p> <p>To the defendant If you do not comply with this order you may be evicted by the bailiff of the court and your goods removed and sold or other enforcement proceedings taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do.</p> <p><small>⁽³⁾This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</small></p> <p><small>*If judgment is for more than £5000, the plaintiff may be entitled to interest</small></p> <p style="text-align: center;">Address for Payment</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p style="text-align: center;">How to Pay</p> <p>If you wish to pay the plaintiff or his representative:</p> <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. ● You should allow <u>at least 4 days</u> for your payments 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. <p>Note: If you do not want to pay the plaintiff or his representative you may pay the court by:</p> <ul style="list-style-type: none"> ● cash ● banker's or giro draft ● postal orders ● cheque (made payable to HM Paymaster General) <p style="font-size: small;">Unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees</p> <p>You can pay by calling at the court office or by post</p>
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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.

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
(order refused under Rent Acts)

Plaintiff

Defendant

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



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⁾

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

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

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 by by⁽²⁾ (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)

And that unless payment of the said sum is made by the said date the defendant shall 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 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

⁽³⁾delete if debt is not to be registered

<p style="text-align: center;">Take Notice</p> <p>To the defendant</p> <p>If you pay the rent arrears and costs in full by the date at (2) above (or as the court allows), 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.</p> <p style="text-align: center;">Address for Payment</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>	<p style="text-align: center;">How to Pay</p> <p>If you wish to pay the plaintiff or his representative:</p> <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. ● You should allow <u>at least 4 days</u> for your payments 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. <p>Note: If you do not want to pay the plaintiff or his representative you may pay the court by:</p> <ul style="list-style-type: none"> ● cash ● banker's or giro draft ● postal orders ● cheque (made payable to HM Paymaster General) <p>Unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees</p> <p>You can pay by calling at the court office or by post</p>
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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.

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.	



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 consequently having a right of re-entry or forfeiture

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 £ _____))

It is ordered that the defendant do pay the (total) sum mentioned above by ⁽²⁾ _____ (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)

And that unless payment of the said sum is made by the said date the defendant shall 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 by

And it is further ordered that execution of such order be suspended for so long as the defendant punctually pays the said sum of £ _____ and £ _____ for mesne profits, making a total of £ _____ by instalments of £ _____ per _____, the first instalment to reach the plaintiff by _____ in addition to the current rent of £ _____ per _____, and that no execution shall issue once the said sum of £ _____ has been paid

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

⁽²⁾ a date not less than 4 weeks from the date of the order

Dated

Take Notice

To the defendant
If you pay the rent arrears and costs in full by the date at (2) above (or as the court allows), you will be entitled to keep possession of the property under the existing lease. If you also keep to the terms of the final paragraph above, execution of this order will be suspended. If you become ill or unemployed, ask your landlord to suspend the order until you are better or back at work. If he will not do so, ask at the court office about what you can do.

⁽³⁾This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. **If you pay in full within one month the entry will be removed.**

⁽³⁾ delete if debt is not to be registered

Address for Payment

How to Pay

- If you wish to pay the plaintiff or his representative:**
- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
 - You should allow at least 4 days for your payments 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.
- Note: If you do not want to pay the plaintiff or his representative you may pay the court by:**
- cash
 - banker's or giro draft
 - postal orders
 - cheque (made payable to HM Paymaster General)
- Unsupported cheques may be accepted, subject to clearance, if the Chief Clerk agrees
- You can pay by calling at the court office or by post**

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.

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.

Judgment for Plaintiff

Plaintiff (mortgage or charge)

Defendant

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



On hearing

and on 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 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 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

<p style="text-align: center;">Take Notice</p> <p>To the defendant</p> <p>If you fail to comply with this order you may be evicted by the bailiff of the court and your goods removed and sold to pay the money judgment. If your circumstances change and you cannot pay, ask at the court office about what you can do.</p> <p style="text-align: center;">Address for Payment</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p><small>(2) This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</small></p> <p><small>*If judgment is for more than £5000, the plaintiff may be entitled to interest</small></p> <p style="text-align: center;">How to Pay</p> <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.
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(2) delete if debt is not to be registered

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.

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 (in default)

Plaintiff

Name and address for payment
(if different from above)

Ref / Tel no.

Defendant

Case No. <small>Always quote this</small>	
In the	
County Court	
The court office is open from 10 am to 4 pm Monday to Friday	
Telephone	



The defendant has failed to reply to the summons

It is therefore adjudged that

the plaintiff recover against the defendant the sum of _____
and _____
amounting together to the sum of _____
(And the defendant having paid the sum of _____)

for debt (and interest to date of judgment)

for costs

It is ordered that the defendant pay the sum of

to the plaintiff

** if no sum is shown in this box, payment is due in full by the date shown*

** (by instalments of*

for every calendar month,

the first payment to reach the plaintiff) by

Dated

Take Notice	How to Pay
<p>To the defendant</p> <p>If you replied to the summons and judgment has been entered wrongly against you, you should write to the court office shown on 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 county court, it will automatically be transferred to that court for hearing.</p> <p>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 cannot pay, ask at the court office about what you can do.</p> <p>This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.</p> <p>When the money is paid in full (including any interest*) you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month of judgment the entry will be removed.</p> <p><small>*If judgment is for more than £5000, the plaintiff may be entitled to interest</small></p>	<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.

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 (acceptance of offer)

Plaintiff

Name and address for payment

(if different from above)

Ref / Tel no.

Defendant

Case No.

Always quote this

In the

County Court

The court office is open from 10 am to 4 pm Monday to Friday

Telephone



The defendant made an offer of (see ⁽¹⁾ below) and the plaintiff accepted it

It is therefore adjudged that

the plaintiff recover against the defendant the sum of

and

amounting together to the sum of

(And the defendant having paid the sum of)

It is ordered that the defendant pay the sum of

* if no sum is shown in this box, payment is due in full by the date shown

* (by instalments of ⁽¹⁾)

for debt (and interest to date of judgment)

for costs

to the plaintiff

for every calendar month,

the first payment to reach the plaintiff) by

Dated

Take Notice	How to Pay
<p>To the defendant</p> <p>If you made an offer and the instalments shown on the judgment are not what you offered, you should write to the court office shown on this form giving your reasons why the judgment should be changed. A hearing will be arranged and you will be told when to come to court. If this judgment is not from your local county court, it will automatically be transferred to that court for hearing.</p> <p>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 cannot pay, ask at the court office about what you can do.</p> <p>This judgment has been registered in the Register of County Court Judgments. This may make it difficult for you to get credit.</p> <p>When the money is paid in full (including any interest*) you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month of judgment the entry will be removed.</p> <p>*If judgment is for more than £5000 the plaintiff may be entitled to interest</p>	<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.

N30(1) Judgment for plaintiff on acceptance of offer (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 (determination)

Plaintiff

Name and address for payment
(different from above)

Telephone / Tel no.

Defendant

Case No. <small>Always quote this</small>	<input type="text"/>
In the	
County Court	
The court office is open from 10 am to 4 pm Monday to Friday	
Telephone <input type="text"/>	



The court having considered the defendant's form of admission and the plaintiff's objections

It is adjudged that the plaintiff recover against the defendant the sum of and amounting together to the sum of
(And the defendant having paid the sum of)

It is ordered that the defendant pay the sum of * (by instalments of)

* if no sum is shown in this box, payment is due in full by the date shown

<input type="text"/>	for debt (and interest to date of judgment)
and	for costs
amounting together to the sum of	
(And the defendant having paid the sum of)	
It is ordered that the defendant pay the sum of	to the plaintiff
* (by instalments of	for every calendar month,
the first payment to reach the plaintiff) by	<input type="text"/>

Dated

If you (either the plaintiff or the defendant) object to the payment rate fixed by the court, you must write to the court with your reasons. You have 16 days from the date of the postmark to do this. A hearing will be arranged and you will both be told when to come to court. If this judgment is not from the defendant's local court, it will automatically be transferred to that court for the hearing.

———— Take Notice ————

To the defendant
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 cannot pay, ask at the court office about what you can do.
This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month of judgment the entry will be removed.
*If the judgment is for more than £5000, the plaintiff may be entitled to interest

———— 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.

Suspended Order for Possession
Plaintiff (mortgaged land)

Defendant

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



**On hearing
and on 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 do pay 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) and sums referred to above are satisfied

Dated

Take Notice

To the defendant

If you do not pay in accordance with this order you may be evicted by the bailiff of the court and your goods removed and sold to pay the money judgment. If your circumstances change and you cannot pay, ask at the court office about what you can do.

(2) delete if debt is not to be registered

(2) This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. **If you pay in full within one month the entry will be removed.**

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 Monday to Friday. 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.	<i>Always quote this</i>
Plaintiff's Ref.	



It is adjudged that the plaintiff do recover against the defendant the following goods of the plaintiff wrongly kept 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** ————

(3) delete if debt is not to be registered

To the defendant

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 cannot pay, ask at the court office about what you can do.

⁽³⁾ This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. **If you pay in full within one month the entry will be removed.**

*If judgment is for more than £5000, the plaintiff may be entitled to interest

———— **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 Monday to Friday. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

N32 Judgment for delivery of goods (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.	



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

It is adjudged that the defendant having failed to comply with the terms of a (regulated) ⁽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 recovers against the defendant ⁽³⁾

(2) or as the case may be

the following goods of the plaintiff, being goods subject to the agreement and wrongfully kept by the defendant, namely:- ⁽⁴⁾

(3) insert name of hirer

and recovers against the defendant the sum of £ _____ for costs [or his costs to be taxed on scale _____]

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

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

* delete if debt is not to be registered

————— **Take Notice** —————

To the defendant

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 judgment is for more than £5000 the plaintiff is entitled to interest

*** This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.**

————— **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. Monday to Friday. 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)(f) 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.	



(1) delete 'regulated' for judgments made under the Hire Purchase Act 1965
(2) or as the case may be

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⁾

(3) insert name of hirer

and do recover against the defendant the sum of £ _____ for costs (or his costs of this action to be taxed on scale _____)

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

It is ordered that unless the defendant(s) fulfil the conditions of the suspension, 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

(5) add any further conditions imposed by the court

And that the terms of the above-mentioned agreement be modified in the following respects: no sum except the above-mentioned instalments shall be payable to the plaintiff in respect of the agreement during the suspension

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

And also that the defendant do pay the sum of £ _____ for costs (or the amount of the costs when taxed) 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

7) delete if debt is not to be registered

<p style="text-align: center;">Take Notice</p> <p>To the defendant</p> <p>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 cannot pay, ask at the court office about what you can do.</p> <p style="text-align: center;">Address for Payment</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p><small>(7) This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</small></p> <p style="text-align: center;">How to Pay</p> <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.
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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.

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 138(1) (i) of the Consumer Credit Act 1974 (Order 22, rule 11)

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.		



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

It is adjudged that, the defendant having failed to comply with the terms of a (regulated) ⁽¹⁾ hire-purchase agreement (or regulated conditional sale agreement) dated the _____ day of _____ 19____

⁽²⁾ or as the case may be

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⁾

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

and do recover against the defendant the sum of £ _____ for costs (or his costs to be taxed on scale _____)

It is ordered that the defendant ⁽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 _____)

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

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

Dated _____

⁽⁶⁾ delete if debt is not to be registered

To the defendant
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 cannot pay, ask at the court office about what you can do.

Take Notice

⁽⁶⁾ This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.

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 Monday to Friday. 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))

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

Defendant

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



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⁾

⁽¹⁾ state the varied conditions

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

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

Or that the 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⁾

⁽³⁾ insert name of hirer

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

delete debt is it to be interest

Take Notice

To the defendant

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 cannot pay, ask at the court office about what you can do.

⁽⁴⁾ This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.

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

N32(4) 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.		



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 the costs to the plaintiff by _____ (or by instalments of £ _____ for every calendar month, the first instalment to reach the plaintiff by _____)

Dated

Take Notice

⁽¹⁾ delete if debt is not to be registered

To the defendant

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 cannot pay, ask at the court office about what you can do.

⁽¹⁾ This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. **If you pay in full within one month the entry will be removed.**

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 Monday to Friday. 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))

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.		



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 arrears of hire-rent and the sum of £ _____ for costs

It is ordered that the defendant do return the goods to the plaintiff, or do pay the sum of £ _____, 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	
<p>To the defendant</p> <p>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 cannot pay, ask at the court office about what you can do.</p>	<p>⁽²⁾ This judgment has 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 you can ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</p>
<p style="text-align: center;">Address for Payment</p> <p>[]</p>	<p style="text-align: center;">How to Pay</p> <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.

(2) delete if date is not to be registered

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.

N33 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

(after assessment of damages)

Plaintiff

Defendant

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



On hearing

The plaintiff in this action having on the obtained interlocutory judgment against the defendant for damages to be assessed, and the district judge 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	
<p>To the defendant</p> <p>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 cannot pay, ask at the court office about what you can do.</p>	<p>⁽¹⁾ This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.</p> <p>*if judgment is for more than £5000, the plaintiff may be entitled to interest</p>
<p>Address for Payment</p> <input type="text"/>	<p style="text-align: center;">How to Pay</p> <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.

) delete if debt is not to be registered

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.

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.	<i>Always quote this</i>
Plaintiff's Ref.	



On the application of the defendant / plaintiff

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

⁽¹⁾ or as the case may be

(_____)⁽¹⁾

on the _____ and £ _____ for costs is hereby varied

⁽²⁾ where judgment entered for more than £5000 on or after 1 July 1991

It is now ordered that the defendant pay the plaintiff the outstanding sum, including any interest,⁽²⁾ (of £ _____ ⁽³⁾ (by instalments of £ _____ for every calendar month, the first payment to reach the plaintiff) by _____

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

Dated

— Take Notice —

To the defendant

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 cannot pay, ask at the court office about what you can do.

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

N35 Variation order (Order 22, rule 10(6))

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.	



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: ⁽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, within 14 days of taxation)

Dated

———— **Take Notice** ————

To the respondent

²⁾ delete if debt is not to be registered

⁽²⁾ This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month the entry will be removed.

*If judgment is for more than £5000 the applicant may be entitled to interest

———— **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 applicant 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 applicant or his representative.

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))

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.	<i>Always quote this</i>
Oral Exam No.	
Plaintiff's Ref.	

To the defendant

The plaintiff obtained a judgment (or order)

(1) or as the case may be
(2) delete as appropriate

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⁾



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

(3) see note overleaf

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⁾

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

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

(4) where judgment entered for more than £5000 on or after 1 July 1991

Balance of debt due at date of this request (and any interest) ⁽⁴⁾	£	
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.

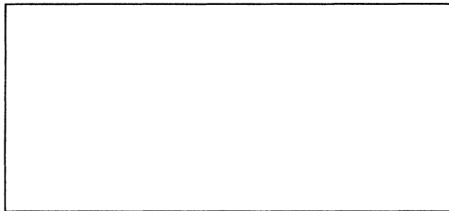
The court office at

is open between 10 am and 4pm

N37 Order for oral examination of judgment debtor (Order 25, 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.

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
- receipt 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). If the plaintiff's claim includes interest and you pay the amount now due within 8 days of service of this order on you, the plaintiff will not be entitled to further interest. *(The date of service will be 7 days after the date of posting as shown by the postmark.)*

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 - U/E

CASE NO.

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

Service was effected

(tick and complete whichever applies)

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

by delivering it to the defendant personally (or to

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

at the address stated in the order (or at

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

OR
Bailiff / Officer of the Court
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)

<p>Plaintiff</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Defendant</p> <div style="border: 1px solid black; height: 75px; width: 100%;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">In the</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">County Court</td> </tr> <tr> <td style="padding: 5px;">Case No.</td> <td style="padding: 5px; font-size: small; text-align: center;"><i>Always quote this</i></td> </tr> <tr> <td style="padding: 5px;">Oral Exam No.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Plaintiff's Ref.</td> <td style="padding: 5px;"></td> </tr> </table>	In the		County Court		Case No.	<i>Always quote this</i>	Oral Exam No.		Plaintiff's Ref.	
In the											
County Court											
Case No.	<i>Always quote this</i>										
Oral Exam No.											
Plaintiff's Ref.											

To the defendant



(1) or as the case may be

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

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

(2) see note overleaf

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⁽²⁾

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

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

(3) where judgment entered for more than £5000 on or after 1 July 1991

Balance of debt due at date of this request (and any interest) ⁽³⁾ £	
Fee on issue of this order £	
AMOUNT NOW DUE £	
Unsatisfied warrant costs not included above £	

Important - for instructions turn over

The court office at is open between 10 am and 4pm Monday to Friday. When corresponding with the court, please address forms and letters to the Chief Clerk and quote the case number.
N38 Order for oral examination (person other than judgment debtor) (Order 25, 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.

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 you 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 sent to prison for contempt of court

Dated

<p>Travelling expenses</p> <p>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.</p> <p>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.</p> <p>The plaintiff's solicitor's name and address is</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Balance now due</p> <p>You will not have to attend the examination if you (or your company) pay into the court office before the date of the hearing, the balance now due shown below</p> <p>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</p> <p>Balance now due* (including costs of the hearing which you failed to attend) £ <input style="width: 100px;" type="text"/></p> <p>Unsatisfied warrant costs not included above £ <input style="width: 100px;" type="text"/></p> <p><small>*Where judgment was entered for more than £5000 on or after 1 July 1991, the amount shown here may include interest to the date of the application. If so, the plaintiff may claim further interest until full payment.</small></p> <p>Important - for instructions on what to bring to the hearing and how to pay, turn over.</p>
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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.

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.

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

Date

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

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.

Order Suspending Warrant / Judgment

Plaintiff

Defendant

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



On the application of

And the court being satisfied that the defendant is unable to pay and discharge the sum payable by him in this action (or the instalments due under the judgment or order in this action)

It is ordered that

(1) delete as necessary
(2) state time

The judgment or order be suspended ⁽¹⁾⁽²⁾

The warrant of execution issued in this action be suspended ⁽¹⁾

The warrant of committal issued in this action be suspended for ⁽¹⁾⁽²⁾

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

so long as the defendant do pay the plaintiff the outstanding sum (of £ ⁽³⁾ (by instalments of £ for every calendar month, the first instalment to reach the plaintiff) by and further payments to reach the plaintiff by the day of each month

Or

(4) state terms including liability to re-arrest if so ordered

that the defendant be discharged from custody under the warrant of committal ⁽⁴⁾

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

Dated

———— **Take Notice** ————

To the defendant

If you do not pay in accordance with this order, the warrant may be reissued or other enforcement proceedings may be taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do.

———— **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 Monday to Friday. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.

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

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 them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family.

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

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

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

If your goods are removed

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

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

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

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

When the goods are sold
You will be given a detailed written account of the sale and distribution of the money.

Walking possession agreement
(request not to remove goods)

To the district judge and bailiff of the court
Please do not remove the goods seized (listed here)

Until payment is made or the warrant is withdrawn:

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

Signed _____ Dated _____

In the **County Court**

Warrant of Execution

To the district judge and bailiff at _____

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 restricted to execute the said warrant.

Date sent _____

Date received _____

Returns other than payments
Date of levy 19

Date	Time	

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

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

N42 Warrant of execution (Order 26, rule1)

Returns (continued)

Date	Time	

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

Walking possession agreement
(request not to remove goods)

To the district judge and bailiff of the court
Please do not remove the goods seized (listed here)

Until payment is made or the warrant is withdrawn:

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

Signed _____ Dated _____

Levy Notice

The bailiff has levied on your goods. This means you must not dispose of them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family.

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

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

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

If your goods are removed

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

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

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

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

When the goods are sold
You will be given a detailed written account of the sale and distribution of the money.

Walking possession agreement
(request not to remove goods)

To the district judge 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 _____

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 them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family.

If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.
Payment under this warrant must be made to the bailiff or to the county court walking possession agreement
 You may request the bailiff not to remove the goods; this is called a walking possession agreement. If you wish to do so, you should sign the walking possession agreement and the copy on the bailiff's warrant form.

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

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

Auction fees
 When your goods have been removed, they may be valued and sold. If they are, you may have to pay the following additional fees:
 • for valuing the goods: 5p for every £1 of the assessed value.
 • for the sale: this is normally 15p for every £1 for which the goods were sold.

When the goods are sold
 You will be given a detailed written account of the sale and distribution of the money.

Walking possession agreement
(request not to remove goods)

To the district judge 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 district judge 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 district judge 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 district judge and bailiff at _____
 Date applied for at _____ o'clock

PLAINTIFF
 Plaintiff(solicitor)'s address _____

Ref. DEFENDANT(S) _____
 Address(es) to levy at _____

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	Fee	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 County Court

Warrant of Delivery

To the defendant _____
 Date applied for at _____ o'clock

PLAINTIFF
 Plaintiff(solicitor)'s address _____

Ref. DEFENDANT(S) _____
 Address(es) to levy at _____

The plaintiff obtained a judgment against you for recovery of 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 at 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.

Debt/damages and costs	Fee	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

* Applies to orders for return of goods suspended on

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 them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff, these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family. If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.

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

Walking possession agreement

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

If your goods are removed

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

Stopping the sale

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

Auction fees

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

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

When the goods are sold

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

Walking possession agreement

(request not to remove goods)

To the district judge 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 district judge and bailiff at

[]

Take notice this warrant has been issued out of this court for execution at an address within the jurisdiction of this court. You are therefore required to execute the said warrant.

Date sent seal

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

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

(for the) plaintiff

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

Case no _____

Warrant number _____

Date applied for at _____ o'clock

PLAINTIFF

Plaintiff(solicitor)'s address _____

Ref. DEFENDANT(S) _____

Address(es) to levy at _____

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

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

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

Returns other than payments		Date of levy		19
Date	Time	Date	Time	

To the district judge 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 district judge 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

[]

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

To the defendant

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

Schedule of goods

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

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

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

Case no _____

Warrant number _____

Date applied for at _____ o'clock

PLAINTIFF

Plaintiff(solicitor)'s address _____

Ref. DEFENDANT(S) _____

Address(es) to levy at _____

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

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

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.

The bailiff has levied on your goods. This means you must not dispose of them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family.

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

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

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

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

- for valuing the goods: 5p for every £1 of the assessed value.
• for the sale: this is normally 15p for every £1 for which the goods were 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 at 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 court office is open from 10 am to 4 pm Mondays to Fridays

Possession obtained and given to the plaintiff on

Bailiff

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

(for the) plaintiff

(for use only when sale or other charges incurred)

Table with columns for £ and £. Rows include: Gross amount levied or received, Transport charges, Appraisal fee on £, Sale fee on £, Advertising, Rent to landlord, Costs of interpleader ordered to be deducted from proceeds, Net amount paid into court on

County Court

Warrant for Possession of Land

Returns other than payments

Table with columns Date and Time. Multiple rows for recording returns.

Case no

Warrant number

PLAINTIFF

Plaintiff(solicitor)'s address

Ref.

DEFENDANT(S)

Address(es) to levy at

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

Amounts recovered or passed through:

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

N49 Warrant for possession of land (Order 26, rule17)

Warrant for Possession of Land

To the district judge and bailiffs of the court

On the day of 19

It was adjudged that the plaintiff was entitled to possession of (1)

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

(unless the rent in arrear, amounting to £ and the costs of this action, amounting to £ were paid into court by (2)

(And it was adjudged that the plaintiff should recover against the defendant the sum of £ for rent and mesne profits and £ for costs, making together the sum of £)

(And it was ordered that the defendant should pay the last mentioned sum by (3) (or by instalments of £ for every) (3)

(And it was ordered that the judgment for possession be not enforced for days and for so long thereafter as the defendant punctually paid to the plaintiff or his agent the (arrears of rent, mesne profits and) costs by instalments of £ per week in addition to the current rent, the first of such payments to be made by)

(And it was ordered that judgment for £ (and the costs to be taxed) be not enforced for so long as the defendant paid the instalments of £ per) (4)

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

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

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

Case no

Warrant number

PLAINTIFF

Plaintiff(solicitor)'s address

Ref.

DEFENDANT(S)

Address(es) to levy at

Summary table with rows: 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

N49 Warrant for possession of land (Order 26, rule 17)

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 Restitution

To the district judge and bailiffs of the court

On the [] day of [] 19 [] , [] describe the land set out in the judgment: It was adjudged that the plaintiff was entitled to possession of⁽¹⁾

And on the [] day of [] 19 [] a warrant of possession was issued, requiring you to give possession of the land to the plaintiff and possession of the land was given by you to the plaintiff under the warrant on the [] day of [] 19 []

(And the plaintiff having satisfied the court that the land has been re-entered wrongfully and the court having ordered, on the [] day of [] 19 [] , that a warrant of restitution should issue in respect of the land (and that the defendant should pay the plaintiff the sum of £ [] for costs)

YOU ARE THEREFORE REQUIRED FORTHWITH TO ENTER THE LAND AND RESTORE POSSESSION OF IT TO THE PLAINTIFF

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

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

N50 Warrant of restitution (Order 26, rule 17(4))

Levy Notice

The bailiff has levied on your goods. This means you must not dispose of them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family. If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs. If your goods are removed... Stopping the sale... Auction fees... When the goods are sold... You should send any correspondence concerning this warrant, including claims to the goods, to the court at the address below.



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

Possession obtained and given to the plaintiff on the []

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

(for the) plaintiff

(for use only when sale or other charges incurred)

Table with columns for Gross amount levied or received, Transport charges, Appraisement fee, Sale fee, Advertising, Rent to landlord, Costs of interpleader ordered to be deducted from proceeds, Net amount paid into court

In the County Court

Warrant of Restitution

Returns other than payments

Table with columns for Date and Time for recording returns other than payments

N50 Warrant of restitution (Order 26, rule 17(4))

Case No [] Warrant Number [] Restitution Number []

PLAINTIFF

Plaintiff(solicitor)'s address

Ref. [] DEFENDANT(S)

Address(es) to levy at

Table for 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

Case No [] Warrant Number [] Restitution Number []

PLAINTIFF Plaintiff(solicitor)'s address

Ref. [] DEFENDANT(S)

Address(es) to levy at

Table for Balance of debt: Amount of warrant, Fee, Solicitor's costs, Land Registry fee, Total

Amounts recovered or passed through:

Table with columns for Date taken and Amount for amounts recovered or passed through

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 them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff, these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family.
If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.

If your goods are removed


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

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

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

- for valuing the goods: 5p for every £1 of the assessed value.
- for the sale: this is normally 15p for every £1 for which the goods were 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 at 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 court office is open
from 10 am to 4 pm Mondays to Fridays

Possession obtained and given to the applicant on the _____
Bailiff _____
I acknowledge having received possession of the land described in this warrant on the _____
(for the) applicant _____

(for use only when sale or other charges incurred)

Gross amount levied or received	£	
Transport charges	£	
Appraisal fee on £		
Sale fee on £		
Advertising		
Rent to landlord		
Costs of interpleader ordered to be deducted from proceeds		
Net amount paid into court on	£	

In the
County Court

Warrant of Restitution (Order 24)

Returns other than payments

Date	Time

Case No _____
Warrant Number _____
Restitution Number _____

APPLICANT
APPLICANT(solicitor)'s address

Ref. _____
RESPONDENT(S)

Address(es) to levy at

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

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

N51 Warrant of restitution (Order 24, rule 61)

Warrant of Restitution
To the district judge and bailiffs of the court

On the _____ day of _____ 19____, ⁽¹⁾It was adjudged that the applicant was entitled to possession of _____
(1) describe the land as set out in the order

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

(And the applicant having satisfied the court that the land has been re-entered wrongfully and the court having ordered, on the _____ day of _____ 19____, that a warrant of restitution should issue in respect of the land (and that the respondent should pay the applicant the sum of £ _____ for costs)

YOU ARE THEREFORE REQUIRED FORTHWITH TO ENTER THE LAND AND TO RESTORE POSSESSION OF IT TO THE APPLICANT

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

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

Case No _____
Warrant Number _____
Restitution Number _____

APPLICANT
APPLICANT(solicitor)'s address

Ref. _____
RESPONDENT(S)

Address(es) to levy at

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

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

N51 Warrant of restitution (Order 24, rule 61)

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 them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff: these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or recreation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family.

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

If your goods are removed

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

Stopping the sale

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

Auction fees

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

- for valuing the goods: 5p for every £1 of the assessed value.
- for the sale: this is normally 15p for every £1 for which the goods were 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 at the court named below, which is your local county court.

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

seal

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

Possession obtained and given to the applicant on _____

Bail

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

(for the applicant)

(for use only when sale or other charges incurred)

Gross amount levied or received	£	
Transport charges		
Appraisal fee on £		
Sale fee on £		
Advertising		
Rent to landlord		
Costs of interpleader ordered to be deducted from proceeds		
Net amount paid into court on	£	

In the **County Court**

Warrant for Possession of Land (Order 24)

Returns other than payments

Date	Time

N52 Warrant for possession of land (Order 24)

Case No _____

Warrant Number _____

APPLICANT

Applicant (solicitor)'s address _____

Ref. _____

RESPONDENT(S)

Address(es) to levy at _____

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

Amounts recovered or passed through:

Date taken	Amount	Date taken	Amount

Warrant for Possession of Land under Order 24

To the district judge and bailiffs of the court

On the _____ day of _____ 19____,

⁽¹⁾ describe the land set out in the order
It was ordered that the applicant recover possession of ⁽²⁾

(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 NOW 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 _____

N52 Warrant for possession of land under Order 24 (Order 24, rule 6(1))

Case No _____

Warrant Number _____

Date of order _____

APPLICANT

Applicant (solicitor)'s address _____

Ref. _____

RESPONDENT(S)

Address(es) to levy at _____

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

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



The plaintiff obtained a judgment (or order) against you in this court

(⁽¹⁾ or as the case may be () ⁽¹⁾)

And as you have failed to pay as ordered, the plaintiff has applied for an attachment of earnings order requiring your employer to make deductions from your earnings to pay the judgment (or order)

Unless you pay the plaintiff the amount now due (shown below), you must complete the enclosed form of reply, including the statement of means, and send it to reach the court office **within 8 days** after you receive this notice

Failure to return the reply form and statement of means is a punishable offence. It will result in your employer being contacted and you may also be sent to prison for up to 14 days.

⁽²⁾ where judgment entered for more than £5,000 on or after 1 July 1991

Balance of debt due at date of this notice (and any interest ⁽²⁾)	£	
Attachment issue fee	£	
AMOUNT NOW DUE	£	

Dated

Instructions - please read these carefully

- If the plaintiff's claim includes interest⁽²⁾ and you pay the amount now due within 8 days after you receive this notice, the plaintiff will not be entitled to further interest. If you wish to pay the amount due, see **How to Pay** below.
- If you complete and return the form of reply, including the statement of means, within 8 days and the court is satisfied with the information you give, the court will make an order and send you a copy. You will not have to attend court.
- If you are unemployed or self employed, you should say so on the form of reply 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 ask for a suspended order on the form of reply. You should also enclose a copy of your most recent pay slip.
- Read the notes on the form of reply before giving the details asked for.
- You can obtain help in completing the enclosed form of reply at any county court office or citizens' advice bureau

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

N55 Notice of application for attachment of earnings order (Order 27, rule 5(1))

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

For court use only

Certificate of Service - Attachment of Earnings	Case No
--	----------------

I certify that the notice of which this is a true copy, together with a form of reply 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 notice.

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 notice (or at)

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

Bailiff / Officer of the Court

OR

I certify that the notice 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.

<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> Form for Replying to an Attachment of Earnings Application </div> <ul style="list-style-type: none"> Read the notes on the notice of application before completing this form. Tick the correct boxes and give as much information as you can. The court will make an order based on the information you give on this form. You must give full details of your employment and your income and outgoings. Enclose a copy of your most recent pay slip if you can. Make your offer of payment in box 10. You will get some idea of how much to offer by adding up your expenses in boxes 6, 7, 8 and 9 and taking them from your total income (box 5). 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. (This does not apply to maintenance applications.) For details of where and how to pay see notice of application. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">In the</td> <td style="text-align: right;">County Court</td> </tr> <tr> <td>Case Number</td> <td style="text-align: right; font-size: small;">Always quote this</td> </tr> <tr> <td colspan="2">Application Number</td> </tr> <tr> <td colspan="2">Plaintiff (including ref.)</td> </tr> <tr> <td colspan="2">Defendant</td> </tr> </table> <p>3 Employment</p> <p>I am <input type="checkbox"/> employed as a <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> self employed as a <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> unemployed</p> <p><input type="checkbox"/> a pensioner</p> <p>a. employment</p> <p>My employer is <input style="width: 100%; height: 20px;" type="text"/></p> <p>Employer's address <input style="width: 100%; height: 20px;" type="text"/></p> <p>Address of employer's head office (if different from above) <input style="width: 100%; height: 20px;" type="text"/></p> <p>My works number and / or pay reference is <input style="width: 100%; height: 20px;" type="text"/></p> <p>Jobs other than main job (give details) <input style="width: 100%; height: 20px;" type="text"/></p> <p>b. self employment</p> <p>Length of time self employed <input style="width: 50px;" type="text"/> years <input style="width: 50px;" type="text"/> months</p> <p>c. unemployment</p> <p>Length of time unemployed <input style="width: 50px;" type="text"/> years <input style="width: 50px;" type="text"/> months</p> <p>Give details of any outstanding interviews <input style="width: 100%; height: 20px;" type="text"/></p>	In the	County Court	Case Number	Always quote this	Application Number		Plaintiff (including ref.)		Defendant	
In the	County Court										
Case Number	Always quote this										
Application Number											
Plaintiff (including ref.)											
Defendant											

<p>1 Personal details</p> <p>Surname <input style="width: 100%;" type="text"/></p> <p>Forename <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms</p> <p><input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Other (specify) <input style="width: 50px;" type="text"/></p> <p>Age <input style="width: 50px;" type="text"/></p> <p>Address <input style="width: 100%; height: 40px;" type="text"/></p> <p style="text-align: right;">Postcode <input style="width: 50px;" type="text"/></p>	<p>2 Dependants (people you look after financially)</p> <p>Number of children in each age group</p> <p>under 11 <input style="width: 20px;" type="text"/> 11-15 <input style="width: 20px;" type="text"/> 16-17 <input style="width: 20px;" type="text"/> 18 & over <input style="width: 20px;" type="text"/></p> <p>Other dependants (give details)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
--	--

<p>4 Bank account and savings</p> <p><input type="checkbox"/> I have a bank account</p> <p><input type="checkbox"/> The account is in credit by £ <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> The account is overdrawn by .. £ <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> I have a savings or building society account</p> <p>The amount in the account is ... £ <input style="width: 50px;" type="text"/></p>
--

N56 Statement of means - attachment of earnings (Order 27, rule 5(1))

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

5 Income

My usual take home pay (including overtime, commission, bonuses etc) £ per

My husband's or wife's usual take home pay £ per

Income support £ per

Child benefit(s) £ per

Other state benefit(s) £ per

My pension(s) £ per

Others living in my home give me £ per

Other income (give details below)

£ per

£ per

£ per

Total income £ per

7 Priority debts (This section is for arrears only. Do not include regular expenses listed in box 6.)

Rent arrears £ per

Mortgage arrears £ per

Community charge arrears £ per

Water charges arrears £ per

Fuel debts: Gas £ per

Electricity £ per

Other £ per

Maintenance arrears £ per

Others (give details below)

£ per

£ per

Total priority debts £ per

6 Expenses

(Do not include any payments made by other members of the household out of their own income)

I have regular expenses as follows :

Mortgage (including second mortgage) £ per

Rent £ per

Community charge £ per

Gas £ per

Electricity £ per

Water charges £ per

TV rental and licence £ per

HP repayments £ per

Mail order £ per

Housekeeping, food, school meals £ per

Travelling expenses £ per

Children's clothing £ per

Maintenance payments £ per

Others (not court orders or credit debts listed in boxes 8 and 9)

£ per

£ per

£ per

Total expenses £ per

8 Court orders

Court	Case No.	£	per
		£	per

Total court order instalments £ per

Of the payments above, I am behind with payments to (please list)

9 Credit debts

Loans and credit card debts (please list)

	£	per
	£	per
	£	per

Of the payments above, I am behind with payments to (please list)

10 Offer of Payment

I offer to have £ week/month deducted from my pay

• 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. Tick the box below and give your reasons.

I would like a suspended order because

11 Declaration I declare that the details I have given above are true to the best of my knowledge

Signed Dated

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

To the defendant

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

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

Dated

Notes to help you complete the form of reply

- If you are unemployed or self employed, you should say so on the form of reply 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 ask for a suspended order on the form of reply. You should also enclose a copy of your most recent pay slip.
- Read the notes on the form of reply before giving the details asked for.
- You can obtain help in completing the form of reply at any county court office or citizens' advice bureau.

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

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

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

Date

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

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.

Attachment of Earnings Order

To the defendant's employer

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



The defendant who is employed by you at

as a _____ (works no/pay ref _____))
 is in arrears under a judgment of this court (_____) (1)
 and earnings are payable by you to the defendant

(1) or as the case may be

You are therefore ordered to make periodical deductions out of the defendant's earnings in accordance with 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 is £ _____ per week / month
- The protected earnings rate is £ _____ per week / month

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

Dated

***If you (either the plaintiff or defendant) object to the terms for payment contained in this order, you must write to the court with your reasons. You have 16 days from the date of the postmark to do this. A hearing will be arranged and you will both be told when to come to court**

*delete where order made by district judge at hearing

————— Take Notice —————

To the defendant

This is a copy of an attachment of earnings order sent to your employer

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 new rate of pay
- your works number and /or pay reference
- the court case number

If you do not do what this notice tells you, you may be fined or imprisoned or both

Defendant's address

When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.
The court office at _____

is open between 10 am and 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 Production of Statement of Means

To the defendant

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



You have failed to return the statement of means sent to you

It is ordered that unless you pay the amount now due to the court office (£ *)you must complete the enclosed form of reply, including the statement of means, and send it to reach the court office **within 8 days** after you receive this order

* see below

Unless you pay the amount now due to the court office, or return the completed reply form and statement of means, you may be ordered to attend court to show why you should not be sent to prison for up to 14 days or fined up to £100 under Section 23 of the Attachment of Earnings Act 1971

Dated

<p>Instructions - please read these carefully</p> <ul style="list-style-type: none"> • If you wish to pay the amount now due see How to Pay box. Where judgment is for more than £5000 and was entered on or after 1 July 1991 this amount may include interest. If so, the plaintiff may claim further interest until final payment. • If you complete and return the form of reply, including the statement of means, within 8 days and the court is satisfied with the information you give, it will send you a copy of the order. • If you are unemployed or self employed, you should say so on the form of reply 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 ask for a suspended order on the form of reply. You should also enclose a copy of your most recent pay slip. • Read the notes on the form of reply before giving the details asked for. • You can obtain help in completing the enclosed form of reply at any county court office or citizens' advice bureau. 	<p>How to pay</p> <p>You can pay the court by calling at the court office which is open 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</p> <p>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). The payment must be made out to HM Paymaster General and crossed. <p>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>
<p>— Address for Payment —</p> <div style="border: 1px solid black; height: 80px;"></div>	

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

N61 Order for production of statement of means (Order 27, rule 7A(1) and rule 15(1))

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 (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
Date

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

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.

Failure to Provide Statement of Means

To the defendant

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



You have failed 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

at

o'clock

to give good reasons (why you should not be arrested and brought before this court when you may be sent to prison for up to 14 days⁽¹⁾ (or fined up to £100 under Section 23 of the Attachment of Earnings Act 1971⁽¹⁾)

(1) delete as appropriate

Dated

If you immediately return the completed and signed form of reply and statement of means to the court or pay into the court office (£⁽²⁾ the sum remaining due, you may not have to attend.

(2) see * below

Instructions - please read these carefully

- ***If you wish to pay the amount see Payments into Court.** Where judgment was entered on or after 1 July 1991, this amount may include interest. If so, the plaintiff may claim further interest until final payment.
- If you complete and return the form of reply, including the statement of means, within 8 days and the court is satisfied with the information you give, it will send you a copy of the order.
- If you are unemployed or self-employed, you should say so on the form of reply 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 ask for a suspended order on the form of reply. You should also include a copy of your most recent pay slip.
- Read the notes on the form of reply before giving the details asked for.
- You can obtain help in completing the enclosed form of reply at any county court office or citizens' advice bureau.

Payments into Court
please bring or enclose this form

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 / drafts must be made out to HM Paymaster General and crossed.

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.

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 a self-addressed envelope so that the court can return the form and a receipt

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.

N63 Notice to show cause under Section 23 of the Attachment of Earnings Act 1971 (Order 27, rule 7A(2))

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 (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
Date

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

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.	



It is ordered that the attachment of earnings order made in this case be suspended and not enforced so long as the defendant punctually pays the plaintiff the sum of £ _____ by instalments of £ _____ for every calendar month (week), the first instalment to reach the plaintiff by _____ until £ _____, the amount payable under the order, together with any interest,* has been paid

* where judgment is for more than £5000 and was entered on or after 1 July 1991

It is further ordered that service of the order on the employer be deferred accordingly

Dated

***If you (either the plaintiff or the defendant) object to the terms contained in this order, you must write to the court with your reasons. you have 16 days from the date of the postmark to do this. A hearing will be arranged and both parties will be told when to come to court.**

* Delete where order made by district judge at hearing

Take 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 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.

Address for Payment

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
- the court case number

IF YOU DO NOT DO WHAT THIS NOTICE TELLS YOU, YOU MAY BE FINED OR IMPRISONED OR BOTH

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 Monday to Friday. 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.

**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 attachment of earnings order made in this case be suspended and not enforced so long as the defendant punctually pays to the court the amount payable under the order, together with any interest*, by instalments of £ _____ for every calendar month (week), the first instalment to reach the court by _____

* where judgment for more than £5000 and entered on or after 1 July 1991

It is further ordered that service of the order on the employer be deferred accordingly

Dated

Take 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 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 office if different)
- your works number and / or pay reference
- your new rate of pay
- the court case number

IF YOU DO NOT DO WHAT THIS NOTICE TELLS YOU, YOU MAY BE FINED OR IMPRISONED OR BOTH

Address for Payment

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

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.

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.

Attachment of Earnings Order - Priority Order

To the defendant's employer

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



The defendant who is employed by you at

as a _____ (works no/pay ref _____)
is required to make payments of £ _____ a week/month under a maintenance order made by this court (_____)⁽¹⁾ on the

⁽¹⁾ or as the case may be

An application has been made for an attachment of earnings order to secure the payments and 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 of calculating the deductions

- The normal deduction rate is £ _____ per week / month
- The protected earnings rate is £ _____ 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 intervals)⁽¹⁾

Dated

Take Notice

To the defendant

This is a copy of an attachment of earnings order sent to your employer

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 new rate of pay
- your works number and / or pay referenc
- the court case number

If you do not do what this notice tells you, you may be fined or imprisoned or both

Defendant's address

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

is open between 10 am and 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.

Consolidated Attachment of Earnings Order

To the defendant's employer

In the	County Court
Consolidated A/E No.	Always quote this
Employer's Ref.	



The defendant is in arrears under several judgments and earnings are payable by you to the defendant. **You are therefore ordered to make deductions out of the earnings of the defendant in accordance with the Attachment of Earnings Act 1971 until £** _____, the total amount payable under the judgments, together with any interest*, has been paid

*see over

For the purpose of calculating the deductions

- The normal deduction rate is £ _____ per week / month
- The protected earnings rate is £ _____ per week / month

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

Dated

Note:
This order replaces the order(s) listed here. It does NOT replace any existing PRIORITY attachment of earnings orders

Case Number	Plaintiff	Balance due when this order made <small>(actual date calculated)</small>	
Fees due to the court for carrying out this order			
Total due			

To the defendant

This is a copy of an attachment of earnings order sent to your employer

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 new rate of pay
- your works number and / or pay reference
- the court case number

If you do not do what this notice tells you, you may be fined or imprisoned or both

Defendant's address

When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number.
The court office at _____

is open between 10 am and 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.

Judgment Summons

Plaintiff

Defendant

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



(1) if the summons is issued against some or one only of several defendants name them or him

To the defendant ⁽¹⁾

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 requested this judgment summons to be issued against you

(2) or 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 give good reasons 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 £

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 summons under the Debtors Act 1869 (Order 28, rule 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 Attendance at Adjourned Hearing of a Judgment Summons

To the defendant

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



You failed to attend the county court on the day and time fixed for the hearing of a judgment summons after being served with the summons

The hearing has been adjourned to

_____ day the _____ day of _____ 19 at _____ o'clock

at

when you are ordered to attend

Dated

<p style="text-align: center;">————— Take Notice —————</p> <p>To the defendant</p> <ul style="list-style-type: none"> • You are ordered to attend the above hearing • If you do not attend you may be sent to prison for up to 14 days <p>Balance now due* (including costs of the hearing which you failed to attend)</p> <p><small>*Where judgment was entered for more than £5000 on or after 1 July 1991, the amount shown here may include interest to the date of the application. If so, the plaintiff may claim further interest until full payment.</small></p>	<p style="text-align: center;">————— Payments into Court —————</p> <p>You can pay the court by calling at the court office which is open 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</p> <p>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). The payment must be made out to HM Paymaster General and crossed. <p>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>
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*complete only if not paid previously

*** Travelling expenses to be paid or offered to the defendant** £

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

N69 Order for debtor's attendance at an adjourned hearing of a judgment summons (Order 28, rule 4(1))

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 (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

when I paid (or offered) the defendant the sum of £ for his travelling expenses

Bailiff / Officer of the Court

Date

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

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 Committal Order (judgment summons)

Plaintiff

Defendant

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



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, including any interest⁽¹⁾, of £ _____ by _____ (or by instalments of £ _____ for every calendar month, the first instalment to reach the plaintiff by _____)
 (When you have paid the sum of £ _____ there will remain a further sum of £ _____ payable under the original judgment or order)⁽²⁾

(1) where judgment entered for more than £5000 on or after 1 July 1991

(2) delete if not applicable

Dated

Take Notice	
<p>To the defendant</p> <p>If you do not pay (any instalment) in accordance with this order, a warrant for your committal may be issued without further notice, and you may be imprisoned for the period shown above.</p>	<ul style="list-style-type: none"> • If you cannot 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.
<p style="text-align: center;">— Address for Payment —</p> <input type="text"/>	<p style="text-align: center;">— How to Pay —</p> <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 Monday to Friday. 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.	



(1) where judgment has been given against more than one defendant adapt accordingly
(2) or as the case may be

The defendant ⁽¹⁾ having failed to pay the sum of £ _____ due under a judgment or order of this court (_____) ⁽²⁾
made on the _____ day of _____ 19 _____

(3) where judgment entered for more than £5000 on or after 1 July 1991

It is ordered that, on hearing the judgment summons issued in this case, the defendant do pay the plaintiff the amount remaining due, including any interest⁽³⁾, of £ _____ (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

To the defendant

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 cannot pay, ask at the court office about what you can do.

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 Monday to Friday. 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.	
J/S No.	
Warrant No.	



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

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

⁽¹⁾ state names
⁽²⁾ or as the case may be
⁽³⁾ where judgment entered for more than £5000 on or after 1 July 1991

in this court () ⁽²⁾
on the day of 19 , for payment of £ for debt/damages
together with any interest ⁽³⁾ and costs forthwith (or by the)
(or by instalments of £ for every calendar month) and subsequent costs have been incurred amounting to £

And the defendant has 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 given no good reasons 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 district judge, 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

⁽⁴⁾ date on which order was made in court

Dated ⁽⁴⁾

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 (including interest to date of judgment summons) ⁽⁵⁾

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

Interest from date of judgment summons to date of request for warrant of committal ⁽³⁾⁽⁵⁾

Sum on payment of which the debtor is to be discharged

⁽⁵⁾ delete unless judgment summons issued for balance of debt

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

To the Governor of Her Majesty's Prison
at (here insert name of prison of foreign court)



Take notice that, in accordance with the provisions of section 122 of the County Courts Act 1984, this warrant of committal has been sent to this court and the defendant, if arrested within the jurisdiction of this court, is to be conveyed to the prison of this court, and is to be kept there for the time mentioned in the warrant of committal or until lawfully discharged if sooner

Dated

N75 Indorsement on a warrant of committal sent to a foreign court (Order 28, rule 11(3))

To the district judge of the

County Court



Take notice that this warrant has been issued out of this court for execution at an address within the jurisdiction of your court
You are therefore required to execute the said warrant

Dated

N53 Warrant of execution or committal to district judge of foreign court (section 122, County Courts Act 1984)

I arrested the defendant on the
and delivered him into the custody of
the Governor of HM Prison at

on the

Bailiff

Returns other than payments

Date	Time

N74 Warrant of committal (Order 28, rule 11(1))

County Court
Warrant of Committal

Case No. _____

Committal
Warrant
Number _____

Date applied for
Amount due under order £
PLAINTIFF _____

Plaintiff(solicitor)'s address _____

Ref.
DEFENDANT _____

Amounts recovered or passed through¹

Date taken	Amount	Date taken	Amount

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.	<i>Always quote this</i>
Plaintiff's Ref.	



On reading the affidavit of

filed on

It is ordered that the garnishee do attach so much of the debts owing or accruing from the said garnishee to the defendant as will satisfy a judgment or order obtained against the said defendant by the plaintiff

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

⁽¹⁾ where judgment entered for more than £5000 on or after 1 July 1991

And it is ordered that the garnishee do attend this court at

on at **o'clock** to give good reasons 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 is 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. The proceedings against the garnishee shall then be stayed.)

Amount of judgment (or order) (and any interest ⁽¹⁾)	£	
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 is believed to be held is:

<input type="text"/>	⁽²⁾
Account No:	<input type="text"/>

Defendant's name and address

Plaintiff's (solicitor's) address for service

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**.

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 reason:

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 reason:

Bailiff / Officer of the Court

Certificate of Service (garnishee's branch)

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

Service was effected (tick and complete whichever applies)

[] by posting it to the garnishee's branch on at the address stated in the order.

[] by delivering it to the garnishee's branch personally (or to

apparently not less than 16 years old, who promised to give it to the garnishee's branch on the same day) (or on) at the address stated in the order (or at)

[] by inserting it, enclosed in an envelope addressed to the garnishee's branch, in the letter box at the address stated in the order. I have reason to believe that the order will reach the garnishee's branch in sufficient time because:

Bailiff / Officer of the Court

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

Bailiff / Officer of the Court

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.

Garnishee Order Absolute

Plaintiff
 Defendant
 Garnishee

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



To the garnishee

On 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)

(1) where judgment entered for more than £5000 on or after 1 July 1991

It is therefore ordered that the garnishee do pay to the plaintiff the sum of £ _____, 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 any interest⁽¹⁾ and £ _____ the costs of these proceedings)⁽²⁾ to the plaintiff

(2) delete if garnishee owes less than the judgment debt, costs and costs of these proceedings

by _____ (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)⁽³⁾

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

Dated

<p>_____ Address for Payment _____</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>_____ How to Pay _____</p> <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.
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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.

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.



**Summons in Personam
Admiralty Jurisdiction
(fixed amount)**

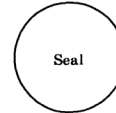
**Plaintiff's
full name
address**

**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 is open from 10 am to 4 pm Monday to Friday	
Telephone:	



To the defendant

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

	£	p
Court fee		
Solicitor's costs		
Total amount		
Summons 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:

- send to the court a defence, counterclaim or admission using the enclosed form.

OR

- pay the total amount of the claim and costs to the person named at the address for payment (above) (see also **How to Pay** notes overleaf)

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 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 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 what to do next.
• 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 need time to pay, complete the enclosed form of admission. 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 fix a rate of payment based on the details given in your form of admission and the plaintiff's comments.

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 and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
• 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.
• Any delay in payment or in returning the enclosed form may add to the costs.
• If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest.
• 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 payments to reach the plaintiff or his representative.
• Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
• A leaflet giving further advice about payment can be obtained from the court.
• If you need more information you should contact the plaintiff or his representative.

CASE NO.

Certificate of Service

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

Service was effected (tick and complete whichever applies)

- by posting it to the defendant on at the address stated on the summons.
by posting it to (leaving it at) the address stated on the summons as the registered office of the limited company.
by posting it to (leaving it at) the address stated on the summons as the place of business of the limited company.
by delivering it to the defendant personally (or to

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

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

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 (fixed amount)

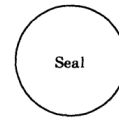
**Plaintiff's
full name
address**

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

**Defendant's
name
address**

Always quote this number

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



The owners of the

To the defendant

(1) state nature of the action

- **An action for** ⁽¹⁾

has been commenced in this court,

on behalf of

of

(2) describe and name the ship

against the ⁽²⁾

(and the freight due for the transportation of the cargo now or lately laden therein)⁽³⁾

(3) add where action is against ship and freight

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

(4) where action is against ship, cargo and freight

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

	£	p
Court fee		
Solicitor's costs		
Total amount		
Summons 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:

- send to the court a defence, counterclaim or admission using the enclosed form
- OR**
- pay the total amount of the claim and costs to the person named at the address for payment (above) (see also **How to Pay** notes overleaf)

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 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 have a claim against the plaintiff, complete and return to the court the enclosed form of counterclaim giving details of your claim.
• 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).

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 and information about court procedures 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.
• Any delay in payment or in returning the enclosed form may add to the costs.
• If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest.
• 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 payments 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 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
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 Personam
Admiralty Jurisdiction**
(amount not fixed)

Plaintiff's
full name
address

--

Plaintiff's
solicitor
address

--

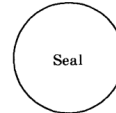
Ref/Tel No.

Defendant

--

Always quote this number

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



To the defendant

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

Court fee

Solicitor's costs

Total amount

Summons 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 a defence, counterclaim or admission using the enclosed form.

If you do nothing, judgment may be obtained against you without further notice (except in claims involving salvage or towage).

Important - for instructions turn over

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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 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 what to do next.
- **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 need time to pay, complete the enclosed form of admission. 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 fix a rate of payment based on the details given in your form of admission and the plaintiff's comments.

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 and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
- 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.
- Any delay in payment or in returning the enclosed form may add to the costs.
- If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest.
- 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 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

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

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

Bailiff/ Officer of the Court

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**Summons in Rem
Admiralty Jurisdiction**
(amount not fixed)

Plaintiff's full name
address

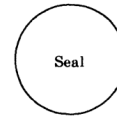
Plaintiff's solicitor
address

Ref/Tel No.

Defendant's name
address

Always quote this number

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



The owners of the

To the defendant

¹⁾ state nature of the action

- An action for⁽¹⁾

has been commenced in this court,

on behalf of
of

²⁾ describe and name the ship

against the⁽²⁾

⁽³⁾ add where action is against ship and freight

(and the freight due for the transportation of the cargo now or lately laden therein)⁽³⁾

⁴⁾ where action is against ship cargo and freight

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

- The plaintiff claims (see particulars enclosed)

	£	p
Court fee		
Solicitor's costs		
Total amount		
Summons 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 a defence, counterclaim or admission using the enclosed form. **If you do nothing**, judgment may be entered against you without further notice (except in claims involving salvage and towage).

Important - for instructions turn over

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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 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 what to do next.
• 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 need time to pay, complete the enclosed form of admission. 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 fix a rate of payment based on the details given in your form of admission and the plaintiff's comments.

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 and information about court procedures at any county court office or citizens' advice bureau. The address and telephone number of your local court is listed under 'Courts' in the phone book.
• 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.
• Any delay in payment or in returning the enclosed form may add to the costs.
• If judgment is entered against you and is for more than £5000, the plaintiff may be entitled to interest.
• When corresponding with the court, please address forms or letters to the Chief Clerk. Always quote the case number.

Payments into Court

You can pay the court

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

You may only pay by:

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

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

Please bring this form with you.

By post

You may only pay by:

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

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

And you must:

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

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

Note:

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

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

CASE NO.

Certificate of Service

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

Service was effected

(tick and complete whichever applies)

by posting it to the defendant on 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 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.

Warrant of Execution in Rem (Admiralty jurisdiction)

Plaintiff

Defendant

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

The owners of the

To the district judge and bailiffs of the court



On the _____ the plaintiff obtained a judgment or order against the
 defendants for the recovery of the sum of £ _____ for⁽¹⁾
 together with the sum of £ _____ for costs, and it was ordered that⁽²⁾

give terms of the judgment

(2) insert judge's directions

And as you have failed to pay as ordered the plaintiff has requested this warrant to be issued for the sum of £ _____ together with the sum of £ _____ for costs allowed for the order and execution of this warrant

³⁾ describe and name ship or property to which this action relates

You are therefore required forthwith to seize and levy upon⁽³⁾

wherever the same may be found within the district of this court and prepare an inventory of⁽³⁾

and have the ship (or property) appraised, and on receipt of a certificate of appraisal, sell the same at public auction, for not less than the appraised value, and immediately thereafter to make a return as to the sale

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

Dated


Amount of judgment or order	£	
Costs	£	
Subsequent costs	£	
Fee on issue of warrant	£	
Solicitor's costs of issue	£	
TOTAL AMOUNT TO BE LEVIED	£	

The court office at _____

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

N105 Warrant of execution in rem (Admiralty Jurisdiction) (Order 40 rule 13(5))

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

<p>Judgment in Personam Admiralty Jurisdiction</p> <p>Plaintiff</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Defendant</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">In the</td> </tr> <tr> <td colspan="2" style="text-align: center;">County Court</td> </tr> <tr> <td style="width: 60%;">Case No.</td> <td style="text-align: center; font-size: small;"><i>Always quote this</i></td> </tr> <tr> <td>Plaintiff's Ref.</td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 20px;">  </div>	In the		County Court		Case No.	<i>Always quote this</i>	Plaintiff's Ref.	
In the									
County Court									
Case No.	<i>Always quote this</i>								
Plaintiff's Ref.									

It is adjudged that the plaintiff do recover against the defendant the sum of £ (1) specify for ⁽¹⁾ and £ for costs (or his costs of this action to be taxed on scale)

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	
To the defendant	
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 cannot pay, ask as the court office about what you can do.	
Note: If judgment is entered for more than £5000, the plaintiff may be entitled to interest.	
Address for Payment	How to Pay
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<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 4 days</u> 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 Monday to Friday. 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	In the County Court						
<p>Plaintiff</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Defendants</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>The owners of the</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Case No.</td> <td style="width: 5%; text-align: center; font-size: small;"><i>Always quote this</i></td> <td style="width: 80%;"></td> </tr> <tr> <td>Plaintiff's Ref.</td> <td></td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 20px;">  </div>	Case No.	<i>Always quote this</i>		Plaintiff's Ref.		
Case No.	<i>Always quote this</i>						
Plaintiff's Ref.							

It is adjudged that the plaintiff do recover the sum of £ _____
) specify for ⁽¹⁾ _____ and £ _____ for costs (or his costs of this action
 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	
To the defendants	
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 cannot pay, ask at the court office about what you can do.	
Note: If judgment is entered for more than £5000, the plaintiff may be entitled to interest	
Address for Payment	How to Pay
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<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 4</u> 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 Monday to Friday. 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))

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 to be Arrested and brought before the Court

Plaintiff

Defendant

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



⁽¹⁾ delete as appropriate **To the (district judge and) ⁽¹⁾ bailiffs of the court and every constable within the jurisdiction of the district judge**

The defendant was ordered to attend on a specified day for the adjourned hearing of (an application for a maintenance attachment of earnings order) (a judgment summons)⁽¹⁾ and has failed to do so

It is therefore ordered that the defendant be arrested and brought before this court (forthwith) ⁽¹⁾

(or

at

on

at

o'clock)

You, the (district judge,) ⁽¹⁾ bailiffs and others are therefore required to arrest the defendant and to bring him before this court

Dated

Description of defendant

Defendant's place of employment

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

N112 Power of arrest (section 110 County Courts Act 1984 and section 23 Attachment of Earnings Act 1971)

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 (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

or

I certify that I arrested the person named in this order

on the day of 19 and brought him before the court.

Bailiff / Officer of the Court

Date

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

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.

S C H E D U L E 2

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

SCHEDULE 2

<div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">Admission</div> <p>When to fill in this form</p> <ul style="list-style-type: none"> Only fill in this form if you are admitting all or some of the claim and you are asking for time to pay If you are disputing the claim or you wish to pay the amount claimed, read the back of the summons <p>How to fill in this form</p> <ul style="list-style-type: none"> Tick the correct boxes and give as much information as you can. Then sign and date the form. Make your offer of payment in box 11 on the back of this form. If you make no offer the plaintiff will decide how you should pay. You can get help to complete this form at any county court office or citizens' advice bureau. <p>Where to send this form</p> <ul style="list-style-type: none"> If you admit the claim in full Send the completed form to the address shown at box (2) on the front of the summons. If there is no address in box (2) send the form to the address in box (1). If you admit only part of the claim Send the form to the court at the address given on the summons, together with the white defence form (N9B). <p>What happens next</p> <ul style="list-style-type: none"> If you admit the claim in full and offer to pay If the plaintiff accepts your offer, judgment will be entered and you will be sent an order telling you how and when to pay. If the plaintiff does not accept your offer, the court will fix a rate of payment based on the details you have given in this form and the plaintiff's comments. Judgment will be entered and you will be sent an order telling you how and when to pay. If you admit only part of the claim The court will tell you what to do next. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">In the</td> <td style="text-align: center; padding: 5px;">County Court</td> </tr> <tr> <td style="padding: 5px;">Case Number <small>Always quote this</small></td> <td style="width: 150px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Plaintiff <small>(including ref.)</small></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Defendant</td> </tr> </table> <p>2 Dependants <small>(people you look after financially)</small></p> <p>Number of children in each age group</p> <p>under 11 <input type="text"/> 11-15 <input type="text"/> 16-17 <input type="text"/> 18 & over <input type="text"/></p> <p>Other dependants <small>(give details)</small> <input style="width: 100%;" type="text"/></p> <p>3 Employment</p> <p><input type="checkbox"/> I am employed as a <input style="width: 150px;" type="text"/> My employer is <input style="width: 150px;" type="text"/></p> <p>Jobs other than main job <small>(give details)</small> <input style="width: 150px;" type="text"/></p> <p><input type="checkbox"/> I am self employed as a <input style="width: 150px;" type="text"/> Annual turnover is £ <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> I am not in arrears with my national insurance contributions, income tax and VAT</p> <p><input type="checkbox"/> I am in arrears and I owe £ <input style="width: 50px;" type="text"/></p> <p>Give details of: (a) contracts and other work in hand <input style="width: 150px;" type="text"/> (b) any sums due for work done <input style="width: 150px;" type="text"/></p> <p><input type="checkbox"/> I have been unemployed for <input style="width: 30px;" type="text"/> years <input style="width: 30px;" type="text"/> months</p> <p><input type="checkbox"/> I am a pensioner</p> <p>4 Bank account and savings</p> <p><input type="checkbox"/> I have a bank account</p> <p><input type="checkbox"/> The account is in credit by £ <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> The account is overdrawn by .. £ <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> I have a savings or building society account The amount in the account is £ <input style="width: 50px;" type="text"/></p> <p>5 Property</p> <p>I live in <input type="checkbox"/> my own property <input type="checkbox"/> lodgings <input type="checkbox"/> jointly owned property <input type="checkbox"/> council property <input type="checkbox"/> rented property</p>	In the	County Court	Case Number <small>Always quote this</small>		Plaintiff <small>(including ref.)</small>		Defendant	
In the	County Court								
Case Number <small>Always quote this</small>									
Plaintiff <small>(including ref.)</small>									
Defendant									

How much of the claim do you admit ?

I admit the full amount claimed as shown on the summons **OR**

I admit the amount of £

1 Personal details

Surname

Forename

Mr Mrs Miss Ms

Married Single Other (specify)

Age

Address

Postcode

N9A Form of admission and statement of means to accompany Form N1 (Order 9, rule 2)

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

6 Income

My usual take home pay (including overtime, commission, bonuses etc)	£	per
Income support	£	per
Child benefit(s)	£	per
Other state benefit(s)	£	per
My pension(s)	£	per
Others living in my home give me	£	per
Other income (give details below)		
	£	per
	£	per
	£	per
Total income	£	per

8 Priority debts *(This section is for arrears only. Do not include regular expenses listed in box 7.)*

Rent arrears	£	per
Mortgage arrears	£	per
Community charge arrears	£	per
Water charges arrears	£	per
Fuel debts: Gas	£	per
Electricity	£	per
Other	£	per
Maintenance arrears	£	per
Others (give details below)		
	£	per
	£	per
Total priority debts	£	per

7 Expenses *(Do not include any payments made by other members of the household out of their own income)*

I have regular expenses as follows :

Mortgage (including second mortgage)	£	per
Rent	£	per
Community charge	£	per
Gas	£	per
Electricity	£	per
Water charges	£	per
TV rental and licence	£	per
HP repayments	£	per
Mail order	£	per
Housekeeping, food, school meals	£	per
Travelling expenses	£	per
Children's clothing	£	per
Maintenance payments	£	per
Others (not court orders or credit debts listed in boxes 9 and 10)		
	£	per
	£	per
	£	per
Total expenses	£	per

9 Court orders

Court	Case No.	£	per
Total court order instalments		£	per

Of the payments above, I am behind with payments to (please list)

10 Credit debts

Loans and credit card debts (please list)

	£	per
	£	per
	£	per

Of the payments above, I am behind with payments to (please list)

11 Do you wish to make an offer of payment?

- If you take away the totals of boxes 7, 8 and 9 and the payments you are making in box 10 from the total in box 6 you will get you some idea of the sort of sum you should offer. The offer you make should be one you can afford.

I can pay the amount admitted on _____ or

I can pay by monthly instalments of £ _____

12 Declaration I declare that the details I have given above are true to the best of my knowledge

Signed _____ Dated _____

Position (firm or company) _____

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

<h2 style="text-align: center; border: 1px solid black; margin: 0;">Admission</h2> <p>When to fill in this form</p> <ul style="list-style-type: none"> Only fill in this form if you are admitting all or some of the claim and you are asking for time to pay If you are disputing the claim or you wish to pay the amount claimed, read the back of the summons <p>How to fill in this form</p> <ul style="list-style-type: none"> Tick the correct boxes and give as much information as you can. Then sign and date the form. Make your offer of payment in box 11 on the back of this form. If you make no offer the plaintiff will decide how you should pay. You can get help to complete this form at any county court office or citizens' advice bureau. <p>Where to send this form</p> <ul style="list-style-type: none"> If you admit the claim in full Send the completed form to <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <ul style="list-style-type: none"> If you admit only part of the claim Send the form to the court at the address given on the summons, together with the white defence form (N9B). <p>What happens next</p> <ul style="list-style-type: none"> If you admit the claim in full and offer to pay If the plaintiff accepts your offer, judgment will be entered and you will be sent an order telling you how and when to pay. If the plaintiff does not accept your offer, the court will fix a rate of payment based on the details you have given in this form and the plaintiff's comments. Judgment will be entered and you will be sent an order telling you how and when to pay. If you admit only part of the claim The court will tell you what to do next. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">In the</td> <td style="text-align: center;">County Court</td> </tr> <tr> <td>Case Number <small>Always quote this</small></td> <td></td> </tr> <tr> <td colspan="2">Plaintiff <small>(reference)</small></td> </tr> <tr> <td colspan="2">Defendant</td> </tr> </table> <p>2 Dependents <small>(people you look after financially)</small></p> <p>Number of children in each age group</p> <p>under 11 <input type="text"/> 11-15 <input type="text"/> 16-17 <input type="text"/> 18 & over <input type="text"/></p> <p>Other dependants <small>(give details)</small> <input style="width: 100%;" type="text"/></p> <p>3 Employment</p> <p><input type="checkbox"/> I am employed as a <input style="width: 100%;" type="text"/> My employer is <input style="width: 100%;" type="text"/></p> <p>Jobs other than main job <small>(give details)</small> <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> I am self employed as a <input style="width: 100%;" type="text"/> Annual turnover is £ <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> I am not in arrears with my national insurance contributions, income tax and VAT</p> <p><input type="checkbox"/> I am in arrears and I owe £ <input style="width: 100%;" type="text"/></p> <p>Give details of:</p> <p>(a) contracts and other work in hand <input style="width: 100%;" type="text"/></p> <p>(b) any sums due for work done <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> I have been unemployed for <input style="width: 50px;" type="text"/> years <input style="width: 50px;" type="text"/> months</p> <p><input type="checkbox"/> I am a pensioner</p> <p>4 Bank account and savings</p> <p><input type="checkbox"/> I have a bank account</p> <p><input type="checkbox"/> The account is in credit by £ <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> The account is overdrawn by .. £ <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> I have a savings or building society account The amount in the account is £ <input style="width: 100%;" type="text"/></p> <p>5 Property</p> <p>I live in <input type="checkbox"/> my own property <input type="checkbox"/> lodgings</p> <p><input type="checkbox"/> jointly owned property <input type="checkbox"/> council property</p> <p><input type="checkbox"/> rented property</p>	In the	County Court	Case Number <small>Always quote this</small>		Plaintiff <small>(reference)</small>		Defendant	
In the	County Court								
Case Number <small>Always quote this</small>									
Plaintiff <small>(reference)</small>									
Defendant									

How much of the claim do you admit ?

I admit the full amount claimed as shown on the summons **OR**

I admit the amount of £

1 Personal details

Surname

Forename

Mr Mrs Miss Ms

Married Single Other (specify)

Age


Address

Postcode

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<p>6 Income</p> <p>My usual take home pay (including overtime, commission, bonuses etc) £ per</p> <p>Income support £ per</p> <p>Child benefit(s) £ per</p> <p>Other state benefit(s) £ per</p> <p>My pension(s) £ per</p> <p>Others living in my home give me £ per</p> <p>Other income (give details below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%; height: 20px;"> </td><td style="width: 10%; text-align: right;">£</td><td style="width: 10%; text-align: left;">per</td></tr> <tr><td style="height: 20px;"> </td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td style="height: 20px;"> </td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td style="text-align: right;">Total income</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> </table>		£	per		£	per		£	per	Total income	£	per	<p>8 Priority debts <small>(This section is for arrears only. Do not include regular expenses listed in box 7.)</small></p> <p>Rent arrears £ per</p> <p>Mortgage arrears £ per</p> <p>Community charge arrears £ per</p> <p>Water charges arrears £ per</p> <p>Fuel debts: Gas £ per</p> <p style="padding-left: 20px;">Electricity £ per</p> <p style="padding-left: 20px;">Other £ per</p> <p>Maintenance arrears £ per</p> <p>Others (give details below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%; height: 20px;"> </td><td style="width: 10%; text-align: right;">£</td><td style="width: 10%; text-align: left;">per</td></tr> <tr><td style="height: 20px;"> </td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td style="text-align: right;">Total priority debts</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> </table>		£	per		£	per	Total priority debts	£	per																																																
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<p>7 Expenses</p> <p><small>(Do not include any payments made by other members of the household out of their own income)</small></p> <p>I have regular expenses as follows :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Mortgage (including second mortgage)</td><td style="width: 10%; text-align: right;">£</td><td style="width: 10%; text-align: left;">per</td></tr> <tr><td>Rent</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Community charge</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Gas</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Electricity</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Water charges</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td colspan="3"> </td></tr> <tr><td>TV rental and licence</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>HP repayments</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Mail order</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td colspan="3"> </td></tr> <tr><td>Housekeeping, food, school meals</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Travelling expenses</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Children's clothing</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Maintenance payments</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td>Others (not court orders or credit debts listed in boxes 9 and 10)</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td style="height: 20px;"> </td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td style="height: 20px;"> </td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> <tr><td style="text-align: right;">Total expenses</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> </table>	Mortgage (including second mortgage)	£	per	Rent	£	per	Community charge	£	per	Gas	£	per	Electricity	£	per	Water charges	£	per				TV rental and licence	£	per	HP repayments	£	per	Mail order	£	per				Housekeeping, food, school meals	£	per	Travelling expenses	£	per	Children's clothing	£	per	Maintenance payments	£	per	Others (not court orders or credit debts listed in boxes 9 and 10)	£	per		£	per		£	per	Total expenses	£	per	<p>9 Court orders</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Court</td><td style="width: 30%;">Case No.</td><td style="width: 10%; text-align: right;">£</td><td style="width: 40%; text-align: left;">per</td></tr> <tr><td colspan="4" style="height: 40px;"> </td></tr> <tr><td colspan="2" style="text-align: right;">Total court order instalments</td><td style="text-align: right;">£</td><td style="text-align: left;">per</td></tr> </table> <p>Of the payments above, I am behind with payments to (please list)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	Court	Case No.	£	per					Total court order instalments		£	per
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	£	per																																																																				
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	<p>11 Do you wish to make an offer of payment?</p> <ul style="list-style-type: none"> If you take away the totals of boxes 7, 8 and 9 from the total in box 6 you will get you some some idea of the sort of sum you should offer. The offer you make should be one you can afford <p><input type="checkbox"/> I can pay the amount admitted on <input style="width: 50px;" type="text"/></p> <p style="padding-left: 20px;">or</p> <p><input type="checkbox"/> I can pay by monthly instalments of £ <input style="width: 50px;" type="text"/></p>																																																																					
<p>12 Declaration I declare that the details I have given above are true to the best of my knowledge</p> <p>Signed <input style="width: 250px; height: 20px;" type="text"/></p> <p style="padding-left: 100px;">Dated <input style="width: 100px; height: 20px;" type="text"/></p> <p>Position <input style="width: 250px; height: 20px;" type="text"/> <small>(firm or company)</small></p>																																																																						

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<h2 style="text-align: center; border-bottom: 1px solid black; margin: 0;">Defence and Counterclaim</h2> <p>When to fill in this form</p> <ul style="list-style-type: none"> Only fill in this form if you wish to dispute all or part of the claim and/or make a claim against the plaintiff (counterclaim). <p>How to fill in this form</p> <ul style="list-style-type: none"> Please check that the correct case details are shown on this form. You must ensure that all the boxes at the top right of this form are completed. You can obtain the correct names and numbers from the summons. The court cannot trace your case without this information. Follow the instructions given in each section. Tick the correct boxes and give the other details asked for. If you wish only to make a claim against the plaintiff (counterclaim) go to section 5. Complete and sign section 6 before returning this form. <p>Where to send this form</p> <ul style="list-style-type: none"> Send or take this form immediately to the court office at the address shown above. If you admit part of the claim and you are asking for time to pay, you will also need to fill in the blue admission form (N9A) and send both reply forms to the court. Keep the summons and a copy of this defence; you may need them. <p>Legal Aid</p> <ul style="list-style-type: none"> You may be entitled to legal aid. Ask about the legal aid scheme at any county court office, citizen's advice bureau, legal advice centre or firm of solicitors displaying the legal aid sign. <div style="text-align: center;">  </div> <p>What happens next</p> <ul style="list-style-type: none"> If you complete box 3 on this form, the court will ask the plaintiff to confirm that he has received payment. If he tells the court that you have not paid, the court will tell you what you should do. If you complete box 4 or 5, the court will tell you what you should do. If the summons is not from your local county court, it will automatically be transferred to your local court. <p>1 How much of the claim do you dispute ?</p> <p><input type="checkbox"/> I dispute the full amount claimed (go to section 2) or</p> <p><input type="checkbox"/> I admit the amount of £ <input style="width: 80px;" type="text"/> and I dispute the balance</p> <p>If you dispute only part of the claim you must either:</p> <ul style="list-style-type: none"> pay the amount admitted to the person named at the address for payment in box (2) on the front of the summons or if there is no address in box (2), send the money to the address in box (1) (see How to Pay on the back of the summons). Then send this defence to the court. <p>or</p> <ul style="list-style-type: none"> complete the blue admission form and send it to the court with this defence. <p><i>Tick whichever applies</i></p> <p><input type="checkbox"/> I paid the amount admitted on <input style="width: 80px;" type="text"/> or</p> <p><input type="checkbox"/> I enclose the completed form of admission <i>(go to section 2)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">In the</td> <td style="text-align: center; padding: 5px;">County Court</td> </tr> <tr> <td style="padding: 5px;">Case Number <small>Always quote this</small></td> <td style="width: 150px; height: 20px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Plaintiff <small>(including ref.)</small></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Defendant</td> </tr> </table> <p>The court office is open from 10am to 4pm Monday to Friday</p> <p>2 Arbitration under the small claims procedure</p> <ul style="list-style-type: none"> This involves an informal hearing taking place in private instead of a formal trial held in public. If you defend a claim for £1000 or less it will be referred to arbitration automatically unless you apply to the court. Your local court office can give you more details. The decision of the arbitrator is final. There are only very limited circumstances in which the court can set aside an arbitration decision. If the claim is for more than £1000 it can still go to arbitration if: <ul style="list-style-type: none"> (a) You and the plaintiff agree. (He may indicate his agreement in his particulars of claim.) or (b) The court orders it (where only one party applies) <input type="checkbox"/> Tick here if the claim is for more than £1000 and you would like it to be dealt with in this way. <p style="text-align: right;"><i>(go on to section 3)</i></p> <p>3 Do you dispute this claim because you have already paid it ? <i>Tick whichever applies</i></p> <p><input type="checkbox"/> No <i>(go to section 4)</i></p> <p><input type="checkbox"/> Yes I paid £ <input style="width: 80px;" type="text"/> to the plaintiff on <input style="width: 100px;" type="text"/> <i>(before the summons was issued)</i></p> <p>Give details of where and how you paid it in the box below <i>(then go to section 6)</i></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	In the	County Court	Case Number <small>Always quote this</small>		Plaintiff <small>(including ref.)</small>		Defendant	
In the	County Court								
Case Number <small>Always quote this</small>									
Plaintiff <small>(including ref.)</small>									
Defendant									

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. <input type="text"/>			
4 If you dispute the claim for reasons other than payment, what are your reasons ? Use the box below to give full details. <i>(If you need to continue on a separate sheet, put the case number in the top right hand corner.)</i>			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
5 If you wish to make a claim against the plaintiff (counterclaim) If your claim is for a specific sum of money, how much are you claiming? £ <input type="text"/> <ul style="list-style-type: none">If your claim against the plaintiff is for more than the plaintiff's claim against you, you may have to pay a fee. Ask at your local court office whether a fee is payable.You may not be able to make a counterclaim where the plaintiff is the Crown (e.g. a Government Department). Ask at your local county court office for further information. What are your reasons for making the counterclaim? <ul style="list-style-type: none">Use the box opposite to give full details. <i>(If you need to continue on a separate sheet, put the case number in the top right hand corner.)</i> <p style="text-align: center;"><i>(go on to section 6)</i></p>	<div style="border: 1px solid black; width: 100%; height: 150px;"></div>		
6 Signed <i>(To be signed by you or by your solicitor)</i>	<input type="text"/>	Position <i>(firm or company)</i>	<input type="text"/>
Give an address to which notices about this case can be sent to you	<input type="text"/> <input type="text"/>	Dated	<input type="text"/>
	Postcode <input type="text"/>		

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Judgment for Plaintiff (after a hearing)

Plaintiff

Name and address for payment
(different from above)

Ref / Tel no.

Defendant

Case No.	
<small>Always quote this</small>	
In the	
County Court	
<small>The court office is open from 10 am to 4 pm Monday to Friday</small>	
<small>Telephone</small>	



It is adjudged that
the plaintiff recover against the defendant the sum of for debt (and interest to date of judgment)
and for costs
amounting together to the sum of
(And the defendant having paid the sum of)

It is ordered that the defendant pay the sum of **to the plaintiff**
* (by instalments of for every calendar month,
* *if no sum is shown in this box, payment is due in full by the date shown* the first payment to reach the plaintiff) by

Dated

<p>———— Take Notice ————</p>	<p>———— How to Pay ————</p>
<p>To the defendant</p> <p>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 cannot pay, ask at the court office about what you can do.</p> <p>This judgment has 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 ask the court to mark the entry in the register as satisfied and for a certificate proving payment. You will have to provide proof and pay a fee. If you pay in full within one month of judgment the entry will be removed.</p> <p>*If judgment is for more than £5000, the plaintiff may be entitled to interest</p>	<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.

N30(3) Judgment for plaintiff after hearing or reconsideration(Order 22, rule 1(1))

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Variation Order (determination)

Plaintiff

Defendant

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



On the application of the defendant / plaintiff and the court having considered the papers received from the parties, the judgment (or order) made against the defendant

⁽¹⁾ or as the case may be

in this court ()⁽¹⁾
 on the for payment of £
 and £ for costs is hereby varied

It is now ordered that

⁽²⁾ where judgment entered for more than £5000 on or after 1 July 1991

the defendant pay the plaintiff the outstanding sum, including any interest,⁽²⁾
 (of £ ⁽³⁾ (by instalments of £ for every calendar month,
 the first payment to reach the plaintiff) by

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

Dated

— Take Notice —	
<p>If you (either the plaintiff or the defendant) object to the payment rate fixed by the court, you must write to the court with your reasons. You have 16 days from the date of the postmark to do this. A hearing will be arranged and you will both be told when to come to court. If the order is not from the defendant's local court, it will be automatically transferred to that court for the hearing.</p>	<p>To the defendant 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 cannot pay, ask at the court office about what you can do.</p>
— Address for Payment —	
<input type="text"/>	<p style="text-align: center;">— How to Pay —</p> <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 4</u> 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 Monday to Friday. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number

N35A Variation order (determination) (Order 22, rule 10.5)

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 Warrant

Plaintiff (determination)

Defendant

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



On the application of the defendant

And the court having considered the papers received from the parties and being satisfied that the defendant is unable to pay and discharge the sum payable by him in this action (or the instalments due under the judgment or order in this action)

It is ordered that

This warrant of execution and the judgment (or order) be suspended and not enforced so long as the defendant do pay the plaintiff the outstanding sum of £ (by instalments of £ for every calendar month, the first payment to reach the plaintiff) by and further payments to reach the plaintiff by the day of each month

(The warrant will be returned to the County Court after 16 days. After that date any further correspondence should be sent there, quoting the court case number)*

* delete as necessary

Dated

Take Notice	
<p>If you (either the plaintiff or defendant) object to the payment rate fixed by the court, you must write to the court with your reasons. You have 16 days from the date of the postmark to do this. A hearing will be arranged and both parties will be told when to come to court.</p>	<p>To the defendant If you do not pay in accordance with this order the warrant may be reissued or other enforcement proceedings may be taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do.</p>
Address for Payment	How to Pay
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<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 4 days</u> 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 Monday to Friday. When corresponding with the court, please address forms or letters to the Chief Clerk and quote the case number

N41A Order suspending warrant (determination) (Order 25, rule 8)

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County Court
Code _____
Warrant of Execution

Case no _____
Warrant number _____
Date applied for at _____ o'clock

seal

PLAINTIFF
Plaintiff(solicitor)'s address _____

Ref. _____ DEFENDANT(S)
Address(es) to levy at _____

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

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

To the defendant

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

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

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

You should now make all payments under the warrant to the bailiff or at 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.

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

County Court
Code _____
Warrant of Execution

Case no _____
Warrant number _____
Date applied for at _____ o'clock

seal

PLAINTIFF
Plaintiff(solicitor)'s address _____

Ref. _____ DEFENDANT(S)
Address(es) to levy at _____

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

To the district judge and bailiff at

Take notice this warrant has been issued out of this court for execution at an address within the jurisdiction of your court. You are therefore required to execute the said warrant.

Date sent _____ Date received _____

Returns other than payments

Date of levy _____ 19

Date taken	Amount	Date taken	Amount

Returns (continued)

Date	Time		Date	Time	

To the district judge and bailiff

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

Levy Notice

The bailiff has levied on your goods. This means you must not dispose of them as the court may have to seize and sell them at public auction to raise money to pay your debt. Certain goods will not be seized by the bailiff; these are (i) tools, books, vehicles and other items of equipment necessary for your personal use in your employment, business or vocation (ii) clothing, bedding, furniture, household equipment and provisions necessary for satisfying basic domestic needs for you and your family. *If you pay the total due, which is shown overleaf, your goods will not be removed and you will not have to pay further costs.*

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

Walking possession agreement

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

If your goods are removed

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

Stopping the sale

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

Auction fees

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

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

When the goods are sold

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

Walking possession agreement
(request not to remove goods)

To the district judge 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 _____

Walking possession agreement
(request not to remove goods)

To the district judge 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 _____

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Notice of Application for Attachment of Earnings Order (maintenance)

Plaintiff

Defendant

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



To the defendant

The plaintiff obtained an order against you in this court

(1) or as the case may be

(1) ()

And as you have failed to pay as ordered, the plaintiff has applied for an attachment of earnings order requiring your employer to make deductions from your earnings for payment of the arrears and for future maintenance

The application will be heard by this court

on the _____ at _____ o'clock

(2) insert address of courthouse

at⁽²⁾

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 notice

FAILURE TO RETURN THE REPLY FORM AND STATEMENT OF MEANS IS A PUNISHABLE OFFENCE. IT WILL RESULT IN YOUR EMPLOYER BEING CONTACTED AND IT MAY RESULT IN YOU BEING ORDERED TO ATTEND COURT

ARREARS NOW DUE £	
--------------------------	--

Dated

Notes to help you complete the form of reply

- If you are unemployed or self employed, you should say so on the form of reply and answer as many questions as you can.
 - Read the notes on the form of reply before giving the details asked for.
- 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.
 - You can obtain help in completing the enclosed form of reply at any county court office or citizens' advice bureau.

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

N55(A) Notice of application for attachment of earnings order (maintenance) (Order 27, rule 5(1))

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

For court use only

Certificate of Service - Attachment of Earnings	Case No
--	----------------

I certify that the notice of which this is a true copy, together with a form of reply 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 notice.

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 notice (or at)

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

Bailiff/ Officer of the Court

OR

I certify that the notice 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 to Produce a Statement of Earnings

To the defendant's employer

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



For the purposes of an application for an attachment of earnings order in respect of the above named defendant

You are ordered to complete the enclosed statement of earnings and send it to reach the court office within 8 days after service of this order upon you

Dated

———— Take Notice ————

Failure to return the completed statement of earnings form may result in a fine of up to £100 under Section 23 of the Attachment of Earnings Act 1971

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

N61A Order to employer for production of statement of earnings (Order 27, rule 15(1))

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 (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's employer personally at the address stated in the order, or at

on the day of 19 .

Bailiff / Officer of the Court
Date

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

Bailiff / Officer of the Court
Date

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Notice of Application for Consolidated Attachment of Earnings Order

Defendant's address

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



Take notice that an application for a consolidated attachment of earnings order has been made by

the plaintiff the defendant the defendant's employer

or

An attachment of earnings order is already in force and the court considers that a consolidated order should be made

This will mean that

- all existing attachment of earnings orders will be brought together with ⁽¹⁾ ⁽²⁾

(1) insert details of any other debts to be included in the consolidated order

(2) PRIORITY maintenance orders cannot be included

- the employer will be required to make only one deduction from his employee's earnings
- the court will hold the money and pay regular dividends
- the court will deduct an administration fee of 5p per £ from the money paid into court

Dated

If you (either the plaintiff or the defendant) object to a consolidated order being made, you must give your reasons in the space provided below and return the form to the court. You have 16 days from the date of the postmark to do this. A consolidated order will not be made only in exceptional circumstances. The court will inform the parties of its decision.

I object to a consolidated order being made because

Signed Plaintiff Defendant Dated

Plaintiff's (solicitor's) address

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

is open between 10 am and 4 pm Monday to Friday

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Order for Defendant to be arrested and brought before the Court

Plaintiff

Defendant

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



To the bailiffs of the court and every constable within the jurisdiction of the district judge

The defendant was ordered to attend on a specified day to give good reasons why he should not be fined or imprisoned for failure to provide a statement of means in accordance with section 14 of the Attachment of Earnings Act 1971 and the defendant failed to attend the hearing

⁽¹⁾ delete as appropriate **It is therefore ordered** that the defendant be arrested and brought before this court (forthwith) ⁽¹⁾ (or

at

on _____ at _____ o'clock)

You, the bailiffs and others are therefore required to arrest the defendant and to bring him before this court

Dated

Description of defendant

Defendant's place of employment

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

N112A Power of arrest section 23 (Attachment of Earnings Act 1971)

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 (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

or

I certify that I arrested the person named in this order

on the day of 19 and brought him before the court.

Bailiff / Officer of the Court

Date

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

Bailiff / Officer of the Court

Date

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Suspended Committal Order (maintenance A/E application)

Plaintiff

Defendant

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



Take notice that today the judge made a 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

Take Notice

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.

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

- If you are unemployed or self-employed, you should say so on the form of reply and answer as many questions as you can.
- Read the notes on the form of reply before giving the details asked for.
- 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.
- You can obtain help in completing the form of reply at any county court office or citizens' advice bureau.

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.

N118 Notice to defendant where committal order made, but directed to be suspended under Attachment of Earnings Act 1971 (Order 27, rule 8(1A))

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

EXPLANATORY NOTE

(This note is not part of the Rules)

These Rules amend the County Court (Forms) Rules 1982 so as to reflect in the court forms the changes made by the County Court (Amendment No.2) Rules 1991 (S.I.1991/1126); those Rules increased the small claims limit and the jurisdiction of district judges as well as devolving to court staff the making of some orders as to time for payment and functions relating to suspension of warrants, variation orders, and attachment of earnings. Many of the forms also reflect the fact that, after 1st July 1991, certain county court judgments will carry interest pursuant to the [County Courts \(Interest on Judgment Debts\) Order 1991 \(S.I. 1991/ 1184\)](#).

These Rules substitute new forms of summons, judgment, variation and other orders, warrant, judgment summons and garnishee order, and various forms to be used in attachment of earnings proceedings (Rule 2).

Several new forms are introduced including a separate form of admission and statement of means (N.9A), a separate defence and counterclaim (N.9B), and a computer-produced warrant (N.42(c)) (Rule 3).