HIGH COURT WRIT RECOVERY

Transfer Up CCJ to High Court Enforcement Form

This service allows you to apply for County Court Judgments to be transferred to the High Court for enforcement.

IMPORTANT: before completing this form please read the following:

- Have the County Court Judgment (CCJ) and any other relevant documents ready to hand
- At the end of the form you will need to agree to the Terms & Conditions and Sign
- The Court Fee is £71.00. The payment options are by Credit or Debit Card by telephoning 01992 660777 or sending a Cheque for £71.00 made payable to High Court Writ Recovery

Email us at clientservices@highcourtwritrecovery.co.uk if you need assistance at any stage.

*Required

Your Information

Required transfer*
Full transfer - where we will generate and process the transfer form (N293A) and obtain the writ of Control
Partial transfer– where you provide the transfer form (N293A) and we do the rest.

I am*
Acting on behalf of the Claimant
The Claimant - The party that is owed the money (as appears on the Judgment).
If you are the 'Claimant' you do not need to complete the 'Claimant Information Section', except the VAT part at the top

Your Name*

First

Last

Your Company

Your Address*

Address

Town

Postcode

Your Telephone
Best number to contact you about this section

DX Number
Document Exchange Number (If applicable)

Your Email*

Your Reference Number

Contact Name* if not you

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Bank Account for Payments* Please provide details of the bank account into which any monies we recover through enforcement, should we be successful, are to be paid

Account Name

Bank Name

Bank Account Number (numbers only)

Bank Sort Code (Format 99-99-99)

Claimant's Information only complete if you are acting on behalf of the Claimant

The party that is owed the money as appears on the Judgment

Is the Claimant***:**

an Individual or
a Business

Is the Claimant VAT registered? *

Yes   VAT Number
No

Claimant's Name*

Claimant's Address*

Address

Town

Postcode

Claimant's Telephone*

Claimant's Email*

Defendant's Information

The party that owes you/claimant the money

Is the Defendant: *

an Individual or   a Business

Defendant's Name*

Defendant's Date of Birth

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Defendant's Address*

Is the enforcement address:

Residential or   Commercial

Company / Trading name

Address this should be either the debtor's main residence or trading address if a business

Town

Postcode

Defendant's Telephone*

Defendant's s Email

Court Case Details

Name of County Court that issued the Judgment*

Claim Number*

Date of Judgement*

Judgment Debt (Before fixed costs) (£)*

Additional Assessed Costs (£)*

Date of Award of Additional Assessed Costs*

Total Claimed at Judgment (£)*

Payments Received Since Judgment - Total (£)

Total Due at Today's Date (£) *

INTEREST – this will be calculated for you on loading your instruction. Interest will be calculated from the date of Judgment

Additional Instructions
Including any information such as further addresses to attend and details of any specific asset of debtor, etc.

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Other documents

Please attach:

   A copy of the claim form

   A copy of the Judgment in Default

Authorisation

How do you wish to make the Payment of £71.00?

   By Credit or Debit Card

   By Cheque to High Court Writ Recovery

For same day action pay by Credit or Debit Card we will ring you to arrange payment and begin immediately. If you choose to send us a cheque we will not begin work until we have received the cheque.

Terms and Conditions

1) I authorise High Court Writ Recovery to apply to transfer the attached judgment to the High Court for enforcement and authorise High Court Writ Recovery to carry out the transfer.

2) I request that the writ be issued to an Authorised High Court Enforcement Officer within High Court Writ Recovery

3) I authorise High Court Writ Recovery to sign any court form necessary for the purpose of enforcing my judgment including County Court Form N293a or any Statement of Truth required in support of my application to enforce my judgment.

4) I authorise the County Court to return the completed N293a direct to High Court Writ Recovery and / or to correspond directly with High Court Writ Recovery regarding my application.

5) I confirm that the judgment is not based upon a Regulated Agreement under the Consumer Credit Act 1974, unless the judgment debt is £25,000 or more.

6) I represent that I am authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.

Statutory Compliance (abortive) Fee £75

Our administration fees are usually paid by the debtor on successful recovery. Where we are unable to recover the amount due, and this could be for a variety of reasons, you will be charged £75.00 plus VAT. These reasons include but are not limited to, situations where we are unable to trace the debtor, where the debtor successfully applies to have the judgment set aside, where the debtor is or has been declared bankrupt and where there are insufficient assets to cover the debt owed.

Part settlements - our costs will be deducted from the sums recovered from the debtor on a pro-rata basis.

NB: Late payment charges will be applied to all our overdue invoices in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (As Amended).

I agree to the terms and conditions. *

Signature*

Date*

Position

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What Next?

We can accept your instructions by Email or Post - we will send you a confirmation of receipt.

Email - Please send scans of this completed form and any relevant documents and email as attachments to instructions@highcourtwritrecovery.co.uk

Post - Please post the original form (retain a copy for your own records) together with any copies of relevant documents to:

High Court Writ Recovery,
PO Box 816
Waltham Abbey, EN8 1RG

Email us at clientservices@highcourtwritrecovery.co.uk if you need assistance at any stage.

Print	Clear	Save