

## 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 £78.00. Once we have received your instruction, an invoice for this amount will be raised and sent to you which will detail ways to pay.

Email us at [clientservices@highcourtwritrecovery.co.uk](mailto: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

## Transfer Up CCJ to High Court Enforcement Form

**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**

## Transfer Up CCJ to High Court Enforcement Form

**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

### 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**

## Transfer Up CCJ to High Court Enforcement Form

### 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](mailto: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](mailto:clientservices@highcourtwritrecovery.co.uk) if you need assistance at any stage.

Print

Clear

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