

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 £80.00. 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 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

Terms and Conditions

1. I acknowledge that High Court Writ Recovery is a trading style of Enforcement Group Limited.
2. 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.
3. I request that the writ be issued to an Authorised High Court Enforcement Officer within High Court Writ Recovery.
4. 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.
5. 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.
6. 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.
7. I understand my obligations under the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) 2018 and confirm that I will comply with these and any other legal requirements regarding personal data.
8. I confirm that at the time of instruction the claim is outstanding and there is no order preventing the transfer of the matter into the High Court.
9. The court fee (currently £80.00) is a court disbursement settled on your behalf. We will invoice the transfer-up court fee immediately. Court disbursements are due for settlement on 7-day payment terms from the date of the invoice, unless otherwise agreed.
10. We will notify you of any cleared funds received and remit the same in accordance with the applicable legislation, regulations, and agreements that are in place at the time.
11. Where money is collected in relation to a High Court Writ, it must be retained for 14 days before it can be paid to a client/creditor. The 14-day retention period is stipulated in the Insolvency Act 1986.
12. I understand the risks associated with the transfer of data by unsecured means and will ensure that, where possible, all data will be sent securely and encrypted.
13. 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. Our standard payment terms are 30 days from the date of invoice (unless otherwise stated).

In the event that the claimant is an individual:

14. I confirm that the claimant is 18 years of age or older, and if requested, this can be validated by photographic identification.

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

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