

# Transfer Up Order of Possession Form 1/5

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) or Possession Order 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@highcourt writrecovery.co.uk](mailto:clientservices@highcourt writrecovery.co.uk) if you need assistance at any stage.

## Your instruction

**Repossession Only or  
Combined Writ of Control**

Repossession only

Combined Writ of Control (Money Order)  
& Possession

**(Money Order) & Possession**

Would you like us to enforce either a straight possession of the property or, a combined Writ of Control (Money Order) & Possession? The Writ of Control will allow us to also pursue rent arrears on your behalf.

## Your information

**Your Full Name**

**Your Firm**

*Where applicable*

**Address**

  
  

**Postcode**

**DX** *Document Exchange  
Number (If applicable)*

**Telephone Number**

*Best number to contact about this section*

**Your Fax Number**

**Your Email**

**Reference Number**

*Your reference number*

**Contact Name**

*If not you*

# Transfer Up Possession Form 2/5

## Claimant information The party that is owed the money as appears on the Judgment

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7`Uja Ubfjg`5 XXfYgg

  
  

7`Uja Ubfjg`DcghWcXY

7`Uja Ubfjg`HY`Yd\ cbY`Bc`

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Gcfh7 cXY

## Defendant information The party that owes the money

Defendant

Defendant's Address

  
  

Defendant's Postcode

Defendant's Telephone

Defendant's Mobile No

Defendant's Email

# Transfer Up Possession Form 3/5

## Court Case Details

**Issue County Court**

**Claim Number**

**Date of Judgment/Order of Possession**

**Date Possession is Due**

**Judgment Debt (Before fixed costs) (£)**

**Judgment Cost (£)**

**Additional Assessed Costs (£)**

**Date of Award of additional Assessed Costs**

**Total Interest Accrued (£)**

**Interest Rate (%)**

**Total of Credits/Payments**

**Received Since Judgment (£)**

**Total Due at Today's Date (£)**

**Additional Instructions**

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

# Transfer Up Possession Form 4/5

## Other documents

**Please attach:**

- A copy of the claim form
- A copy of the Judgment/Order of Possession

## Authorisation

*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 or Possession Order 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 N244 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 N244 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 claimant and will be bound by the terms of this Agreement.
- 7) Where our agents have been forced to withdraw from an enforcement action due to circumstances outside of our control, for any reason whatsoever including but not limited to the Client standing us down on site, the site being vacant on our attendance or the Police issuing instructions to withdraw, our fees for attendance and time spent on site remain payable as quoted.
- 8) Where our planned attendance is delayed or cancelled by you or any other party, once our Enforcement Agents have already mobilised to site but not yet arrived, we reserve the right to charge 50% of any fees we have already quoted to you for the aborted attendance.  
**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).

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

# Transfer Up Possession Form <sup>5/5</sup>

## 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.