



I hereby authorise Optima Legal Services Limited, Hepworth House, Claypit Lane, Leeds LS2 8AE to sign form N293A and obtain a Writ of Control on my behalf.

I enclose a cheque for £66.00 made payable to HMCTS (HM Courts and Tribunals Service)

I also enclose a copy of the Judgment Order, Award or Settlement

I confirm that the details provided are correct and accept responsibility should these details be incorrect

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name in block letters \_\_\_\_\_

**Forward to:**

Equita Limited. High Court Enforcement 5<sup>th</sup> Floor McLaren Building 46 Priory Queensway Birmingham B4 7LR

## Completion Notes

**General: Information to assist Enforcement:**

Please include details of any information concerning the debtor that may be useful in the enforcement of the writ including other trading or registered office addresses.

**Instruction 1: Where you have a sealed Writ of Control:**

Send this to us with the completed Instruction form and enclose any additional information you think may be useful to us. We will enforce the Writ on receipt of these items.

**Instruction 2: Where you have a County Court Judgment (CCJ) and want Equita to enforce it for you:**

We will transfer up the CCJ to the High Court for enforcement free of charge. Send us your CCJ together with our completed Instruction form and any additional information you think may be useful to us. You will need to enclose a cheque in the sum of £66.00 made payable to 'HMCTS' to cover the Court's Administration charges.

**Instruction 3: Where you have a CCJ and a Form N293A with Part 1 completed and Part 2 sealed by the County Court:**

Forward your CCJ and Form N293a with our completed instruction form and enclose any additional information you think may be useful to us. You will need to enclose a cheque in the sum of £66.00 made payable to 'HMCTS' to cover the Court's Administration charges

**Instruction 4: Where you are the claimant in person and are unsure of what to do with the CCJ:**

Forward the CCJ with part 1 of the N293a complete with our completed Instruction form. We will then do the rest to expedite enforcement for you.

Although our transfer up service is free, in all cases there is a cost of £66.00 which is payable to HMCTS for 'Court Administration'

**SEND TO: Equita Limited High Court Enforcement  
5<sup>th</sup> Floor McLaren Building  
46 Priory Queensway  
Birmingham  
B4 7LR**

**To discuss any of the above alternatives in more detail please contact us on 0121 212 9952**