**Tel:** 01604 250116

Please ask for High Court Team

**Email**: Transferup@equita.co.uk

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| --- |
| Instruction From: |
| Title: | Name: | Your Reference:  |
| Company Name:  | Tel No: |
| Address: | DX No: |
|  | Email: |
| Postcode: |  |
| **Judgment Creditor:** |
| Name: |
| Address: | Tel No: |
|  | Email: |
| Postcode: |  |
| **Judgment Debtor:** |
| Title: | Name: | Other Trading Names: |
| Enforcement Address: | Tel No: |
|  | Mob: |
|  | Email: |
| Postcode: |  |
| **Instructions** *(please tick)* | **Documents You Need to Enclose With this Form** |
| 1 |  | Enforce this sealed Writ of Control | The sealed Writ of Control |
| 2 |  | Prepare Form N293A issue and enforce a Writ of Control | The County Court Judgment & a cheque for £66.00 payable to ‘HMCTS’  |
| 3 |  | Issue and enforce a Writ of Control | The County Court Judgment, a cheque for £66.00 payable to ‘HMCTS’ & form N293a with parts 1&2 completed |
| 4 |  | I am the claimant in person | The County Court Judgment, a cheque for £66.00 payable to ‘HMCTS’ & form N293a with part 1 completed |
| **General Information to Assist Enforcement** *(Use a separate sheet if required)***:** |
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# Completion Notes

**General:**  I**nformation 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 Instructionform 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**

**42-44 Henry Street**

**Northampton**

**NN1 4BZ**

**To discuss any of the above alternatives in more detail please contact us on 01604 250116**