



HIGH COURT ENFORCEMENT

Tel: 01604 250116 Please ask for High Court Team **Email**: Transferup@equita.co.uk

Instruction From:				
Title:		Name:	Your Reference:	
Company Name:			Tel No:	
Address:			DX No:	
			Email:	
Postco	ode:			
Judgment Creditor:				
Name:				
Address:			Tel No:	
			Email:	
Postco	ode:			
Judgment Debtor:				
Title:		Name:	Other Trading Names:	
Enforc	ement	Address:	Tel No:	
			Mob:	
			Email:	
Postcode:				
Instru	ctions (olease 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):				

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, 42-44 Henry Street, Northampton, NN1 4BZ				

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.

<u>Instruction 1:</u> 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.

<u>Instruction 3:</u> 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

<u>Instruction 4:</u> 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