

# Trace & Transfer Up CCJ to High Court Enforcement 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) 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 £71.00. The payment options are by Credit or Debit Card by telephoning 01992 663 399 or sending a Cheque for £71.00 made payable to Court Enforcement Services Ltd.

Call us on 01992 663 399 if you need assistance at any stage.

## Your information

<b>Required transfer</b>	<input type="checkbox"/> Full transfer <input type="checkbox"/> Partial transfer
	A Full Transfer Up – where we will generate and process the transfer form (N293A) and obtain the writ of Possession and Control, or; A Part Transfer Up – where you provide the transfer form (N293A) and we do the rest.
<b>Your Full Name</b>	<input type="text"/>
<b>Name of Your Company</b> <i>Where applicable</i>	<input type="text"/>
<b>Address</b>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Postcode</b>	<input type="text"/>
<b>DX</b> <i>Document Exchange Number (If applicable)</i>	<input type="text"/>
<b>Telephone Number</b> <i>Best number to contact about this section</i>	<input type="text"/>
<b>Your Fax Number</b>	<input type="text"/>
<b>Your Email</b>	<input type="text"/>
<b>Reference Number</b> <i>Your reference number</i>	<input type="text"/>
<b>Contact Name</b> <i>If not you</i>	<input type="text"/>

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## Bank Account for Payments

Account Name	<input type="text"/>
Account Number	<input type="text"/>
Sort Code	<input type="text"/>

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

Judgment Creditor	<input type="text"/>
Creditor's Address	<input type="text"/> <input type="text"/> <input type="text"/>
Creditor's Postcode	<input type="text"/>
Creditor's Telephone No	<input type="text"/>
Creditor's Email	<input type="text"/>

## Debtor information *The party that owes the money*

Judgment Debtor	<input type="text"/>
Debtor's Date of Birth	<input type="text"/>
Debtor's Last known Address	<input type="text"/> <input type="text"/> <input type="text"/>
Debtor's Postcode	<input type="text"/>
Debtor's Telephone No	<input type="text"/>
Debtor's Mobile No	<input type="text"/>
Debtor's Email	<input type="text"/>

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## Court Case Details

Issue County Court

Claim Number

Date of Judgment

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.*

## Other documents

**Please attach:**

- A copy of the claim form
- A copy of the Judgment in Default

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## Authorisation

### How do you wish to make the Payment of £71.00?:

- By Credit card or Debit Card
- By Cheque to Court Enforcement Services Ltd

*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 Court Enforcement Services Ltd to undertake a trace to try to find the defendant. If successful I agree to the following:
2. I authorise Court Enforcement Services Ltd to apply to transfer the attached judgment to the High Court for enforcement and authorise Court Enforcement Services Ltd to carry out the transfer.
3. I request that the writ be issued to an Authorised High Court Enforcement Officer within Court Enforcement Services Ltd.
4. I authorise Court Enforcement Services Ltd 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 Court Enforcement Services and / or to correspond directly with Court Enforcement Services Ltd 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 represent that I am authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.

## Statutory Compliance (abortive) Fee £75

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.

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 (As Amended).

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

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

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

# Trace & Transfer Up CCJ to High Court Enforcement Form

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COURT  
ENFORCEMENT  
SERVICES.

## What Next?

**We can accept your instructions by Email, or Post, or via Fax** - 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 [transferup@courtenforcementservices.co.uk](mailto:transferup@courtenforcementservices.co.uk)

**Post** - Please post the original form (retain a copy for your own records) together with any copies of relevant documents to:

**CourtEnforcement Services,  
PO Box 396,  
Loughton,  
IG10 1GL**

**Fax**- Please send the completed instruction form together with any other relevant documents via Fax to 0343 504 1608