

## 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 are payable in advance. The payment options are by Credit or Debit Card by telephoning 0343 504 1606 or sending a Cheque made payable to Court Enforcement Services Ltd.

Call us on 0343 504 1606 if you need assistance at any stage.

### Your instruction

**Repossession Only or  
Combined Writ of Control  
(Money Order) & Possession**

Repossession only  Combined Writ of Control (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

<b>Claimant</b>	<input type="text"/>
<b>Claimant's Address</b>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Claimant's Postcode</b>	<input type="text"/>
<b>Claimant's Telephone No</b>	<input type="text"/>
<b>Claimant's Email</b>	<input type="text"/>

## Bank Account for Payments

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

## Defendant information The party that owes the money

<b>Defendant</b>	<input type="text"/>
<b>Defendant's Address</b>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Defendant's Postcode</b>	<input type="text"/>
<b>Defendant's Telephone</b>	<input type="text"/>
<b>Defendant's Mobile No</b>	<input type="text"/>
<b>Defendant's Email</b>	<input type="text"/>

# 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

**How do you wish to make the Payment:**

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

*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 Court Enforcement Services Ltd to apply to transfer the attached judgment or Possession Order to the High Court for enforcement and authorise Court Enforcement Services Ltd to carry out the transfer.
- 2) I request that the writ be issued to an Authorised High Court Enforcement Officer within Court Enforcement Services Ltd.
- 3) I authorise Court Enforcement Services Ltd 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 Court Enforcement Services and / or to correspond directly with Court Enforcement Services Ltd 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, 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 [commercialservices@courtenforcementservices.co.uk](mailto:commercialservices@courtenforcementservices.co.uk)

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

**Court Enforcement Services,  
PO Box 13230,  
Harlow,  
CM20 9UH**

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