

# Default Costs Certificate

To [Claimant][Defendant][’s Solicitor]

<b>In the High Court of Justice</b>	
<b>Division District Registry</b>	
<b>Claim No.</b>	
<b>Claimant</b> <small>(including ref)</small>	
<b>Defendant</b> <small>(including ref)</small>	
<b>Date</b>	

As you have not raised any points of dispute on the [defendant’s][claimant’s] bill of costs, the costs of the claim have been allowed and the total sum of £ \_\_\_\_\_ is now payable.

You must pay this amount to the [defendant][claimant] [within 14 days from the date of this order] [on or before [            ]]

The date from which any entitlement to interest under this certificate commences is [date]

————— **Take Notice** —————

**To the defendant (claimant)**

**If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do**

————— **Address for Payment** —————

————— **How to Pay** —————

- PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the claimant (defendant) or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the claimant (defendant) or his representative.

The court office at

is open between 10 am and 4 pm Monday to Friday. Address all communications to the Court Manager quoting the claim number

**N255HC** Default costs certificate

