

# Record of examination (Individual)

In the	
Claim No.	
Appn. No.	

Judgment Creditor:

Judgment Debtor:

## 1

### Personal Information

Full Name

Your age?

Present address

National insurance no.

Are you  married?  single?  
 separated?  divorced?  
 living with partner?

Phone numbers:

home

work

mobile

other

Do you intend moving to another address?  Yes  No  
If Yes, what will your new address be and when are you moving?

<input type="text"/>
Date

Do you have any dependant children?  Yes  No  
If Yes, what are their names and ages?

Name	Age
<input type="text"/>	<input type="text"/>

Do you have other dependants living with you, eg. elderly relatives?  Yes  No  
If Yes, what are their names and ages and to what extent are they dependant?

<input type="text"/>
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## 2

### Employment Status

Are you  employed?

Go to section 3  
below

self employed?

Go to section 4  
page 3

unemployed?

Go to section 5  
page 5

retired?

Go to section 6  
page 5

## 3

### Employment Details

What is your  
occupation?

Where is your  
place of work  
if different?

What is the  
name and  
address of your  
employer and  
your employee  
number?

  
employee number

What is your gross pay  
*ie. before tax, national  
insurance deductions?*

 £  per

What is your average take  
home pay including  
overtime and commission?

 £  per

Do you receive Working  
Tax Credit?

Yes

If Yes, how much?

 £  per

No

How often are you paid?

weekly

monthly

other \_\_\_\_\_

On which day are you  
paid?

Is your pay paid

in cash

by cheque

direct to bank or building society account?

If direct to bank or building  
society account what is  
the name and address of  
the branch and account  
number?

account  
number

Do you have any jobs other  
than your main job?

Yes

If Yes, ask for all the above details in relation to  
all other jobs and set out information below.

No

# 4 Self Employed

How long have you been self employed?  What work do you do?

What is the name of your business?

Do you have business premises? eg. shop, yard, lockup  Yes  No If Yes, what is their address?

What is your annual turnover?  £ What amount of profit did the business make over the last year?  £

How much do you draw from the business?  £ per  What were your total drawings in last 12 months?  £

Are you a  sole trader?  partner? If a partner, (a) How many partners are there?

How many employees do you have?  (b) What is your share of the partnership?  %

Do you complete Inland Revenue self assessment?  Yes  No

Do you have accounts?  Yes  No

Do you employ an accountant?  Yes  No If Yes, what is the accountant's name and address?

If you don't have an accountant are accounts audited by a third party?  Yes  No If Yes, give name and address and say when audit takes place?

Will you allow the creditor to approach your accountant or auditor or Inland Revenue to verify the information you have given in this section?  Yes  No  Date of audit

Are you working on any contracts at the moment?  Yes  No If Yes, give details below

Name and address of customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected

Is any money still due to you for work already done?

Yes

If Yes, give details below

No

Name and address of customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected

If money (see above) is overdue what steps are you taking to recover it?

Do you have contracts for work in the future?

Yes

If Yes, give details below

No

Name and address of customer	Nature of work	Expected price £

— [ Go to Section 7 page 5 ] —

## 5 Unemployed

How long have you been unemployed?

What is your trade / training / profession?

What steps are you taking to obtain employment?

Do you have any outstanding job interviews?

- Yes  
 No

If Yes, when?

What state benefits do you receive?  
(Housing benefit, if any should be included section 8b on page 7)

Type of benefit	Amount	Frequency of payment	DSS/BA ref.

— [ Go to Section 7 below ] —

## 6 Retired

When did you retire?

By whom are your pension(s) paid, how much is paid and when?  
(include both state and private pensions)

Pension from	Amount	Frequency of payment

— [ Go to Section 7 below ] —

## 7 Other Income

Is there anyone else in your household who is employed? (Do not include tenants/lodgers. See section 8 on page 6)

- Yes  
 No

If Yes, how much do they contribute to the running of the home?

£  per

What other state benefits do you receive?  
(Housing benefit, if any should be included section 8b on page 7)

Type of benefit	Amount	Frequency of payment	DSS/BA ref.

— [ Go to Section 8 page 6 ] —

## 8

## Residence

Is your home

 your own property?  
Go to 8a below lodgings?  
Go to 8b page 7 rented from a council or housing  
association?  
Go to 8b page 7 rented unfurnished from  
a private landlord?  
Go to 8b page 7 rented furnished from  
a private landlord?  
Go to 8b page 7 other \_\_\_\_\_  
(e.g. mobile home) Go to 8b page 7

## 8a

## Your own property

Are you the sole owner?

 Yes No

If No, name joint owner(s)

Do you own the

 freehold? leasehold?When did you  
buy the  
property?

Is your home a

 house? bungalow? flat?

Is it

 detached? semi-detached? terraced?How many of the following  
rooms does it have? living rooms? kitchens? bedrooms? bath/shower rooms?How much Council Tax do  
you pay per year?£ What was the purchase  
price of property?£ 

What is its value now?

£ 

Is your home mortgaged?

 Yes NoIf Yes, what is the name and  
address of your mortgage  
lender?How much are your  
mortgage payments per  
month?£ What type of mortgage do  
you have? eg. repayment,  
endowment etc.How long is the mortgage  
for? yearsWhen did you take out the  
mortgage?How much is currently  
owed under the mortgage?£ Is some or all of the  
interest paid by the Benefits  
Agency? Yes NoIf Yes, how much is paid  
each month?£

Do you let any part of your home?

Yes

No

If Yes, give names of the tenants/lodgers and details of rent received

Do you have any loans secured on your home? (e.g. further mortgage)

Yes

No

If Yes, give the same details as for the first mortgage

— [ Go to Section 9 page 8 ] —

## 8b Rented property

Do you rent

on your own?  jointly?

What is the name and address of your landlord?

How long have you lived at the property?

\_\_\_\_ months \_\_\_\_ years

Do you share parts of your home with someone unconnected with you?

Yes

No

Do you pay any additional service charges in connection with the premises?

Yes

No

If Yes, give details

£ \_\_\_\_\_ per

How much rent do you pay?

£ \_\_\_\_\_ per

none

How much Council Tax do you pay a year?

£

none

Do you sub-let any part of your home?

Yes

No

If Yes, give names of tenants/lodgers and details of rent received.

Do you receive housing benefit?

Yes

No

If Yes, give details

£ \_\_\_\_\_ per

paid to

— [ Go to Section 9 page 8 ] —



Do you own a motor vehicle?  Yes  
 No

If Yes, give age, make, model value and registration number. State whether it is owned by you, or subject to a hire purchase/ rental agreement.

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Do you have any assets not previously mentioned?  Yes  
 No

If Yes, give details

Assets	Value

Does anyone owe you money, which is not a business debt or for work you have done?  Yes  
 No

If Yes, who owes you money and how much do they owe?

	Value

## 10 Other Debts or regular payments and court orders

### Expenses

Do not include payments made by other members of your household out of their own income or priority debts listed opposite

Mortgage	£	per
Rent	£	per
Council tax	£	per
Gas	£	per
Electricity	£	per
Water charges	£	per
Housekeeping, food, school meals	£	per
Travelling expenses	£	per
Children's clothing	£	per
Maintenance/child support payments	£	per
Student loan repayments	£	per
Mail order payments	£	per
HP repayments	£	per
Digital/satellite TV subscriptions	£	per
Telephone	£	per
Mobile phone	£	per
Other expenses	£	per
<i>(not court orders, priority debts or credit debts listed left)</i>	£	per
<b>Total Expenses</b>	<b>£</b>	<b>per</b>

### Priority Debts

This section is for arrears only. DO NOT include regular expenses listed left

			Total arrears outstanding
Rent arrears	£	per	£
Mortgage arrears	£	per	£
Council tax/Community charge arrears	£	per	£
Water charge arrears	£	per	£
Fuel arrears: Gas	£	per	£
Electricity	£	per	£
Other	£	per	£
Maintenance arrears	£	per	£
Income tax	£	per	£
VAT	£	per	£
National Insurance	£	per	£
Others <i>(give details below)</i>	£	per	£
	£	per	£
	£	per	£
	£	per	£
<b>Total Priority Debts</b>	<b>£</b>	<b>per</b>	<b>£</b>

Have any court orders been made against you?  Yes  No

If Yes, give details below

Name of court and case number	Date of Judgment or order	Amount of Judgment or order	Instalments payable per month	Name of creditor	Total still owed	Are payments up to date? (yes/no)	If no, how much in arrears?
TOTALS							

Do you owe money on credit cards or any other loans (not mortgage or business)?  Yes  No

If Yes, give details below

Name of Creditor	Total amount owing	Instalments payable per month	Are payments up to date? (yes/no)	If no, how much in arrears?
TOTALS				

Have any bankruptcy proceedings been issued against you?  Yes  No

If Yes, what is the court name and case no.

Is the petition

- still pending?  order made but discharged?
- order has been made but not discharged?  other outcome? (give details below)

Has an Individual Voluntary Arrangement been made?  Yes  No

If Yes, give the date

If No, is there a current proposal for one?

- Yes  No

Give details of Trustee/ Insolvency Practitioner/ Administrator, supervisor

# 11 Offer of Payment

Can you make an offer of payment?  Yes  No

If No, please explain why

What is your offer of payment?

Pay in full by  day of

Instalments of  £ per  to start on

Method of payment  postal order  cheque  direct debit  
 standing order  payment book  cash

I certify that this is a correct record of the answers I gave to the questions in this document.

Signed \_\_\_\_\_ Judgment Debtor

Print name \_\_\_\_\_

Date \_\_\_\_\_

The judgment debtor refused to sign this record of evidence.

Signed \_\_\_\_\_ Court Officer

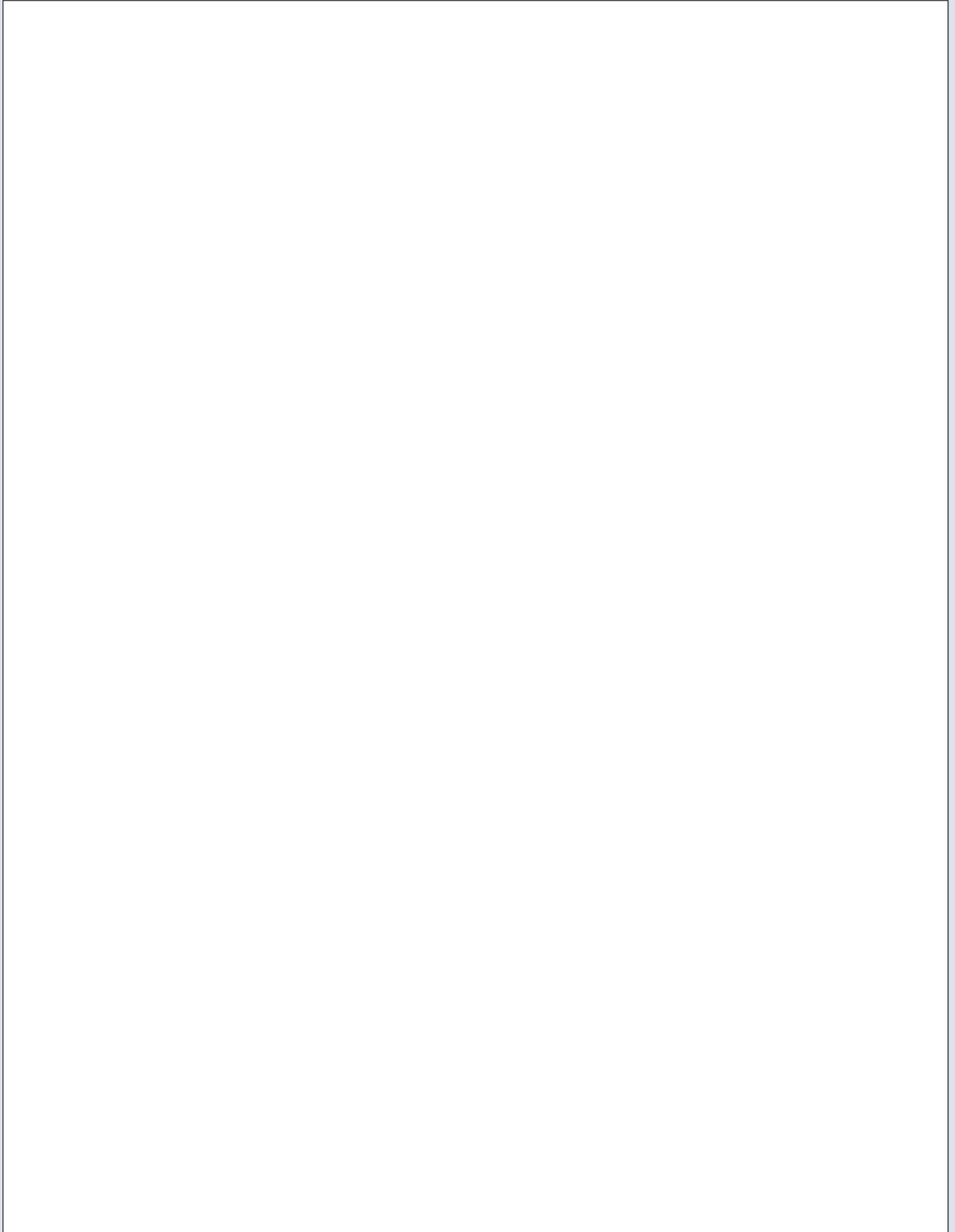
Print name \_\_\_\_\_

Date \_\_\_\_\_

The following costs of the examination have been allowed and added to the judgment debt £

## 12 Documents produced

The judgment debtor produced the following documents:

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