

Part 3

In the High Court of Justice
Queens Bench Division

(Sent from the County Court by
Certificate dated the day of)

High Court Enforcement Number

County Court Claim Number

Address of (Debtor)
(property of which possession is to be given)

Seal a Writ of (Fieri Facias)(Possession) directed to the:

To: “ , an
enforcement officer authorised to enforce writs of execution
from the High Court’.

Or,
‘The enforcement officers authorised to enforce writs of
execution from the High Court who are assigned to the
district of ¹ in England and Wales’.

Note: If you have chosen this option you must send this writ to the
National Information Centre for Enforcement for allocation.

against

for: (Complete A, B, C as appropriate)

A. the sum of:
(a) debt £
(b) costs and interest £
(c) Subsequent costs £
(if any)

B. and interest thereon at% per annum from
the date of transfer and costs of execution

C. possession of

and £ for costs.

Signed

Address for service

Date

Guidance Notes

Enforcement in the High Court of county court judgments or orders.

The practice for the enforcement in the High Court of those county court judgments
or orders to which Article 8(A) and (B) of the High Court and County Court
Jurisdiction Order 1991 applies shall be as follows:

1. The applicant shall present to the judgment counter clerk a certificate of
judgment of the county court sealed with the seal of that court, setting out
details of the judgment or order to be enforced, together with a copy of the
same. There is no fee payable on registration.
2. The judgment counter clerk will check that the certificate has been signed by
an officer of the issuing court (a rubber stamp is not sufficient), dated and that
the certificate complies with CCR 0.22, r8 (1A) (Sched. 2 to the CPR), and in
particular with the requirement that on its face it states that it is granted for the
purpose of enforcing the judgment or order by execution against goods or for
possession against trespassers in the High Court.
3. Provided that paragraphs 1 and 2 have been complied with, the counter clerk
will:-
(a) Allocate a reference number, and year and endorse that on the top right hand
corner of the certificate and copy.
(b) Date and seal the certificate and copy. Return the original to the applicant
who should send the writ to the appropriate enforcement officer or the
National Information Centre for Enforcement for allocation and retain a
copy for the court records.
4. The Certificate shall be treated for enforcement purposes as a High Court
judgment or order and interest at the appropriate rate shall run from the date
of the certificate. Such interest as claimed on the judgment in the county court
should be incorporated in the judgment as above.

5. The title of all subsequent documents shall be as follows:-

IN THE HIGH COURT OF JUSTICE High Court No.
QUEEN’S BENCH DIVISION County Court Claim No
(Sent from the County Court by Certificate dated
the day of)

A.B.
Claimant

C.D.
Defendant

6. When the appropriate fee is paid and a writ of *feri facias* or possession is
issued, the Certificate of Judgment retained by the applicant shall be date
sealed by the counter clerk on the bottom left hand corner.

7. **Any application for a stay of execution should be made by application
notice in the High Court returnable before a Queen’s Bench Master. All
other applications for enforcement or ancillary relief must be made to the
county court in which the judgment or order was made, unless the case has
since been transferred to a different court, in which case that court.**

R L Turner, Senior Master
Queen’s Bench Division

¹ This should reflect the Districts as set out in the High Court Enforcement Officers
Regulation 2004