

Interim costs certificate

To [Claimant][Defendant]['s Solicitor]

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In the	
Claim No.	
Claimant (including ref)	
Defendant (including ref)	
Date	

Upon application by the [claimant][defendant] for [a detailed assessment hearing] [the issue of an interim costs certificate by agreement].

[Master][District Judge][] has ordered that you must pay £ to the [claimant][defendant] [within 14 days from the date of this order][on or before []] [into court to await the issue of a final costs certificate].

<p style="text-align: center;">————— Take Notice —————</p>		
<p>To the defendant (claimant)</p> <p>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</p>		
<p style="text-align: center;">————— Address for Payment —————</p> <table border="1"><tr><td></td></tr></table>		<p style="text-align: center;">————— How to Pay —————</p> <ul style="list-style-type: none">• 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 <u>at least</u> 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

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