

Request for Judgment Summons

to be completed and signed by the claimant and sent to the court with the appropriate fee

1 Claimant's name and address

In the

County Court

Claim Number

2 Name and address for service and payment (if different from above)
Ref/El No.

For court use only

J/S no.

Issue date:

Hearing date:

On

at

o'clock

at (address)

3 Defendant's name and address⁽¹⁾

⁽¹⁾ enter names and addresses of all defendants against whom a summons is requested

4 Judgment details

Date of judgment/order

Court where judgment/order made if not court of issue

5 Judgment summons details

Balance due⁽²⁾ at the date of this request

⁽²⁾ and any interest to date of request where judgment over £5,000 and entered on or after 1 July 1991

Amount in arrears under judgment or order (including costs)

⁽³⁾ Amount for which judgment summons to issue

⁽³⁾ this figure must not include any amounts on previous judgment summons(es) where debtor imprisoned

Issue fee

Travelling expenses to be paid or offered to defendant

TOTAL

Amount if any which will remain outstanding when the above sum has been paid

I certify that the whole or part of any instalments due under the judgment or order have not been paid and the balance now due is as shown

My evidence in support is attached

Signed

Claimant

Date

IMPORTANT

You must inform the court immediately of any payments you receive after you have sent this request to the court

6 If service by post is required tick here

☐

I request that the defendant(s) named here be served with the judgment summons in this action by post. I certify that I have reason to believe that the summons, if sent to the defendant(s) at the address(es) given, will come to his/her (their) knowledge in time for him/her (them) to comply with it.

I understand that no order of commitment will be made against the defendant(s) served by post unless he/she (they) appear(s) at the hearing of the summons (or the judge is satisfied that the summons came to his/her (their) knowledge in sufficient time for him/her (them) to appear) and I prove that the defendant has, or has had, the means to pay, but is refusing or neglecting, or has refused or has neglected, to do so.

Signed

Dated

Claimant

Intentionally left blank