

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