

Default costs certificate

To [Claimant][Defendant][’s Solicitor]

[illegible]

Name of court	Claim No.
Name of Claimant (including ref.)	
Name of Defendant (including ref.)	
[Defendant's][Claimant's] date of birth	
Date	

As you have not raised any points of dispute on the [defendant's][claimant's] bill of costs, the costs of the claim have been allowed and the total sum of £ _____ is now payable.

You must pay this amount to the [defendant][claimant] [within 14 days from the date of this order]
[on or before []]

The date from which any entitlement to interest under this certificate is to run is:-

1. as to the amount of the bill as assessed excluding the costs of assessment, [the date of the order]
2. and as to [£] being the fixed costs of assessment, the date of this certificate.

Take Notice

To the defendant (claimant)

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

Further interest may be added if judgment has been given for £5,000 or more or is in respect of a debt which attracts contractual or statutory interest for late payment.

If you do not pay as ordered, this judgment may be registered on the Register of Judgments, Orders and Fines. This may make it difficult for you to get credit. **If you then pay in full within one month** you can ask the court to cancel the entry on the Register. You will need to give proof of payment. You can (for a fee) also obtain a Certificate of Cancellation from the court. If you pay the debt in full after one month you can ask the court to mark the entry on the Register as satisfied and (for a fee) obtain a Certificate of Satisfaction to prove that the debt has been paid.

How to Pay

- **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 at least 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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