

# COUNTY COURT POSSESSION ORDER INSTRUCTION FORM

# Just.<sup>®</sup>

Fields marked with an \* are required

To submit a transfer up request simply complete the following form, attach a copy judgment and a court fee of £66.00 payable to HMCTS and post to:

Just,  
84 Thomas House,  
Eccleston Square,  
London, SW1V 1PX

DX 2326  
Victoria

E: instructions@just-dm.co.uk  
T: 020 3848 9060

## Contact Details

\*Company Name

\*Contact Name

\*Company reg. number

\*Address

\*Postcode

\*Telephone

DX:

\*Email Address

## Defendant Details

\*Title

\*First Name

\*Surname

Business Name

\*Address

\*Town / \*City

## Defendant Details (continued)

\*County

\*Postcode

\*Telephone

\*Email Address

## Authorisation

I authorise Just. to obtain (if applicable) and enforce a High Court Writ of Possession.

I have provided the following (please choose appropriate option below):

- |  |   |
|--|---|
| <input type="checkbox"/> Judgement for possession only       | <input type="checkbox"/> Judgement for possession and money |
| <input type="checkbox"/> Order granting leave to transfer up |   |

Please send us:

- |   |
|---|
| <input type="checkbox"/> N244                   |
| <input type="checkbox"/> N215                   |
| <input type="checkbox"/> PF88 (possession only) |

Please send us:

- |  |
|--|
| <input type="checkbox"/> N244                        |
| <input type="checkbox"/> N215                        |
| <input type="checkbox"/> PF88 (possession and money) |

Or

already have a writ of possession, and enclose that

Or

I already have a writ of possession, and enclose that

Do you want Just. to enforce the money order at the same time as possession?

- Yes  No

Please indicate your preferred day & time for the possession to take place (if any):

- |                                  |                                    |                                  |                                |                              |
|----------------------------------|------------------------------------|----------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> Mon     | <input type="checkbox"/> Tues      | <input type="checkbox"/> Weds    | <input type="checkbox"/> Thurs | <input type="checkbox"/> Fri |
| <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |                                |                              |

## Payment

You will need to pay the £66 court fee for the writ, plus the £100 court fee (if applicable) for the N244 application to the county court for permission to issue the writ.

The £100 fee is not applicable for mortgage related matters, sale of property and orders against trespassers.

Please indicate how you would like to pay:

- £66/£166 (delete as applicable) by invoice. NB: this must be paid before enforcement can commence.  
Please provide invoice contact details below\*
- A PBA number with covering letter addressed to the court authorising the court to deduct the court fee.
- £66/£166 by bank transfer to Just Digital Marketplace Ltd.  
Bank: Royal Bank of Scotland (RBS)  
Sort Code: 83-06-08  
Account Number: 21136886  
Please ensure that you note your Judgment Claim Number and surname/business name as the reference on your payment.
- £66 /£166 (delete as applicable) by cheque, made payable to HMCTS

### \*Invoice details

If paying by invoice, please provide details of the person to whom the invoice is to be sent.

### \*Contact Name

### \*Email Address

### \*Telephone

### \*Address

### \*Postcode

## Additional information

Location of trespassers/occupiers/defendants:

- Land
- Residential
- Commercial

How many trespassers/occupants are present (16 years and over)?:

\*If on land, how many vehicles/caravans are present?:

## Additional information (continued)

\*How many of the following are there?

- Entrances
- Floors
- Rooms
- Animals
- Buildings

\*Method of entry team/Locksmiths will be arranged (unless otherwise specified). If applicable, please provide details of any electronic doors/gates or shutters:

  

\*Are there any children (under the age of 16) animals or hazardous materials at the address?:

- Children
- Animals
- Hazardous Materials

\*If yes, please provide further details:

  

### Aggravating factors and background information :

Does the defendant have any previous convictions?

- Yes
- No

\*Police log/incident no. (if applicable)

Please provide any further information that may be relevant: (Please use another sheet if necessary)

  

## Signature

- I agree to the terms and conditions published on the Just. Website.

\*Signature

\*Date

EMAIL

PRINT