

COUNTY COURT POSSESSION ORDER INSTRUCTION FORM

Just.[®]

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 **£71.00** payable to HMCTS and post to:

Just,
1 Lyric Square
W6 0NB
London

E: instructions@justdebt.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"/> PF88 (possession only) |
| <input type="checkbox"/> N215 | |
| <input type="checkbox"/> PF88 (possession and money) | |

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 £71 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:

£71/£171 (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.

£71/£171 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.

£71 /£171 (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