ACAS SETTLEMENT INSTRUCTION FORM



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 ONB London

E: instructions@justdebt.co.uk T: 020 3848 9060

Solicitors / Contact Details			Defendant Details		
*Title	*First Name		*Title	*First Name	
*Surname			*Surname		
Business Name			Business Name		
			** -1 -1		
*Address			*Address		
*Town/*City			*Town/*City		
10WII, City					
*County		*Postcode	*County		*Postcode
*Telephone			*Telephone		
.=			*Email Addre		
*Email Address			Email Addre	:55	
*Reference					
Reference			Judgmer	nt Details	
Claim and Data II			*ACAS Settle	ement Court	*ACAS Settlement Number
Claimant Details			**************		*ACACCettlement Amenus
*Title	*First Name		*ACAS Settle	ement date	*ACAS Settlement Amount
*Surname			*Interest Rat	t e (%) (default 8%)	
Samanic					
Business Name			*Post ACAS Settlement credit		
*Address			*Additional Information (i.e. fax, email, mobile, car, asset details, any details of the judgment		
				nternet i.e. social med	
*Town/*City					
*County		*Postcode			
County		rosicode			

Additional Information	Payment			
Please provide any additional contact information that you hold for the Debtor (e.g. email, telephone number)	Please indicate how you would like to pay: Tick boxes £71.00 Cheque payable to HMCTS for the Writ Fee. Please note that this fee is retained by the High Court A PBA number with covering letter addressed to the court authorising the court to deduct the court fee. £71 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. *Invoice details *Contact Name			
	*Email Address			
If the Debtor is a business, is the Debtor trading? Please confirm a trading address if available.	*Telephone			
	*Address			
	*Postcode			
	Declaration I agree to the terms and conditions published on the Just. Website. *Signature			
	Signature			
	*Date			
	EMAIL PRINT			