

# Request for Attachment of Earnings Order

*to be completed and signed by the creditor or their legal representative and sent to the court with the appropriate fee*

## For court use only

A/E application no.

Issue date:

Hearing date:

on

at                      o'clock

at (address)

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### IMPORTANT

**You must tell the court immediately of any payments you receive after you have sent this request to the court**

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Name of court

Claim no.

**Fee Account no.**  
 (if applicable)

**Help with Fees - Ref no.** (if applicable)

**H W F** -    -   

## 1. Creditor's details (the person entitled to receive payments)

What is the creditor's full name?

Address

Postcode

What is their email address?

Phone no.

## 2. Details of the judgment or order

What is the name of court where the judgment or order was made?

On what date was the judgment or order given?

What is the case number? (if applicable)

## 3. Name and address for service and payment

Name

Address

Postcode

Phone no.

## 4. Debtor's details (person who owes the money)

Name

Address

Postcode

Email

Phone no.

### Details of maintenance order

How much was the debtor ordered to pay?

£	per	<input type="checkbox"/> week	<input type="checkbox"/> month	<input type="checkbox"/> other
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By when were payments due?

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### 5. Outstanding debt

I would like an attachment of earning orders to secure payment of:

- Arrears only
- Ongoing maintenance payments only
- Both arrears and ongoing payments

Arrears outstanding at date of request	£
Issue fee for application	£
<b>Amount now due</b>	£

### 6. Debtor's employment details

(please give as much information as you can – it will help the court to make an order more quickly)

Employers name

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Address

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Postcode 

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Email address

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Phone no.

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Debtor's place of work (if different from employer's address)

Postcode						

The debtor is employed as

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Works No./Pay Ref.

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### 7. Other details

Give any other details about the debtor's circumstances which may be relevant to the application.

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### 8. Declaration

I apply for an attachment of earnings order.

**I certify that the whole or part of any instalments due under the judgment or order have not been paid and the balance is now due.**

Signed 

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*Creditor (Creditor's legal representative)*

Date 

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