

Order to attend court for questioning

In the

Claim No.

Claimant

Defendant

On 20 , [the court] [[Master]][District Judge] sitting at] considered the application of the [claimant] [defendant] ('the judgment creditor'), which shows that: a judgment or order given on 20 [by the in claim no.] ordered the [defendant] [claimant] ('the judgment debtor') [to pay money to the judgment creditor, and that the amount now owing under the judgment or order is £] [and] [to]

and the court orders that

- 1. [who is an officer of] the judgment debtor [company] [corporation] attend [the court] [county court] at on 20 before a [judge][court officer] at [a.m] [p.m.] to provide information about the judgment debtor's means and any other information needed to enforce the judgment or order. [The questioning will take place before a judge.]
- 2. The [judgment debtor] [officer] at that time and place produce at court all documents in the judgment debtor's control [which relate to the judgment debtor's means of paying the amount due under the judgment or order and] which relate to those matters mentioned in paragraph 1. [The documents produced must include those shown in the attached list.]
- 3. The [judgment debtor] [officer] at that time and place answer on oath, all the questions which the court asks and which the court allows the judgment creditor to ask.
- 4. The court where the questioning is to take place may make an order for payment of the costs of the application and of the hearing.]

To

You must obey this order. If you do not, you may be sent to prison for contempt of court.

Amount owing

The application shows that the amount owing under the judgment or order (including any costs and interest) is £

The judgment creditor has paid a court fee of £

Total £

If the total amount owing is paid (together with any further interest falling due), the judgment creditor may agree that the questioning need not take place (but may ask for an order for costs).

To the person ordered to attend

How to pay

Do not send payments to the court office. They will not be accepted.

Payment must be made to the judgment creditor at the address below, quoting the reference and the claim number. Allow at least 4 days for payments sent by post to arrive. It is not safe to send cash unless you use registered post.

Keep records and make sure you can account for all payments made. Proof may be needed if there is a disagreement.

If you need more information about paying, contact the judgment creditor or representative.

Correspondence for the court relating to the hearing should be addressed to ‘The Court Manager’ of the court where the hearing is to take place.

Travelling expenses

You may ask the judgment creditor to pay you a sum reasonably sufficient to cover your travelling expenses to and from court. You should ensure your request reaches the judgment creditor within 7 days of receiving this order.

If the court orders you to pay the judgment creditor’s costs, the order may include any amount which has been paid to you for travelling expenses.

The information required

You will be required to disclose full details of your income and outgoings and your assets (what you own) and liabilities (what you owe) and the matters referred to in paragraph 1 of the order.

(If you have been ordered to attend as an officer of a company or corporation, you will be required to disclose the same details about the company or corporation.)

Documents in your control

You must produce all documents which confirm the information required. If you do not have them in your possession, you must get them if you can.

These will include

- pay slips
- bank statements
- building society books
- share certificates
- rent book
- mortgage statement
- hire-purchase and similar agreements
- court orders on which you still owe money
- other outstanding bills
- electricity, gas, water and council tax bills for the last year.

If you have a business or you are a partner in a business, or the judgment debtor is a company or corporation, they will include the above documents so far as they relate to the business and

- bills or invoices owed to the judgment debtor
- two years’ balance sheets and profit and loss accounts
- current management accounts.

If a list of additional documents is attached to this order, these too must be produced.

Judgment Creditor’s address

ref.	Tel.

To the judgment creditor

If the hearing is to be before a judge, you or your representative **must attend** and conduct the questioning.

If the questioning is to be carried out by a court officer, you need not attend, but you or your representative may attend if you wish to ask questions.