

# Application for a certificate of satisfaction/cancellation

## Important

1. Entries in the Register can only be cancelled if the debt was paid within one month of the date of judgment. If the debt is paid **after** one month the entry will remain on the Register but will be marked 'satisfied'.

2. You must provide evidence that the debt has been paid in full or state that the court already has this information. The court will not be able to process your application if it has no evidence that full payment has been made.

3. If you cannot provide the court with evidence of full payment, the court will write to the creditor to confirm that the debt has been paid. If the court does not hear from the creditor within one month, it will issue a certificate.

I wish to apply for a certificate of

satisfaction

cancellation

in respect of the following entry in the Register of Judgments, Orders and Fines:

Name of court where the judgment or order is currently held

Claim number

My full name is

My date of birth is

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My address is

My telephone number is

Postcode

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I enclose evidence that this debt has been paid in full,

**or**

Full payment has been made to the court,

**or**

I am unable to provide evidence of full payment (you must give details below of what steps you have taken to obtain evidence of full payment and why you are unable to provide it)