

Record of examination (Individual)

In the	
Claim No.	
Appn. No.	

Judgment Creditor:

Judgment Debtor:

1 Personal Information

Full Name

Your age?

Present address

National insurance no.

Are you married? single?
 separated? divorced?
 living with partner?

Phone numbers:

home

work

mobile

other

Do you intend moving to another address? Yes No
If Yes, what will your new address be and when are you moving?

<input type="text"/>
Date

Do you have any dependant children? Yes No
If Yes, what are their names and ages?

Name	Age
<input type="text"/>	<input type="text"/>

Do you have other dependants living with you, eg. elderly relatives? Yes No
If Yes, what are their names and ages and to what extent are they dependant?

<input type="text"/>

2 Employment Status

Are you employed?

Go to section 3
below

self employed?

Go to section 4
page 3

unemployed?

Go to section 5
page 5

retired?

Go to section 6
page 5

3 Employment Details

What is your
occupation?

Where is your
place of work
if different?

What is the
name and
address of your
employer and
your employee
number?

employee number

What is your gross pay
*ie. before tax, national
insurance deductions?*

£ per

What is your average take
home pay including
overtime and commission?

£ per

Do you receive Working
Tax Credit?

Yes
 No

If Yes, how much?

£ per

How often are you paid?

weekly monthly other _____

On which day are you
paid?

Is your pay paid

in cash by cheque direct to bank or building society account?

If direct to bank or building
society account what is
the name and address of
the branch and account
number?

account
number

Do you have any jobs other
than your main job?

Yes
 No

If Yes, ask for all the above details in relation to
all other jobs and set out information below.

4 Self Employed

How long have you been self employed?

What work do you do?

What is the name of your business?

Do you have business premises? eg. shop, yard, lockup

 Yes
 No

If Yes, what is their address?

What is your annual turnover?

 £

What amount of profit did the business make over the last year?

 £

How much do you draw from the business?

 £ per

What were your total drawings in last 12 months?

 £

Are you a

 sole trader? partner? If a partner,

(a) How many partners are there?

How many employees do you have?

(b) What is your share of the partnership ?

 %

Do you complete Inland Revenue self assessment?

 Yes No

Do you have accounts?

 Yes No

Do you employ an accountant?

 Yes
 No

If Yes, what is the accountant's name and address?

If you don't have an accountant are accounts audited by a third party?

 Yes
 No

If Yes, give name and address and say when audit takes place?

Date of audit

Will you allow the creditor to approach your accountant or auditor or Inland Revenue to verify the information you have given in this section?

 Yes
 No

Are you working on any contracts at the moment?

 Yes
 No

If Yes, give details below

Name and address of customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected

Is any money still due to you for work already done? Yes No

If Yes, give details below

Name and address of customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected

If money (see above) is overdue what steps are you taking to recover it?

Do you have contracts for work in the future? Yes No

If Yes, give details below

Name and address of customer	Nature of work	Expected price £

— [Go to Section 7 page 5] —

5 Unemployed

How long have you been unemployed?

What is your trade / training / profession?

What steps are you taking to obtain employment?

Do you have any outstanding job interviews?

- Yes
 No

If Yes, when?

What state benefits do you receive?
(Housing benefit, if any should be included section 8b on page 7)

Type of benefit	Amount	Frequency of payment	DSS/BA ref.

—[Go to Section 7 below]—

6 Retired

When did you retire?

By whom are your pension(s) paid, how much is paid and when?
(include both state and private pensions)

Pension from	Amount	Frequency of payment

—[Go to Section 7 below]—

7 Other Income

Is there anyone else in your household who is employed? (Do not include tenants/lodgers. See section 8 on page 6)

- Yes
 No

If Yes, how much do they contribute to the running of the home?

£ per

What other state benefits do you receive?
(Housing benefit, if any should be included section 8b on page 7)

Type of benefit	Amount	Frequency of payment	DSS/BA ref.

—[Go to Section 8 page 6]—

8

Residence

Is your home

 your own property?
Go to 8a below

 lodgings?
Go to 8b page 7

 rented from a council or housing
association?
Go to 8b page 7

 rented unfurnished from
a private landlord?
Go to 8b page 7

 rented furnished from
a private landlord?
Go to 8b page 7

 other _____
(e.g. mobile home) Go to 8b page 7

8a

Your own property

Are you the sole owner?

 Yes

 No

If No, name joint owner(s)

Do you own the

 freehold?

 leasehold?
When did you
buy the
property?

Is your home a

 house?

 bungalow?

 flat?

Is it

 detached?

 semi-detached?

 terraced?
How many of the following
rooms does it have?
 living rooms?

 kitchens?

 bedrooms?

 bath/shower rooms?
How much Council Tax do
you pay per year?

£

What was the purchase
price of property?

£

What is its value now?

£

Is your home mortgaged?

 Yes

 No
If Yes, what is the name and
address of your mortgage
lender?
How much are your
mortgage payments per
month?

£

What type of mortgage do
you have? eg. repayment,
endowment etc.
How long is the mortgage
for?

years

When did you take out the
mortgage?
How much is currently
owed under the mortgage?

£

Is some or all of the
interest paid by the Benefits
Agency?
 Yes

 No
If Yes, how much is paid
each month?

£

Do you let any part of your home?

Yes

No

If Yes, give names of the tenants/lodgers and details of rent received

Do you have any loans secured on your home? (e.g. further mortgage)

Yes

No

If Yes, give the same details as for the first mortgage

— [Go to Section 9 page 8] —

8b Rented property

Do you rent

on your own? jointly?

What is the name and address of your landlord?

How long have you lived at the property?

____ months ____ years

Do you share parts of your home with someone unconnected with you?

Yes

No

Do you pay any additional service charges in connection with the premises?

Yes

No

If Yes, give details

£ per

How much rent do you pay?

£ per
none

How much Council Tax do you pay a year?

£ none

Do you sub-let any part of your home?

Yes

No

If Yes, give names of tenants/lodgers and details of rent received.

Do you receive housing benefit?

Yes

No

If Yes, give details

£ per
paid to

— [Go to Section 9 page 8] —

9 Savings, Investments and other Assets

Do you own any property other than your home?

- Yes
 No

If Yes, give the address and value and details of any mortgages and lettings

Do you have any bank, building society or other accounts?

- Yes No

If Yes, give details below

Name & Address of Bank Building Society	Account No.	Type of Account	Balance	Sole or joint A/c	Name(s) of joint account holder(s)

Do you have any shares, investments (eg. ISAs, Tassas etc.), insurance/assurance policies or premium bonds?

- Yes No

If Yes, give details below

Are you making contributions to a pension scheme?

- Yes
 No

If Yes, give details

Do you have any of the following items and how long have you had them?

	Age (years)	Is it owned by you, on hire purchase credit sale or rented?	If not owned by you, give; Name of Creditor	Amount still owed	Payments
<input type="checkbox"/> Microwave					
<input type="checkbox"/> Hi-fi / surround sound					
<input type="checkbox"/> Television (No. _____)					
<input type="checkbox"/> Video					
<input type="checkbox"/> Camcorder					
<input type="checkbox"/> Computer					
<input type="checkbox"/> Dishwasher					
<input type="checkbox"/> Camera					
<input type="checkbox"/> Dining Room suite					
<input type="checkbox"/> Caravan					
<input type="checkbox"/> Mobile telephone					
<input type="checkbox"/> Musical instruments..					
<input type="checkbox"/> Other items....					

Do you own a motor vehicle? Yes
 No

If Yes, give age, make, model value and registration number. State whether it is owned by you, or subject to a hire purchase/ rental agreement.

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Do you have any assets not previously mentioned? Yes
 No

If Yes, give details

Assets	Value

Does anyone owe you money, which is not a business debt or for work you have done? Yes
 No

If Yes, who owes you money and how much do they owe?

	Value

10 Other Debts or regular payments and court orders

Expenses

Do not include payments made by other members of your household out of their own income or priority debts listed opposite

Priority Debts

This section is for arrears only. DO NOT include regular expenses listed left

Total arrears outstanding

Mortgage	£	per	Rent arrears	£	per	£
Rent	£	per	Mortgage arrears	£	per	£
Council tax	£	per	Council tax/Community charge arrears	£	per	£
Gas	£	per	Water charge arrears	£	per	£
Electricity	£	per	Fuel arrears: Gas	£	per	£
Water charges	£	per	Electricity	£	per	£
Housekeeping, food, school meals	£	per	Other	£	per	£
Travelling expenses	£	per	Maintenance arrears	£	per	£
Children's clothing	£	per	Income tax	£	per	£
Maintenance/child support payments	£	per	VAT	£	per	£
Student loan repayments	£	per	National Insurance	£	per	£
Mail order payments	£	per	Others <i>(give details below)</i>	£	per	£
HP repayments	£	per		£	per	£
Digital/satellite TV subscriptions	£	per		£	per	£
Telephone	£	per		£	per	£
Mobile phone	£	per		£	per	£
Other expenses	£	per		£	per	£
<i>(not court orders, priority debts or credit debts listed left)</i>	£	per		£	per	£
Total Expenses	£	per	Total Priority Debts	£	per	£

Have any court orders been made against you? Yes No

If Yes, give details below

Name of court and case number	Date of Judgment or order	Amount of Judgment or order	Instalments payable per month	Name of creditor	Total still owed	Are payments up to date? (yes/no)	If no, how much in arrears?
TOTALS							

Do you owe money on credit cards or any other loans (not mortgage or business)? Yes No

If Yes, give details below

Name of Creditor	Total amount owing	Instalments payable per month	Are payments up to date? (yes/no)	If no, how much in arrears?
TOTALS				

Have any bankruptcy proceedings been issued against you? Yes No

If Yes, what is the court name and case no.

Is the petition

- still pending? order made but discharged?
- order has been made but not discharged? other outcome? (give details below)

Has an Individual Voluntary Arrangement been made? Yes No

If Yes, give the date

If No, is there a current proposal for one?

- Yes No

Give details of Trustee/ Insolvency Practitioner/ Administrator, supervisor

11 Offer of Payment

Can you make an offer of payment? Yes No

If No, please explain why

What is your offer of payment?

Pay in full by day of

Instalments of £ per to start on

Method of payment postal order cheque direct debit
 standing order payment book cash

I certify that this is a correct record of the answers I gave to the questions in this document.

Signed _____ Judgment Debtor

Print name _____

Date _____

The judgment debtor refused to sign this record of evidence.

Signed _____ Court Officer

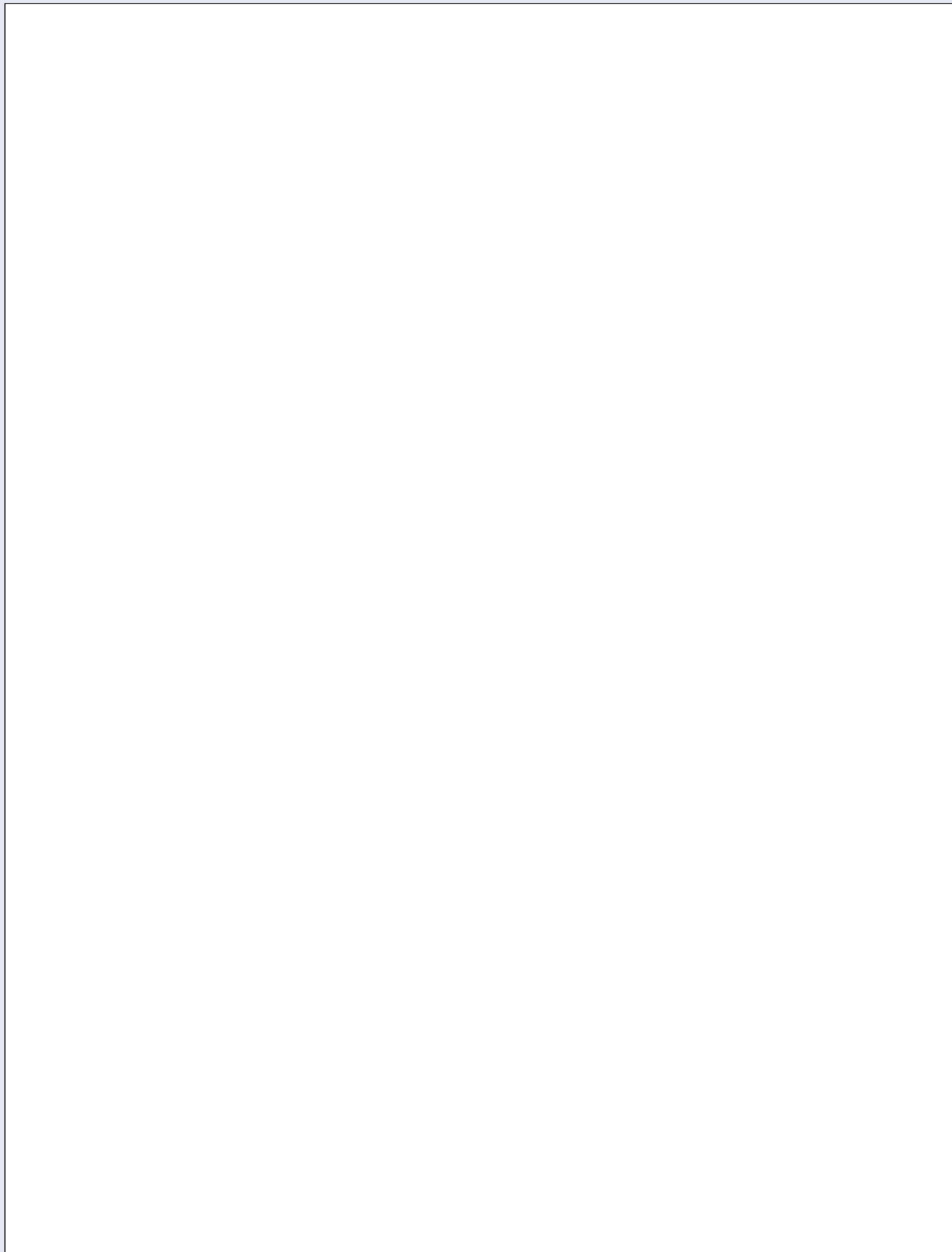
Print name _____

Date _____

The following costs of the examination have been allowed and added to the judgment debt £

12 Documents produced

The judgment debtor produced the following documents:

A large, empty rectangular box with a thin black border, intended for the judgment debtor to list the documents produced. The box is currently blank.