

# Request for Judgment Summons

to be completed and signed by the claimant and sent to the court with the appropriate fee

**1 Claimant's name and address**

In the  
**County Court**

**Claim Number**

**2 Name and address for service and payment**  
(if different from above)  
**Ref/Tel No.**

*For court use only*

**J/S no.**

**Issue date:**

**Hearing date:**

On

at                      o'clock

at (address)

**3 Defendant's name and address<sup>(1)</sup>**

<sup>(1)</sup> enter names and addresses of all defendants against whom a summons is requested

**4 Judgment details**

Date of judgment/order

Court where judgment/order made if not court of issue

**5 Judgment summons details**

Balance due<sup>(2)</sup> at the date of this request

<sup>(2)</sup> and any interest to date of request where judgment over £5,000 and entered on or after 1 July 1991

Amount in arrears under judgment or order (including costs)

<sup>(3)</sup>Amount for which judgment summons to issue

<sup>(3)</sup> this figure must not include any amounts on previous judgment summons(es) where debtor imprisoned

Issue fee

Travelling expenses to be paid or offered to defendant

**TOTAL**

Amount if any which will remain outstanding when the above sum has been paid

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

**My evidence in support is attached**

**Signed**

Claimant

**Date**

**IMPORTANT**

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

**6 If service by post is required tick here**

I request that the defendant(s) named here be served with the judgment summons in this action by post. I certify that I have reason to believe that the summons, if sent to the defendant(s) at the address(es) given, will come to his/her (their) knowledge in time for him/her (them) to comply with it.

I understand that no order of commitment will be made against the defendant(s) served by post unless he/she (they) appear(s) at the hearing of the summons (or the judge is satisfied that the summons came to his/her (their) knowledge in sufficient time for him/her (them) to appear) and I prove that the defendant has, or has had, the means to pay, but is refusing or neglecting, or has refused or has neglected, to do so.

**Signed**

**Dated**

Claimant