



**Enforcement form – Acas and Employment  
Tribunal Fast Track Scheme in England and  
Wales** – Employment Tribunal Judgment

This form should only be used to authorise a High Court  
Enforcement Officer to enforce your Employment Tribunal  
award, by Writ of Control, on your behalf.

The details you give must match those on your Employment Tribunal award.

**Your details (the applicant)**

1. Tribunal claim number

2. First name(s)

Last name

3. Building and street

Second line of address

Town or city

County (optional)

Postcode

4. Phone number

5. Email address (if you have one)

## Solicitor's details (if applicable)

6. First name(s)

Last name

7. Building and street

Second line of address

Town or city

County (optional)

Postcode

8. Reference number

9. Phone number

10. Email address

## Respondent's details

**11.** Name of individual or company

**12.** Name of company (If applicable)

**13.** Building and street

Second line of address

Town or city

County (optional)

Postcode

**14.** Phone number

**15.** Email address

## Information to assist with enforcement

16. Please provide details of any information concerning the respondent that may be useful in the enforcement of your award (such as, trading stock, vehicle details, last known trading address etc.):

I authorise Registry Trust Limited to assign this Employment Tribunal award to a High Court Enforcement Officer and authorise the assigned Officer, under the supervision of a solicitor, to sign form **N471** and obtain a Writ of Control to enforce the award.

Applicant's signature

Print name

Date

Day

Month

Year

## What do I do next?

Return your completed form, along with:

- The original or copy of your Employment Tribunal award.
- You will be contacted directly by the HCEO to take payment of the court order fee. Alternatively if you are eligible for a fee remission, please enclose an EX160 form.

### **You can send your completed application form and requested documents to:**

Registry Trust Limited  
Acas and Employment Tribunal Enforcement  
3rd Floor  
12 Carthusian Street  
London  
EC1M 6EB

**or (attachments must be PDF)**

email: [tribunalft@registry-trust.org.uk](mailto:tribunalft@registry-trust.org.uk)

Phone: 020 7391 7299

Once assigned by Registry Trust Limited a High Court Enforcement Officer will contact you to acknowledge safe receipt of your instructions.

Find out how HM Courts and Tribunals Service uses personal information you give them when you fill in a form:

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>