

Judgment for claimant (in default)

Name of court

Claim No.

Name of Claimant
(including ref.)

Name of Defendant
(including ref.)

To [Claimant] [Defendant] [’s Solicitor]

Defendant’s date of birth

Date

To the Defendant

You have not replied to the claim form.

It is therefore ordered that you must pay the claimant

£ for debt [and interest to date of judgment]

and £ for costs

[less £ which you have already paid]

SEAL

You must pay to the claimant a total of £

[by instalments of £

per [week][month]

[the first payment to reach the claimant] by

[and on or before this date each [week][month] until the debt has been paid]

Warning

If you ignore this order your goods may be removed and sold, or other enforcement proceedings may be taken against you. If this happens further costs will be added. If your circumstances change and you cannot pay, ask at the court office what you can do.

Notes for the defendant

If you did reply to the claim form and believe judgment has been entered wrongly in default, you may apply to the court office giving your reasons why the judgment should be set aside. An application form is available for you to use and you will need to pay a fee. A hearing may be arranged and you will be told when and where it will take place. If you live in, or carry on business in, another court's area, the claim may be transferred to that court.

Details of this judgment will be entered in a public register, the Register of Judgments, Orders and Fines. They will then be passed to credit reference agencies, who will supply them to credit grantors and others seeking information on your financial standing. **This will make it difficult for you to get credit.** A list of credit reference agencies is available from Registry Trust Ltd, 173/175 Cleveland Street, London, W1T 6QR. **If you pay in full within one month**, you can ask the court to cancel the entry on the Register. You will need to give the court proof of payment. If you also want a Certificate of Cancellation from court, from the court, there is a fee for this. If you pay the debt in full after one month, you can ask the court to mark the entry as satisfied and, for a fee, obtain a Certificate of Satisfaction to prove that the debt has been paid.

Address for payment

How to pay

- **Payment(s) must be made to the person named at the address for payment, giving the claimant's reference and claim number**
- **DO NOT bring or send payments to the court - they will not be accepted**
- You should allow at least 4 days for your payment to reach the claimant or his representative
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post
- Leaflets on registered judgments, how to pay and what to do if you cannot pay are available from the court

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.
