

# Application to enforce an ACAS settlement (Form COT3) and request a Writ of Control

In the
Claim number (To be completed by the court)
Applicant
Respondent
Fee Account no.

The applicant applies to enforce an ACAS // settlement in form COT3 dated

**Please attach the COT3 form to this application.**

## 1. Applicant's details

Name of applicant

Applicant's address

Postcode

Telephone no.

Ref.

Email address

Address for service (if different from above)

Postcode

## 2. Respondent's details

Name of respondent

Respondent's address

Postcode

### 3. The amount now owing and the costs claimed

The amount of the settlement including costs

£

To claim interest on the settlement please complete this section.

You must show details of your calculations.

[Interest on  £  (as per the amount above)

from / /  to / /

at  % ]

or

[As shown in the attached calculation]

£

sub-total £

Legal representative's costs

£

Less amount paid

£

**Total now owing** £

### 4. Declaration in ACAS matters

I certify that a declaration that this sum would not be recoverable against the respondent under the general law of contract has not been made and that no application for any such declaration is pending.

### 5. Requests

I request that the settlement be filed with the County Court for enforcement and that an order be made for its enforcement in the High Court by Writ of Control.

I intend to enforce the settlement by execution against goods in the High Court and require a certificate for that purpose.

## 6. Statement of truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

**I believe** that the facts stated in this application are true and there are no applications or other procedures pending.

**The Applicant** believes that the facts stated in this application are true and there are no applications or other procedures pending. **I am authorised** by the applicant to sign this statement.

### Signature

Applicant

Litigation friend (where applicant is a child or a Protected Party)

Applicant's legal representative (as defined by CPR 2.3(1))

### Date

Day

Month

Year

Full name

Name of applicant's legal representative's firm

If signing on behalf of firm or company give position or office held

## 7. To be certified by the court (for court use only)

I certify that the settlement, the original of which is attached, has been filed at the court and order enforcement in the High Court by Writ of Control.

Dated

/ / 

Seal

An Officer of the Court

### Please Note:

The settlement has been sent to the High Court for enforcement by Writ of Control **only**.

The settlement **has not been transferred** to the High Court. Applications for other methods of enforcement or ancillary applications **must** be made to the County Court in which the settlement was filed, unless it has since been transferred to a different court, in which case it must be made to that court.

## 8. Request for Writ of Control

### In the High Court of Justice

#### King's Bench Division

(Sent from the County Court at \_\_\_\_\_)

by Certificate dated the \_\_\_ day of \_\_\_\_\_)

High Court Enforcement Number

County Court Claim Number

Address of (Debtor)

Seal a Writ of Control directed to:

\_\_\_\_\_,  
an enforcement officer authorised to enforce writs of execution from the High Court.

against

for:

**A.** the sum of:

(a) debt	£
(b) costs and interest	£
(c) subsequent costs (if any)	£

**B.** and interest thereon at \_\_\_\_\_ % per annum from the date of transfer and costs of execution.

Signed

Address for service

Date

/ /