

Notice of Application for Attachment of Earnings Order

Claimant

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Defendant

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In the

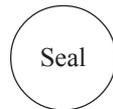
County Court

Claim No.

Application No.

Claimant's Ref.

To the defendant



The claimant obtained a judgment (or order) against you in this court

⁽¹⁾ or as the case may be

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And as you have failed to pay as ordered, the claimant has applied for an attachment of earnings order requiring your employer to make deductions from your earnings to pay the judgment (or order)

Unless you pay the claimant the amount now due (shown below), you must complete the enclosed form of reply, including the statement of means, and send it to reach the court office **within 8 days** after you receive this notice

Failure to return the reply form and statement of means is a punishable offence. It will result in your employer being contacted and you may also be sent to prison for up to 14 days

⁽²⁾Where judgment was entered for £5,000 or more, or was in respect of a debt which attracts contractual or statutory interest for late payment, the claimant may be entitled to further interest.

Balance of debt due at date of this notice (and any interest ⁽²⁾)	£	
Attachment issue fee	£	
AMOUNT NOW DUE	£	

Dated

Instructions - please read these carefully

- If the claimant's claim includes interest⁽²⁾ and you pay the amount now due within 8 days after you receive this notice, the claimant will not be entitled to further interest. If you wish to pay the amount due, see **How to Pay** below.
- If you complete and return the form of reply, including the statement of means, within 8 days and the court is satisfied with the information you give, the court will make an order and send you a copy. You will not have to attend court.
- If you are unemployed or self employed, you should say so on the form of reply and answer as many questions as you can.
- If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay, you should ask for a suspended order on the form of reply. You should also enclose a copy of your most recent pay slip.
- Read the notes on the form of reply before giving the details asked for.
- You can obtain help in completing the enclosed form of reply at any county court office or Citizens' Advice Bureau

— Address for Payment —

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— How to Pay —

- **PAYMENT(S) MUST BE MADE** to the person named at the address for payment quoting their reference and the court case 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.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the claimant or his representative.

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.