

# Andrew Wilson & Co

High Court Enforcement

## Completing An N293A Without Tears Pack

**This pack contains the following:**

### **Completing an N293a without tears**

Detailed instructions for completing the form N293A (Combined Certificate of Judgment and request for Writ of Fieri Facias or Writ of Possession)

### **Form N293A**

This is the form itself. The form can either be completed by opening this file in Adobe Acrobat Reader® or you can print it off for completion by hand.

### **Detailed Guidance Notes**

These guidance notes will help you to complete the 'Enforcement Application Form'

### **Enforcement Application Form**

The application form which you need to complete, sign and send to us together with the completed N293A

**Remember, if you have any difficulty in completing the above forms you can always ring us for help on  
0161 9251800**

**Completing an N293A without tears...**

1. Get out your judgment (normally a form N30).
2. *You can either open this form with Adobe Acrobat Reader® and fill in the boxes in **Part 1** and print it off to be signed or print it off first and complete it by hand.*
3. Put the information from the judgment in the boxes on the top right hand side of the first page, adding today's date.
4. In the box below that put an x in the small box by "Writ of Fieri Facias" and sign your name on the dotted line & date with today's date
5. Put the name of the Creditor/Claimant and the name & address of the Debtor/Defendant from the judgment in the boxes on the top left hand side
6. In **Part 1** put the date and total amount of the judgment including any costs awarded (add them together) from the judgment in the appropriate boxes
7. If you have got an Order for Possession please ring us before completing the **Details of order for possession** box
8. Ignore the box for **Total amount of interest accrued** – we will collect interest at 8% from the appropriate date for you. If you are entitled to additional interest because of your particular judgment we will collect that for you & let you know
9. Don't complete **Part 2** – that is for the County Court to do.
10. Don't complete **Part 3** – we will do that
11. You can now just send it to us (remember to enclose the signed 'Enforcement Application Form') and we will do the rest.
12. **OR** you can save time if you take it to the county court that granted your judgment (this is often your local court) and ask them to stamp the certificate in **Part 2** on the first page, whilst you are there, if possible and then send it to us (again, remember to enclose the signed 'Enforcement Application Form').

**Don't worry if you are still puzzled –  
ring us on 0161 925 1800  
and we'll talk you through it.**

# Combined certificate of judgment and request for writ of fieri facias or writ of possession

In the	
County Court	
Claim No.	
Creditor's/ Claimant's Ref.	
Debtor's/ Defendant's Ref.	
Date	

\_\_\_\_\_  
Creditor/Claimant

\_\_\_\_\_  
Debtor/Defendant

\_\_\_\_\_

## Part 1

**Date of judgment or order** \_\_\_\_\_

**Total amount of judgment including any costs** \_\_\_\_\_

**or**

**Details of order for possession including any costs** \_\_\_\_\_

**Total amount of interest** accrued at the rate of \_\_\_\_\_ per day to date (if any) \_\_\_\_\_

I certify that the details I have given are correct and that to my knowledge there is no application or other procedure pending.

I request an order for enforcement in the High Court by

- Writ of Fieri Facias
- Writ of Possession

I intend to enforce the judgment or order by execution against goods, and/or against trespassers in the High Court and require this Certificate for this purpose.

.....  
signed - (Creditor/Creditor's solicitor)  
(Claimant/Claimant's solicitor)

.....date

## Part 2 (for court use only)

I certify that this is a true extract of the court record in this case.



Order for enforcement in the High Court by

- Writ of Fieri Facias
- Writ of Possession

made on (date).....

.....An Officer of the Court

## Please Note:

This judgment or order has been sent to the High Court for enforcement by (Writ of Fieri Facias) (Writ of Possession against trespassers) only.

The county court claim 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 judgment or order was made, unless the case has since been transferred to a different court, in which case it must be made to that 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.

THE ACTION DEPARTMENT of the High Court is open between 10am and 4.30pm. All correspondence should be sent to the Court Manager, Action Department, Royal Courts of Justice, Strand, London WC2A 2LL

### Part 3

#### In the High Court of Justice Queen's Bench Division

(Sent from the \_\_\_\_\_ County Court by  
Certificate dated the \_\_\_\_\_ day of \_\_\_\_\_ )

High Court Enforcement Number

County Court Claim Number

Address of (Debtor)  
(property of which possession is to be given)

Seal a Writ of (Fieri Facias)(Possession) directed to the:

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

**Or,**  
‘The enforcement officers authorised to enforce writs of  
execution from the High Court who are assigned to the  
district of<sup>1</sup> \_\_\_\_\_ in England and Wales’.

**Note:** If you have chosen this option you must send this writ to the  
National Information Centre for Enforcement for allocation.

against \_\_\_\_\_

for: (Complete A, B, C as appropriate)

- 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

**C.** possession of

and £ \_\_\_\_\_ for costs.

Signed

Address for service

Date

### Guidance Notes

Enforcement in the High Court of county court judgments or orders.

The practice for the enforcement in the High Court of those county court judgments  
or orders to which Article 8(A) and (B) of the High Court and County Court  
Jurisdiction Order 1991 applies shall be as follows:

1. The applicant shall present to the judgment counter clerk a certificate of  
judgment of the county court sealed with the seal of that court, setting out  
details of the judgment or order to be enforced, together with a copy of the  
same. There is no fee payable on registration.
2. The judgment counter clerk will check that the certificate has been signed by  
an officer of the issuing court (a rubber stamp is not sufficient), dated and that  
the certificate complies with CCR 0.22, r8 (1A) (Sched. 2 to the CPR), and in  
particular with the requirement that on its face it states that it is granted for the  
purpose of enforcing the judgment or order by execution against goods or for  
possession against trespassers in the High Court.
3. Provided that paragraphs 1 and 2 have been complied with, the counter clerk  
will:-
  - (a) Allocate a reference number, and year and endorse that on the top right hand  
corner of the certificate and copy.
  - (b) Date and seal the certificate and copy. Return the original to the applicant  
who should send the writ to the appropriate enforcement officer or the  
National Information Centre for Enforcement for allocation and retain a  
copy for the court records.
4. The Certificate shall be treated for enforcement purposes as a High Court  
judgment or order and interest at the appropriate rate shall run from the date  
of the certificate. Such interest as claimed on the judgment in the county court  
should be incorporated in the judgment as above.

5. The title of all subsequent documents shall be as follows:-

IN THE HIGH COURT OF JUSTICE High Court No.  
QUEEN'S BENCH DIVISION County Court Claim No  
(Sent from the \_\_\_\_\_ day of \_\_\_\_\_ County Court by Certificate dated  
the \_\_\_\_\_ day of \_\_\_\_\_ )

Claimant A.B.

Defendant C.D.

6. When the appropriate fee is paid and a writ of *feri facias* or possession is  
issued, the Certificate of Judgment retained by the applicant shall be date  
sealed by the counter clerk on the bottom left hand corner.

**7. Any application for a stay of execution should be made by application  
notice in the High Court returnable before a Queen's Bench Master. All  
other applications for enforcement or ancillary relief must be made to the  
county court in which the judgment or order was made, unless the case has  
since been transferred to a different court, in which case that court.**

R L Turner, Senior Master  
Queen's Bench Division

<sup>1</sup> This should reflect the Districts as set out in the High Court Enforcement Officers  
Regulation 2004

# Andrew Wilson & Co

## High Court Enforcement

### Detailed guidance Notes

#### Option 1

If you have a **County Court Judgment** and would like us to transfer it up to the High Court for enforcement:-

Send it to us with a completed '**Transfer Up Service – Application Form**' and a **cheque for £50.00 made payable to 'HMCS'**. ( HMCS stands for Her Majesty's Courts Service. )

#### Option 2

If you have a **County Court Judgment** and a **Form N293A (Combined Certificate of Judgment and Request for Writ of Fieri Facias or Writ of possession)** with Part 1 completed and Part 2 stamped by the County Court:-

Send them to us along with a completed '**Transfer Up Service – Application Form**' and a **cheque for £50.00** made payable to '**HMCS**'.

#### Option 3

If you are the claimant and have an unsatisfied **County Court Judgment** and don't know what to do next:-

Send it to us with a completed '**Transfer Up Service – Application Form**' and we will contact you to advise you how to proceed.

#### Option 4

If you have obtained a sealed **Writ of Fieri Facias** from the court relating to your Judgment and would like us to enforce it:-

Send it to us with a completed '**Transfer Up Service – Application Form**'. No further court fee is payable.

**Our Transfer Up Service is free but above all it is fast and efficient.**

We do encounter delays with some County Courts who take a long time to complete and stamp Part 2 of the N293A (Combined Certificate of Judgment and Request for Writ of Fieri Facias or Writ of Possession). So you can save time by selecting Option 1 and taking it to the court to be stamped yourself. Remember - the shorter the time between judgment and enforcement the better.

# Andrew Wilson & Co

## High Court Enforcement

### Application Form

<b>About You</b>	
Name: Reference:	
Address:	Telephone:
	DX No:
	Email:
Claim No:	Claimant:

<b>About The Defendant</b>
Name:
Trading Address:
Any Useful Information :(any known assets e.g. trading stock, vehicle details etc.)

Option Please tick	Your Instructions To Us Need help? See detailed guidance notes attached	Documents You Need To Enclose with this form
1	Please prepare, issue and enforce a Writ of Fieri Facias	the County Court Judgment, form N293A with parts 1 & 2 completed, a cheque payable to 'HMCS' for £50.00
2	Please prepare Form N293A then prepare, issue and enforce a Writ of Fieri Facias	the County Court Judgment, a cheque payable to 'HMCS' for £50.00
3	Please enforce this sealed Writ of Fieri Facias	the sealed Writ of Fieri Facias
4	I am the claimant – Please tell me how to enforce this Judgment and what it will cost	the judgment or order

I authorise Harrison Drury & Co Solicitors of Fleet Street Preston PR1 2UT Ref JGC/AJW/ to sign Form N293A and obtain a Writ of Fieri Facias on my behalf

Signed \_\_\_\_\_ (essential)

Name in block letters \_\_\_\_\_ Date \_\_\_\_\_

**Send this form and the enclosures to:**

**Andrew Wilson & Co, The Sheriffs Office, 26, Missouri Avenue, Salford M50 2NP  
Phone : 0161-925-1800; Fax : 0161-925-1801; DX 710252, MANCHESTER 3**

If you are unclear about anything in this form which you can't solve with the help of the attached guidance notes please ring us and we will help.