

Order for Production of Statement of Means

To the defendant

[illegible]

In the		County Court
Claim No.		
Application No.		
Claimant		
Defendant		
Claimant's Ref.		

You have failed to return the statement of means sent to you

*see
below

It is ordered that unless you pay the amount now due to the court office (£*) 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 order

Unless you pay the amount not due to the court office, or return the completed reply form and statement of means, you may be ordered to attend court to show why you should not be sent to prison for up to 14 days or fined up to £250 under Section 23 of the Attachment of Earnings Act 1971

Dated

Instructions - please read these carefully

- If you wish to pay the amount now due see **How to Pay** box. 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, this amount may include interest.
- 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, it will send you a copy of the order.
- 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—

Address for Enquiries

— **How to Pay** —

You can pay the court by calling at the court office which is open 10 am to 4 pm Monday to Friday

You may only pay by:

- cash
- banker's or giro draft
- cheque supported by a cheque card
- cheque (unsupported cheques may be accepted, subject to clearance, if the Court Manager agrees)

Please bring this form with you.

By post

You may only pay by:

- postal order
- banker's or giro draft
- cheque (cheques may be accepted, subject to clearance, if the Court Manager agrees). The payment must be made out to HM Paymaster General and crossed.

This method of payment is at your own risk.

And you must:

- pay the postage
- enclose this form
- enclose a self addressed envelope so that the court can return this form with a receipt

*The court **cannot** accept stamps or payments by bank and giro credit transfers*

Note:

You should carefully check any future forms from the court to see if payments should be made directly to the claimant.

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.

Certificate of Service *(to be completed by the court)*

I certify that the summons of which this is a true copy was served by me on the defendant personally at the address stated in the order, or at

on the day of 19

Bailiff/Officer of the Court

Date

I certify that the summons **has not been served** for the following reason:

Bailiff/Officer of the Court

Date