The Sheriffs Office®

Tel: 0845 688 9750
Fax: 0845 688 9760

The Sheriffs Office
Airport House, Purley Way
Croydon CR0 0XZ

DX 156870 Croydon 41

Instruction to transfer-up *(if necessary)* and enforce a Judgment by Writ of Fieri Facias

Our Ref: _____
For internal use only

❯ Instruction from

Contact Name: _____

Company Name: _____

Address: _____

_____ Postcode: _____

Email address: _____

Telephone: _____ DX: _____

❯ Authorisation

I authorise The Sheriffs Office to obtain (if applicable) and enforce a High Court Writ of Fieri Facias.
I have provided the following (please choose appropriate option below):

Court claim number: _____

Option 1 — An ***unsealed*** but signed: ☐ N293A ☐ PF86A ☐ N471 ☐ N471A *(tick appropriate box)*
☐ A cheque for £60 made payable to HMCTS *(HM Courts & Tribunals Service)*
☐ Copy of Judgment or Order *(Copy of claim form if obtained online), Award or Settlement*

Option 2 — A ***sealed***: ☐ N293A ☐ PF86A ☐ N471 ☐ N471A *(tick appropriate box)*
☐ A cheque for £60 made payable to HMCTS *(HM Courts & Tribunals Service)*
☐ Copy of Judgment or Order *(Copy of claim form if obtained online), Award or Settlement*

Option 3 — ☐ A ***sealed*** Writ of Fieri Facias

❯ Claimant details

if not already provided

Claimant Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Email address: _____

❯ Defendant details

if different from the judgment or order

Defendant Name: _____

Address: _____

_____ Postcode: _____

Additional defendant details. Eg. Any known assets, vehicles and registration number, alternative addresses, places of work and additional contact details i.e. phone/fax/email details. Please use an additional sheet if necessary

_____

_____

_____

❯ Signature

By signing this authorisation you hereby agree to the terms and conditions as published on our website.

Signed: _____ Date: _____ / _____ / _____ *(day/month/year)*

❯ Key to forms

Download from: http://www.thesheriffsoffice.com/downloads

N293A — ***Combined certificate of judgment and request for writ of fieri facias or writ of possession***
(To Transfer up county court judgment or order to the High Court for enforcement)

PF86A — ***Combined Request for a Writ of Fieri Facias, Writ of Possession, Writ of Delivery***
(To request a High Court writ for a High Court judgment or order)

N471 — ***Fast Track – Application to enforce an award of an Employment Tribunal***

N471A — ***Fast Track – Application to enforce an ACAS settlement (form COT3) + Request a Writ of Fieri Facias***

Complete this form and send to: The Sheriffs Office. Airport House, Purley Way, Croydon CR0 0XZ | DX: 156870 Croydon 41

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