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 an order of possession by Writ of Possession

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 Possession.
I have provided the following (please choose appropriate option below):

Court claim number: _____

Option 1

An ***unsealed*** but signed: ☐ N293A ☐ PF86A *(tick appropriate box)*

☐ A cheque for £60 made payable to HMCTS *(HM Courts & Tribunals Service)*

☐ Copy of Order

Option 2

A ***sealed***: ☐ N293A ☐ PF86A *(tick appropriate box)*

☐ A cheque for £60 made payable to HMCTS *(HM Courts & Tribunals Service)*

☐ Copy of Order

Option 3

☐ A ***sealed*** Writ of Possession

❯ Claimant details

if not already provided

Claimant Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Email address: _____

❯ 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 possession 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)

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

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