



Notice to complete financial statement

Court reference number

Agent reference number

To *(name of judgment debtor)*

on *(date)*,

(Name of creditor)

the judgment creditor, obtained a court order against you in the

(name)

District Court,

for the sum of *(Amount)*

Why have you received this notice?

The money you owe has not been paid.

(Name of creditor)

is entitled to take enforcement action against you and wants you to complete a financial statement. A financial statement sets out your income, expenditure and assets. It will allow the court to assess your financial means to pay the money you owe.

What do you need to do?

You need to complete the attached financial statement by:

(Due date)

Return the financial statement to:

(Name of creditor)

at Address

Why should you complete a financial statement?

If you return the completed financial statement by the due date, the creditor will forward it on to the court or use it to make an enforcement application. You will not need to attend a court hearing.

KEY WORDS

Below are explanations of some of the words we use in this form.

Court order Issued by a court or tribunal that requires a person or organisation to do, or stop doing, something.

Enforcement Action authorised by a court to get the judgment debtor to comply with a judgment or court order.

Financial statement A summary of the judgment debtor's income, expenditure and assets for the past 52 weeks.

Judgment creditor The person or organisation money is owed to in a court order.

Judgment debtor The person or organisation who owes money in a court order.