Guidance on Using the Final Charging Order Template

(Form 53 of the District Court Rules 2014)

About a final charging order

You will need to file draft copies of this order if your application to make an interim charging order a final order (using form 55) is granted.

Please file one copy for the court, one copy for yourself, and one copy for every party to be served.

How to use the template

All the required fields are set out in the template on the following two pages.

The sections that you have to fill out are marked with red text. The red text explains what you need to put in. These are fillable form fields, so click on the red text and start typing. The red text will be replaced by the content that you type. If you want to leave the field blank, just enter a space.

The blue text is explanatory notes. Delete these notes before printing the form.

Formatting your form

Before printing the form, check the following:

That the pages are numbered. Numbering should at page 1 on the page after the cover page (i.e. the cover page should not be numbered). The template is set up to automatically number the pages in this matter.

You may print the form either single or double-sided. However, the cover sheet must not be double sided. If you print double sided you must adjust the margins as follows:

* In the “Margins” section in Word, select “Custom Margins”. In the box that pops up, find the field called “Multiple pages”. Select “Mirror Margins” from the dropdown menu, and click OK.
* The wide margin should now be on the left of every front page, and on the right of every reverse page.

Once you have completed the form, print and sign it.

In the District Court at Choose an item.

No: number of proceeding

Between name (judgment creditor)

And name (judgment debtor)

Final Charging Order

Next event date: Next court event date (if known). Delete this line if unknown.

Judicial officer: Judge hearing the next event (if known). Delete this line if unknown.

Fill out the option that applies and delete the other option. **NOTE: enter enough lines above so this section is at the bottom of the cover page.**

For an individual: Filed by Person’s name, the Your role in proceedings, e.g. “plaintiff” in person.

OR; for an organisation: Filed by Person’s name, an authorised officer for the Your organisation’s role in proceedings, e.g. “plaintiff”, Enter the name of the organisation.

On reading the interim charging order made in this proceeding on date, and the affidavits of name filed in this proceeding, and on hearing name, counsel for the judgment creditor, and name, counsel for the judgment debtor, this court orders that specify property to be charged stand charged with $ amount, being the amount, or part of the amount, for which the judgment creditor has obtained a judgment/order in this proceeding.

Date:

Signature:

(Registrar/Deputy Registrar)