



# london warrant enforcement

20-22 WENLOCK ROAD  
LONDON N1 7GU  
T : 020 7608 5677  
F : 020 7788 3460  
E : enquiries@lw-e.co.uk

www.lw-e.com

## TRANSFER UP

Complete this form if you wish to instruct Frank G Whitworth, High Court Enforcement Officer in association with London Warrant Enforcement to transfer up your County Court Judgement for enforcement. *(See guidance notes overleaf).*

What County Court has your judgement been obtained ..... Claim No .....

Your Name..... Claimants Name .....

Address.....

..... Post Code .....

Tel No..... Fax No ..... E-Mail .....

Defendant's Name/s .....

Address.....

..... Post Code .....

Tel No..... Fax No ..... E-Mail .....

If we are successful, which bank account would you like the money transferred to?

Bank Name ..... Account Name .....

IBAN (if overseas) ..... SWIFTBIC (Europe) .....

Sort Code (UK) ..... Account No. ....

AUTHORISATION please tick and sign below

I/we authorise Frank G Whitworth HCEO and London Warrant Enforcement to

1 Please prepare Form N293A *(Combined Certificate of Judgement and request for Writ of Control or Order for Possession)* then prepare, issue and enforce a Writ of Control *(Please enclose/attach the County Court Judgement)* OR

2 Please prepare and issue and enforce a Writ of Control *(Please enclose/attach The County Court Judgement, form N293A with parts 1 & 2 completed)* OR

3 Please enforce a sealed Writ of Control *(Please enclose/attach The Sealed Writ of Control)*

4 I/we authorise the County Court to return the completed N293A form and Writ of Control direct to Frank G Whitworth, High Court Enforcement Officer.

5 I/we attach the sealed County Court Judgement / N293A form / Writ of Control *(strike out as appropriate)*

6 I/we agree to pay LWE a fee of £60 / £90 / £150 incl. of VAT should the file be abortive *(strike out as appropriate)* *(The £60 Court fee Refunded if your judgement is successfully collected)*

7 I/we agree to be bound by the Terms and Conditions that apply to the supply of Services by the Company which can also be accessed at [www.lw-e.com/termsandconditions](http://www.lw-e.com/termsandconditions)

Signed ..... on behalf of .....

Capacity ..... Date .....

Can you provide any information regarding the defendant in order to assist you with obtaining what is owed to you (*details of any vehicles or valuable assets they may own*)

.....  
.....  
.....  
.....  
.....  
.....

Please make payment of the relevant fee (see guidance notes below)



IN PERSON at any branch of Barclays Bank or by BACS, CHAPS or internet transfer using the following information.  
Bank: Barclays plc Branch: Hammersmith Sort Code: 20-35-93 SWIFTBIC: BARCGB22  
IBAN: GB96 BARC 2035 9390 0032 55 Account No. 90003255 Account Name: LWE



PAY BY CREDIT OR DEBIT CARD VIA [www.lw-e.co.uk/Online.aspx](http://www.lw-e.co.uk/Online.aspx)  
All cards carry a Merchant Handling Fee



BY POST WITH THIS FORM. In the modern age we tend to discourage payment by post in the form of a cheque, postal order, building society cheque or bankers draft made payable to LWE and send to London Warrant Enforcement, 20-22 Wenlock Road, London N1 7GU. This will however slow down the process.

### **GUIDANCE NOTES**

We understand this process may be daunting and confusing so if you need assistance in completing this form please contact us and we can complete the form on your behalf once you have answered a few questions.

The County Court and claim no. can be found at the top of your judgement.  
Your Name is the person completing the form such as an agent, company officer, solicitor etc.  
Claimants Name is the person, partnership or company that the money is owed to.  
Defendant is the person, partnership or company that the judgement is against.  
If we are successful we will pay you with a bank transfer so please provide all the relevant information.

#### Authorisation

If you have only obtained your County Court Judgement (CCJ) we will need to apply to that County Court to transfer the judgement to a High Court Writ. We will need to submit a Court form no. N293A. If you wish us to complete that form on your behalf free of charge, process it for transfer and issue and enforce the writ then tick box 1.

If you are in the legal profession or are familiar with the process you may have already completed the Court form no. N293A. If this is the case tick box 2.

On both of the above you will need to pay us in advance the £60 fee that is required by the Court to transfer the CCJ into a High Court writ plus a £90 compliance/instruction fee. These will be added to the debt and collected by us from the defendant, if we are successful the £60 will be refunded to you.

Tick box 3 if you have already obtained your writ and wish us to enforce it for you. You will need to pay us the £90 compliance/instruction fee. This will be added to the debt and collected by us from the defendant.

Tick box 4 authorising the High Court to issue the writ to Frank G Whitworth, High Court Enforcement Officer.

Tick box 5 confirming what documents you have sent striking through the documents you haven't sent.

By ticking box 6 you are agreeing to pay the relevant fee understanding that these will only be refunded if we are successful in recovering the debt.

By ticking box 7 you are agreeing to our terms and conditions which are enclosed within this pack. They can also be viewed on line at [www.lw-e.com/termsandconditions](http://www.lw-e.com/termsandconditions) in a larger font.

Please sign the form with your usual signature completing the section to the right if you are signing on behalf of the claimant. If you are the claimant write this next to capacity or if you are a solicitor or agent please confirm this.

At the head of this page we ask you for information about the defendant. The more information you provide the greater chance we have of recovering the debt so if you know what car they drive, where they work, what time they are at home please let us know. Likewise if a business, maybe another office or branch, storage yard or warehouse.

You can scan and e-mail both sides of the form to us at [enquiries@lw-e.co.uk](mailto:enquiries@lw-e.co.uk) or by fax to 020 7788 3460. Alternatively you can send in the post but be aware that this may slow down the process especially if you are enclosing a cheque for the payment. Please quote the claim no. quoted on the top of your judgement.

Once we have obtained the writ we will send a notice of enforcement to the defendant as required by law giving them seven clear days in which to pay the amount due. If you have contact from the defendant and wish us to make an arrangement at this stage you must advise us otherwise on expiry of the seven days we will visit the defendant at the address/es provided in an attempt to recover the amount due. If we make contact and they still don't comply then we will take control of the defendant's goods with the possibility of removing them if payment is still not forthcoming. We will advise you of the day we will visit so please be available should our officer need to speak with you.