Osprey Approach: Debt Recovery - Issue Proceedings Workflow

This help guide was last updated on
Jun 23rd, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=22305

PARTICULARS OF CLAIM DETAILS FW_DR

Court

None selected

None selected

Claim Number

Date of Issue

Select a date

Date MCOL form completed (if appropriate)

Select a date

Debtor company name

Debtor title

Debtor initials

Debtor forename

Debtor surname

Debtor type

Please Select

Please Select
Ltd Company
Sole Trader
Individual

Claim Type

Please Select

Please Select
Goods
Services
Goods & Services

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DEBT DETAILS FW_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(I)A

0.00

Court fee

0.00

Statutory Interest (sum to date)

0.00

Statutory Interest (Daily rate)

0.00

Admin Fee (if appropriate)

0.00

Total debt (Pre-Issue)

Total Debt Outstanding

Please check figures carefully so Total Debt Outstanding is accurately calculated. If the figures above are changed, Total Debt Outstanding will be updated on the next screen.

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TOTAL DEBT OUTSTANDING FW_DR

Total Debt Outstanding

Submit Cancel

PARTICULARS OF CLAIM DETAILS FW_DR

Court

None selected

None selected

Claim Number

Date of Issue

Select a date

Date MCOL form completed (if appropriate)

Select a date

Debtor company name

Debtor title

Debtor initials

Debtor forename

Debtor surname

Debtor type

Please Select

Please Select
Ltd Company
Sole Trader
Individual

Claim Type

Please Select

Please Select
Goods
Services
Goods & Services

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DEBT DETAILS FW_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(I)A

0.00

Court fee

0.00

Statutory Interest (sum to date)

0.00

Statutory Interest (Daily rate)

0.00

Admin Fee (if appropriate)

0.00

Total debt (Pre-Issue)

Total Debt Outstanding

Please check figures carefully so Total Debt Outstanding is accurately calculated. If the figures above are changed, Total Debt Outstanding will be updated on the next screen.

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TOTAL DEBT OUTSTANDING FW_DR

Total Debt Outstanding

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

PROCEEDINGS DETAILS FW_DR

Proceedings Issued?

Please Select

- Please Select
- Yes
- No

Full payment made?

Please Select

- Please Select
- Yes
- No

Sum paid

0.00

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

SERVICE DETAILS FW_DR

Court

(None selected)

- (None selected)

Claim Number

Date of Service

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

N215 RESPONSE FW_DR

N215 Response

Please Select

- Please Select
- Paid In Full
- Instalments Offered
- Claim Defended
- No response

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

INSTRUCTIONS – JUDGMENT FW_DR

Proceed to Judgment?

Please Select

- Please Select
- Yes
- No

Close file?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

SERVICE DETAILS FW_DR

Court

(None selected)

(None selected)

Claim Number

Date of Service

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DEBT DETAILS FW_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(I)A

0.00

Court fee

0.00

Statutory Interest (sum to date)

0.00

Statutory Interest (Daily rate)

0.00

Admin Fee (if appropriate)

0.00

Total debt (Pre-Issue)

Total Debt Outstanding

Please check figures carefully so Total Debt Outstanding is accurately calculated. If the figures above are changed, Total Debt Outstanding will be updated on the next screen.

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TOTAL DEBT OUTSTANDING FW_DR

Total Debt Outstanding

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

AFTER JUDGMENT FW_DR

Payment on Judgment?

Please Select

- Please Select
- Yes within 30 days
- Yes outside 30 days
- Not paid

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ENFORCEMENT FW_DR

Enforcement Instructions

Please Select

- Please Select
- Instruct County Court Bailiff
- Instruct High Court Bailiff
- Attachment to Earnings
- Charging Order
- Do not pursue

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DEBT DETAILS FW_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(I)A

0.00

Court fee

0.00

Statutory Interest (sum to date)

0.00

Statutory Interest (Daily rate)

0.00

Admin Fee (if appropriate)

0.00

Total debt (Pre-Issue)

Total Debt Outstanding

Please check figures carefully so Total Debt Outstanding is accurately calculated. If the figures above are changed, Total Debt Outstanding will be updated on the next screen.

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TOTAL DEBT OUTSTANDING FW_DR

Total Debt Outstanding

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

BAILIFF INSTRUCTION FW_DR

Date of Judgment

Select a date

Debtor reg office

Debtor (trading) address

Debtor tel no

High Court Enforcement Officer

None selected

None selected

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ENFORCEMENT REVIEW FW_DR

Debt discharged?

Please Select

Please Select

Yes

No

Close file?

Please Select

Please Select

Yes

No

Submit Cancel

Client Confirm Judgment Entered

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "Sirs" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We write to advise that in the absence of a response from the Debtor to the issue of proceedings, we have entered judgment. We have notified the Debtor and required payment of the total sum due, **{** MERGEFIELD fssm_FW_OS_BAL_DUE \# "£,##.00;(£,##.00)"**}**, within the next 7 days.

We will keep you advised as to developments.

Yours **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "faithfully" "sincerely" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Debtor Notify Judgment

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_INT **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**

Dear **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "Sirs" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We are disappointed to note that it has become necessary for us to enter judgment against you in the sum of **{** MERGEFIELD fssm_FW_OS_BAL_DUE \# "£,##.00;(£,##.00)"**}**.

Such judgment will seriously affect your credit rating and will remain on your records for a period of 6 years.

Please therefore be advised that unless we receive payment of this sum or your positive proposals for repayment of the same, within the next 7 days, we are instructed to proceed with further action against you which will incur additional costs and interest for which you may become liable.

We trust that this will not prove necessary and await hearing from you by return.

Yours **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "sincerely" "faithfully" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Court enc. N225

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name **}**
{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_address **}**

Dear Sirs

Re: **{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN }" "{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }" }**
Case No. **{ MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }**

Please find enclosed a request for judgement and reply to admission (form N225) in relation to the above matter.

We thank you for your assistance in this matter.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

N225 Request for Judgment

Request for judgment and reply to admission (specified amount)

Complete section A or B.
If you complete section A you must also confirm, where applicable, that particulars of claim have been served in accordance with the rules.

In all cases you must complete sections C and D.
If the defendant has given an address on the form of admission to which correspondence should be sent, which is different from the address shown on the claim form, you must tell the court.
Remember to sign and date the form. Your signature certifies that the information you have given is correct.

In the { MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name }	
Claim No.	{ MERGEFIELD FW_PRCDGS_DRS_FW CLAIMNO }
Claimant (including ref)	{ IF { MERGEFIELD LINKNAME_FORENAME _1 }= "" "{ MERGEFIELD LINKNAME_SURNAME_ 1 }" "{ MERGEFIELD LINKNAME_FORENAME _1 } { MERGEFIELD LINKNAME_SURNAME_ 1 }" }
Defendant (including ref)	{ IF { MERGEFIELD FW_DEBTOR_DETS_F W_DEBT_CO_NM }= "" "{ MERGEFIELD FW_DEBTOR_DETS_F W_DEBT_FORE } { MERGEFIELD FW_DEBTOR_DETS_F W_DEBT_SURN }" "{ MERGEFIELD FW_DEBTOR_DETS_F W_DEBT_CO_NM }" }

A

☐ **The defendant has not filed an admission or defence to my claim**

☐ I confirm that particulars of claim have been served on the defendant in accordance with the rules.

Now complete section C and all the judgment details at section D. Decide how and when you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment.

B

☐ **The defendant admits that all the money is owed**

C Defendant's date of birth

☐ Defendant's date of birth is not stated in the form of reply but is known to the claimant as:

☐☐ / ☐☐ / ☐☐☐☐

☐ Defendant's date of birth is not stated in the form of reply and is not known to the claimant.

D Judgment details

I would like the defendant to be ordered to pay:

 Crown Copyright material is reproduced with the permission of the Controller of HMSO and the Queen's Printer of Scotland

Tick only **one** box below and complete section C and all the judgment details at section D.

☐ **I accept the defendant's proposal for payment**
Say how the defendant intends to pay. The court will send the defendant an order to pay. You will also be sent a copy.

☐ **The defendant has not made any proposal for payment**
Say how you want the defendant to pay. You can ask for the judgment to be paid by instalments or in one payment. The court will send the defendant an order to pay. You will also be sent a copy.

☐ **I do NOT accept the defendant's proposal for payment**
Say how you want the defendant to pay. Give your reasons for objecting to the defendant's offer of payment on the back of this form. Send this form to the court **with defendant's admission N9A.** The court will fix a rate of payment and send the defendant an order to pay. You will also be sent a copy.

☐ immediately

☐ by instalments of £ ☐☐☐ per month

☐ in full by ☐☐ / ☐☐ / ☐☐☐☐

Amount of claim as admitted		
(including interest at date of issue) Interest since date of claim (if any) Period from …… to …… Rate ……%		
Court fees shown on claim		
Legal Representative's costs (if any) on issuing claim		
Sub Total		
Legal Representative's costs (if any) on entering judgment		
Sub Total		
Deduct amount (if any) paid since issue		
Amount payable by defendant		

I certify that the information given is correct.

Signed ☐☐☐☐

Client Request Inst. Enter

Judgment

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "Sirs" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We write to advise that the Debtor has failed to respond to the Issue of Proceedings in this matter. It is therefore now open to you to apply to the Court for judgment to be entered against the Debtor.

Please confirm whether you wish us to proceed in this way.

Yours **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "faithfully" "sincerely" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirm payment received

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "Sirs" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We are pleased to confirm we have now received from the Debtor payment in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_SUM_PAID \# "£,##.00;(£,##.00)"**}** in discharge of the debt.

We will confirm to you when this payment has cleared.

Yours **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "faithfully" "sincerely" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Debtor Acknowledge Payment

Post Action

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_INT **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**

Dear **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "Sirs" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Thank you for your payment in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_SUM_PAID \# "£,##.00;(£,##.00)"**}** receipt of which we hereby acknowledge.

We confirm that, subject to clearance, this will discharge your debt to our client.

Yours **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "sincerely" "faithfully" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Court Enc. Particular Claim

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name **}**
{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_address **}**

Dear Sirs

Re: **{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN }" "{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }" }**
Case No. **{ MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }**

Please find enclosed a certificate of service (form N215) in relation to the above matter.

We thank you for your continuing assistance in this matter.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Debtor Enc. Particular Claim

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_INT **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**

Dear **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "Sirs" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed by way of service upon you Particulars of Claim in relation to Claim No **{** MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO **}** issued in **{** MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name **}** on **{** MERGEFIELD FW_PRCDGS_DRS_FW_DATE_SERV \@ "d MMMM yyyy"**}**.

Yours **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "sincerely" "faithfully" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Form N215 Certificate of Service

Certificate of service

Name of court	Claim No.
{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name }	{ MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }

Name of Claimant
{ IF { MERGEFIELD LINKNAME_FORENAME_1 }= "" "{ MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Name of Defendant
{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE } { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN }" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }" }

On what day did you serve? ☐☐ / ☐☐ / ☐☐☐☐

The date of service is ☐☐ / ☐☐ / ☐☐☐☐

What documents did you serve?
Please attach copies of the documents you have not already filed with the court.

On whom did you serve?
(If appropriate include their position e.g. partner, director).

How did you serve the documents?
(please tick the appropriate box)

[ ] by first class post or other service which provides for delivery on the next business day

[ ] by delivering to or leaving at a permitted place

[ ] by personally handing it to or leaving it with (.....time left, where document is other than a claim form) *(please specify)*

[ ] by other means permitted by the court *(please specify)*

[ ] By Document Exchange

[ ] by fax machine (.....time sent, where document is other than a claim form) *(you may want to enclose a copy of the transmission sheet)*

[ ] by other electronic means (.....time sent, where document is other than a claim form) *(please specify)*

Give the address where service effected, include fax or DX number, e-mail address or other electronic identification

Being the [ ] claimant's [ ] defendant's [ ] solicitor's [ ] litigation friend

[ ] usual residence
[ ] last known residence
[ ] place of business
[ ] principal place of business
[ ] last known place of business
[ ] last known principal place of business
[ ] principal office of the partnership
[ ] principal office of the corporation
[ ] principal office of the company
[ ] place of business of the partnership/company/ corporation within the jurisdiction with a connection to claim
[ ] other *(please specify)*

I believe that the facts stated in this certificate are true.
I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Full name

Signed

Position or office held

(Claimant) (Defendant) ('s solicitor) ('s litigation friend)

(If signing on behalf of firm or company)

Date

Rules relating to the service of documents are contained in Part 6 of the Civil Procedure Rules (www.justice.gov.uk) and you should refer to the rules for information.

Calculation of deemed day of service of a claim

A claim form served within the UK in accordance with Part 6 of the Civil Procedure rules is deemed to be served on the second business day after the claimant has completed the steps required by CPR 7.5(1).

Calculation of the deemed day of service of documents other than the claim form (CPR 6.26)

Method of service	**Deemed day of service**
First class post or other service which provides for delivery on the next business day	The second day after it was posted, left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day
Document exchange	The second day after it was left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day
Delivering the document to or leaving it at a permitted address	If it is delivered to or left at the permitted address on a business day before 4.30pm, on that day; or in any other case, on the next business day after that day
Fax	If the transmission of the fax is completed on a business day before 4.30pm, on that day; or in any other case, on the next business day after the day on which it was transmitted
Other electronic method	If the email or other electronic transmission is sent on a business day before 4.30pm, on that day; or in any other case, on the next business day after the day on which it was sent
Personal service	If the document is served personally before 4.30pm on a business day, it is served on that day; or in any other case, on the next business day after that day

In this context 'business day' means any day except Saturday, Sunday or a bank holiday; (under the Banking and Financial Dealings Act 1971 in the part of the UK where service is to take place) includes Good Friday and Christmas Day.

Crown Copyright material is reproduced with the permission of the Controller of HMSO and the Queen's Printer of Scotland

Particulars of Claim (Trader)

IN THE { MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name * Upper }

CLAIM NUMBER: { MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }

B E T W E E N : -

{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }

Claimant

- and -

{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE * Upper } { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN * Upper }" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM * Upper }" }

Defendant

PARTICULARS OF CLAIM

---

1 The Claimant has { IF { MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE } = "Services" "rendered" "supplied" } { MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE } to the Defendant. The Claimant's terms of trading{ IF { MERGEFIELD FW_DEBT_DETS_FW_PYMNT_TERMS } = "" " are { MERGEFIELD FW_DEBT_DETS_FW_PY_TRMS_OTH }" " include that each invoice shall be paid within { MERGEFIELD FW_DEBT_DETS_FW_PYMNT_TERMS } days of invoice " }.

2 Further, at all material time when so dealing, the Claimant and Defendant were

acting in the course of their respective businesses and it was an implied term of the agreement, under S1(1) of the Late Payment of Commercial Debts (Interest) Act 1998, that any qualifying debt created by the material contract would carry statutory interest.

3 The Claimant has invoiced the Defendant for the total sum of **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}** under invoice number[s]:

{ MERGEFIELD TableStart:FW_INVOICE_DETS **}{** MERGEFIELD FW_INV_NO **}{** MERGEFIELD TableEnd:FW_INVOICE_DETS **}**

Details of the said invoice[s, all of] which has/have been duly rendered upon the Defendant, are attached.

4 The Defendant has failed to pay the said sums due to the Claimant within **{** MERGEFIELD FW_DEBT_DETS_FW_PYMNT_TERMS **}** days of each material invoice, or at all.

5 Accordingly, the Claimant claims **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}** as the sum owing for **{** MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE **} {** IF **{** MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE **}** = "Services" "rendered" "supplied" **}** to the Defendant.

6 Further, the Claimant claims interest under S1(1) of the Late Payment of Commercial Debts (Interest) Act 1998 upon each such debt.

7 The Claimant further claims compensation under S5A of the Late Payment of Commercial Debts (Interest) Act 1998 upon each such debt.

8 Alternatively, the Claimant claims interest at such rate, on such amount and for such period as the Court sees fit pursuant to Section 69 of the County Courts Act 1984.

AND the Claimant claims from the Defendant:

(a) **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}**

(b) Interest pursuant to S1(1) of the Late Payment of Commercial Debts (Interest) Act 1998 at 8% above Base Rate in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INT \# £#,##.00**}** to today's date and continuing at the daily rate of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INTRATE \# £#,##.00**}**

(c) Compensation under S5A of the Late Payment of Commercial Debts (Interest) Act 1998 in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_COMP_LPCD \# £#,##.00**}**.

(d) Alternatively, interest at such amount and for such period as the Court thinks fit pursuant to Section 69 of the County Courts Act 1984.

IN THE { MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name }

CLAIM NUMBER: { MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }

B E T W E E N : -

{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }

Claimant

- and -

{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE * Upper } { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN * Upper }" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM * Upper }" }

Defendant

PARTICULARS OF CLAIM

{ MERGEFIELD "PRACTICEINFO_PRACTICE_NAME" }

Reference: { MERGEFIELD "client_no" }/{ MERGEFIELD "matter_no" }

Particulars of Claim (Individual)

IN THE { MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name * Upper }

CLAIM NUMBER: { MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }

B E T W E E N : -

{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }

Claimant

- and -

{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE * Upper } { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN * Upper }" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM * Upper }" }

Defendant

PARTICULARS OF CLAIM

---

1 The Claimant has { IF { MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE } = "Services" "rendered" "supplied" } { MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE } to the Defendant. The Claimant's terms of trading{ IF { MERGEFIELD FW_DEBT_DETS_FW_PYMNT_TERMS } = "" " are { MERGEFIELD FW_DEBT_DETS_FW_PY_TRMS_OTH }" " include that each invoice shall be paid within { MERGEFIELD FW_DEBT_DETS_FW_PYMNT_TERMS } days of invoice " }.

2 The Claimant has invoiced the Defendant for the total sum of { MERGEFIELD

FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}** under invoice number[s]: **{** MERGEFIELD TableStart:FW_INVOICE_DETS **}{** MERGEFIELD FW_INV_NO **}{** MERGEFIELD TableEnd:FW_INVOICE_DETS **}**

Details of the said invoice[s, all of] which has/have been duly rendered upon the Defendant, are attached.

3 The Defendant has failed to pay the said sums due to the Claimant within **{** MERGEFIELD FW_DEBT_DETS_FW_PYMNT_TERMS **}** days of each material invoice, or at all.

4 Accordingly, the Claimant claims **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}** as the sum owing for **{** MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE **} {** IF **{** MERGEFIELD FW_PRCDGS_DRS_FW_CLAIM_TYPE **}** = "Services" "rendered" "supplied" **}** to the Defendant.

5 The Claimant claims interest under Section 69 of the County Courts Act 1984 at the rate of 8% per annum on **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}** in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INT \# £#,##.00**}** to today's date and also interest at the same rate up to the date of judgement or earlier payment at a daily rate of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INTRATE \# £#,##.00**}**.

AND the Claimant claims from the Defendant:

(a) **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}**

(b) The Claimant claims interest under Section 69 of the County Courts Act 1984 at the rate of 8% per annum on **{** MERGEFIELD FW_DEBT_DETS_FW_ORIG_DEBT \# £#,##.00**}** in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INT \# £#,##.00**}** to today's date and also interest at the same rate up to the date of judgement or earlier

payment at a daily rate of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INTRATE \# £#,##.00**}**.

IN THE { MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name }

CLAIM NUMBER: { MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }

B E T W E E N : -

{ MERGEFIELD LINKNAME_FORENAME_1 * Upper } { MERGEFIELD LINKNAME_SURNAME_1 * Upper }

Claimant

- and -

{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE * Upper } { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN * Upper }" "{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM * Upper }" }

Defendant

PARTICULARS OF CLAIM

{ MERGEFIELD "PRACTICEINFO_PRACTICE_NAME" }

Reference: { MERGEFIELD "client_no" }/{ MERGEFIELD "matter_no" }

Client Update re. Enforcement

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "Sirs" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We write to advise you as to the present position on the enforcement of your debt:

PROVIDE DETAILS AS APPROPRIATE

Yours **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "faithfully" "sincerely" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

HCE Instruction Letter

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_PRCDGS_DRS_FW_HGH_CT_ENF_name **}**
{ MERGEFIELD FW_PRCDGS_DRS_FW_HGH_CT_ENF_address **}**

Dear Sirs

Re: **{ IF { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }= "" "{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN }" "{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM }" }**
Claim no. **{ MERGEFIELD FW_PRCDGS_DRS_FWCLAIMNO }**

We wish to instruct you in relation to the above matter.

Judgment was obtained on: { MERGEFIELD FW_PRCDGS_DRS_FW_DT_JDGMT \@ "d MMMM yyyy" **}**

The Debtor's address is:
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**
{ IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_REG_OFF **}**<> "" "

The Debtor's Registered Office is:
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_REG_OFF **}**

" "" **}The Debtor's Telephone Number is: {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TEL **}**

We look forward to hearing from you in due course.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Request Inst. re.

Enforcement

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "Sirs" "**{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We write to advise that judgment has been entered against the Debtor, but no response has been received within the time limit provided.

Please provide us with your further instructions as to whether you wish us to seek to enforce the debt, or alternatively whether you wish us to close our file.

Should you wish to enforce the debt, the following options are open to you:

1. Instruction of a Bailiff:
   a) For debts of £600.00 or less, a County Court Bailiff can be instructed. A court fee of £100.00 applies, which you will need to pay on account
   b) For debts of over £600.00, a High Court enforcement Officer can be instructed. An intial court fee of £100.00 applies, which you will need to pay on account.

2. Apply for an Attachment of Earnings Order. There is a Court application fee of £100.00 payable for each defendant against whom the order is requested.

3. Apply for a Charging Order. There is a Court application fee of £100.00 payable per order required.

We look forward to receiving your further instructions.

Yours **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "faithfully" "sincerely" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Debtor Letter of Satisfaction

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_INT **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**

Dear **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **} {** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "Sirs" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We write to confirm that the debt previously owed to our client is now satisfied.

The debt has been fully discharged to the satisfaction of our client. A Certificate of Satisfaction should be obtained from the **{** MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name **}** upon the payment of a £15.00 fee. The court will then send the certificate to you and notify the Central Register of County Court Judgments that the debt has been fully satisfied.

For your information, the court address is as follows:-

The Court Manager
{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_name **}**
{ MERGEFIELD FW_PRCDGS_DRS_FW_COURT_address **}**

For the benefit of the court, the debt was **{** IF **{** MERGEFIELD FW_PRCDGS_DRS_FW_PYMT_JDG **}** = "Yes within 30 days" "discharged within one month of the date of judgment and should be removed from the register." "not discharged within one month of the date of judgment and should be marked satisfied on the register." **}**

Yours **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "sincerely" "faithfully" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }