



# Osprey Approach: Debt Recovery – Issue Proceedings Workflow

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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

### DEBT DETAILS FW\_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(l)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

### 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

### DEBT DETAILS FW\_DR

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0.00

Payment terms: other details

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0.00

Compensation - s5A LPCD(l)A

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0.00

Admin Fee (if appropriate)

0.00

Total debt (Pre-Issue)

Total Debt Outstanding

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Submit

Cancel

### TOTAL DEBT OUTSTANDING FW\_DR

Total Debt Outstanding



Submit

Cancel

## 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

## SERVICE DETAILS FW\_DR

### Court

(
None selected
)

(
None selected
)




### Claim Number

### Date of Service

Select a date



 Submit

Cancel

N215 RESPONSE FW\_DR

N215 Response

Please Select

Please Select

Paid In Full

Instalments Offered

Claim Defended

No response

✓ Submit

Cancel

INSTRUCTIONS – JUDGMENT FW\_DR

Proceed to Judgment?

Please Select

Please Select

Yes

No

Close file?

Please Select

Please Select

Yes

No

✓ Submit

Cancel



SERVICE DETAILS FW\_DR

Court

(None selected)

▼

(None selected)

🔍

✎

+

Claim Number

Date of Service

Select a date

📅

✓ Submit

Cancel

### DEBT DETAILS FW\_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(l)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

### TOTAL DEBT OUTSTANDING FW\_DR

Total Debt Outstanding



Submit

Cancel

### AFTER JUDGMENT FW\_DR

#### Payment on Judgment?

Please Select

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

 Submit

Cancel

### 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

### DEBT DETAILS FW\_DR

Original debt

0.00

Payment terms: other details

Fixed costs

0.00

Compensation - s5A LPCD(l)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

### TOTAL DEBT OUTSTANDING FW\_DR

Total Debt Outstanding



Submit

Cancel

### BAILIFF INSTRUCTION FW\_DR

Date of Judgment







Debtor reg office

Debtor (trading) address

Debtor tel no

High Court Enforcement Officer


None selected





None selected

 Submit
Cancel

### 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**



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**





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 { MERGEFIELD FW\_PRCDGS\_DRS\_FWCLAIMNO }**  
**No.**

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:

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		
<b>Sub Total</b>		
Legal Representative's costs (if any) on entering judgment		
<b>Sub Total</b>		
Deduct amount (if any) paid since issue		
<b>Amount payable by defendant</b>		

**I certify that the information given is correct.**

**Signed**

(Claimant)(Claimant's solicitor)(Litigation friend)

**Date**

 /  / 

**Position or office held**

(if signing on behalf of firm or company)

*Please return the completed form to the court.*

**Client Request Inst. Enter**



# Judgment



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**



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



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 { MERGEFIELD FW\_PRCDGS\_DRS\_FWCLAIMNO }**  
**No.**

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**



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

{ MERGEFIELD  
FW\_PRCDGS\_DRS\_FW\_COURT\_name }

## Claim No.

{ 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](http://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.

## **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**



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** { MERGEFIELD FW\_PRCDGS\_DRS\_FWCLAIMNO }  
**no.**

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

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 initial 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**



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 }