

**Enforcement of Judgments Office**  
Laganside House  
23-27 Oxford Street  
Belfast BT1 3LA  
Telephone: 0300 200 7812

# **Enforcement of Judgments Office**

## **“Application for a Stay of Enforcement”**

*serving the community through the administration of justice*

### **Document Details**

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*This form should only be used in conjunction with applying for stay of enforcement in respect of a money judgment. If you seek to make an application for stay of enforcement on repossession judgment – you should seek legal advice or contact the Royal Courts of Justice – Front of House for information about seeking a stay of enforcement in the Chancery Court*

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## **Basic Information**

This pack contains certain references and procedures that you will need to be aware of. It is not a full statement of all the legislation, rules, practices or procedures of the office. It does however provide give helpful information in how to apply for a stay of enforcement related to a money judgment in the Enforcement of Judgments Office (EJO).

**Enforcement Phrases** – some common phrases are used in this pack and these are explained below

<b>Phrase</b>	<b>Meaning</b>
Award, Decree, Order or Judgment	This is a document produced by the Court that certifies the decision of the Court. You need this to be able to use the services of the EJO
Money Judgment	This is a court judgment which has ordered recovery of a monetary sum
Judgments Register	This is a public record of all judgments accepted in the EJO for enforcement and contains information about enforced judgments extending 6 years from the date a search is carried out. The search can be done via the Department of Justice website ( <a href="http://www.justice-ni.gov.uk">www.justice-ni.gov.uk</a> ) or a member of the office can do this on your behalf. There is a fee charged for each – details of which can be found on our fee list within this pack. It is sometimes advisable to make a search of the register before you apply for enforcement to establish if any outstanding judgments have been lodged against the person or company that you seek enforcement against.
Enforcement Fee	The fees charged by the office are set by law. Some fees are fixed; whilst others some are on a scale basis. <b>The amount you have to pay is £33.00.</b> Payment can be made by cash, cheque, bankers draft, postal order or a debit, or credit card. Postal Orders & Cheques should be made payable to the “Northern Ireland Courts and Tribunals Service” or “NICTS”.

**Fee Payment by Card** - If you wish to make payment by Visa/MasterCard debit or credit card, you can do this over the telephone in advance of sending in your papers. You can also make a payment by card at the public counter.

If you wish to make a fee payment by telephone, please call 0300 200 7812. You will be asked to confirm the following:

1. If you are the card owner
2. The amount you wish to pay
3. The 16 digit card number on the front of the card
4. The card expiry month and year
5. The 3 digit security number on the reverse of the card

If payment is successful, you will be given a receipt number – you should insert this number on your documents to be sent to the office. If payment is unsuccessful, it will be for a reason that the member of staff taking the payment has no control over.

Alternative method should be considered.

If a refund is necessary – this will be issued back to the card that the payment originated from.

**Fee Payments by Cheque, Postal Order or Bankers Draft** - Payments by Postal Order/Cheque or Bankers Draft should be made payable to the “Northern Ireland Courts and Tribunals Service” or “NICTS”.

**Fee Payments by Cash** - We recommend that fee payments by cash are made in person at our public counter. We don't recommend cash payments are sent to the office via post –we will not be responsible for any cash payment that does not arrive at the office.

**Fee Payment by Standing Order** - Fee payments by standing order can be made to the NICTS NO.1 A/C, 95-01-21 – 91332007 followed by Payment Reference: **EJ** followed by **your reference or name**. This payment reference must be used to ensure your payment is processed without delay.

**This form should not be used to apply for a stay relating to a repossession of land. You should seek legal advice or contact Housing Rights Service**

### **What is a Stay of Enforcement?**

A stay of enforcement is a decision in which the Master (Enforcement of Judgments Office) orders that will suspend enforcement of a judgment for a defined period. There are a number of reasons why the Master may give this and each case is treated on its own merits.

## How to Apply for a Stay of Enforcement

- Complete the application form enclosed with this pack on page 5. □ Pay the fee required – which is £33.00 □ Return the form and fee to the EJO at:

Enforcement of Judgments Office  
Laganside House  
23-27 Oxford Street  
Belfast  
BT1 3LA

- The EJO will conduct a number of checks to ensure that we are able to process your application for stay of enforcement
- Once all these checks have been completed, the EJO will arrange for a hearing before the Master. The Office will also contact the judgment creditor who will be entitled to attend the hearing and also present evidence to the Master.
- The EJO may also issue you with a Summons to Appear for Examination of your Means. This is required by law. This will generally take place 30 minutes before and on the same day as the hearing before the Master.

## EJO Contact Information

Should you require any further information regarding your application for a Stay of Enforcement you can contact us at the following e-mail address or 0300 200 7812 or by e-mail at

[FrontOfHouseEJO@courtsni.gov.uk](mailto:FrontOfHouseEJO@courtsni.gov.uk)

IN THE ENFORCEMENT OF JUDGMENTS OFFICE

CASE No: / /

NOTICE OF APPLICATION FOR STAY OF ENFORCEMENT BETWEEN

NAME/ADDRESS OF CREDITOR/APPLICANT  
DEBTOR/RESPONDENT

NAME/ADDRESS OF



TAKE NOTICE that

<b>Name &amp; address of debtor/respondent</b>
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The debtor/respondent will apply to the Master at: 2<sup>nd</sup> floor, Royal Courts of Justice, Chichester Street BT1 3JF *(for office use only)* on the            day of            20            , at            am/pm for an order that the enforcement of the judgment of the            Court dated            Day of            , which was given against him/her to be stayed on the grounds that<sup>1</sup>:

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*If you wish to be heard on this application you must attend in person or be represented by a solicitor.*

<b>Signed:</b>
<b>Address:</b>
<b>Dated:</b>

Send completed form to:  
Enforcement of Judgments Office, Laganside House, 23-27 Oxford Street, Belfast BT1 3LA

<sup>1</sup> Insert the grounds on which the application for a stay is made. An application for a stay of enforcement may be made on the grounds that there are special circumstances which render it inexpedient to enforce the judgment or that the debtor/respondent is unable from any cause to pay the amount recoverable on foot of the judgment.

**IN THE ENFORCEMENT OF JUDGMENTS OFFICE**  
**APPLICATIONS FOR ENFORCEMENT FEES**

Type	Fee from 1 April 2026
Notice of Intent (in respect of each person to be served)	<b>£33.00</b>
Application under Article 23	<b>£244.00</b>
Application under Article 22 from Article 23	<b>Money Judgment Fee Less fee for Article 23 already paid</b>
Application under Article 22 for the Repossession of Land	<b>£840.00</b>
Application under Article 22 for the Repossession of Land and Money	<b>£840.00 + scale costs for application under Article 22</b>
Application under Article 22 for the Repossession of Goods	<b>£269.00</b>
Application under Article 22 for the Repossession of Goods and Money	<b>£269.00 + scale costs for application under Article 22</b>
Application for Stay of Enforcement (Rule 104)	<b>£33.00</b>
Application for a Search of the Judgments Register	<b>£31.00</b>
Fee where the Search is carried out by an Officer of the Court	<b>£50.00</b>
Copy Document (5 Sheets of Less)	<b>£8.00</b>
For each additional sheet after 5 sheets	<b>£0.50</b>
Certificate of Satisfaction	<b>£25.00</b>