

**Enforcement of Judgments Office**

Laganside House  
23-27 Oxford Street  
Belfast BT1 3LA

Telephone: 0300 200 7812

# **Enforcement of Judgments Office**

## **“Application for the Discovery of the means of a debtor”**

*serving the community through the administration of justice*

### **Document Details**

<b>Version:</b>	20
<b>Date issued:</b>	01 April 2026

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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 Enforcement of Judgments Office (EJO). It does however provide helpful information in how to commence proceedings in the EJO. **This pack should only be used if the amount outstanding on foot of the judgment exceeds £3,000.00.**

**Enforcement Phrases** – some common phrases or terms that are used in this pack and in our processes are explained below

Phrase/Term	Meaning
Award, Decree, Order or Judgment	This is an enforceable 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. Other enforceable documents which the EJO can enforce are a Certificate of Money Provisions, European Small Claims Order, European Enforcement Order and European Order for Payment. <i><b>(These will continue to apply to judgments given in legal proceedings instituted before the end of the transition period 11pm on 31 December 2020)</b></i>
Money Judgment	This is a court judgment which has ordered that a sum of money is to be recovered.
Form 1	This is a Notice of Intent to enforce a Money Judgment.
Form 6	This is an Application for the Discovery of a debtor's means. If the amount outstanding on foot of the judgment exceeds £3,000.00, then you can apply to the EJO to complete a report as to the means of a debtor. This will inform you if the debtor has any assets that you can later apply for full enforcement.
Certificate of Taxation	This is the Certificate that states the monetary value of an amount of costs awarded on a judgment (if it a monetary value is not stated on a judgment). It is a separate process and you will not be able to recover any 'costs' until it is supplied with the original judgment. This document can be sought by applying to the County Court in respect of County Court judgments, or the Court of Judicature of Northern Ireland Taxing Office.
Interest	This is allowed if the judgment amount exceeds £200.00. It is calculated at the rate of 8% per annum and the rate is set by the Court Rules. EJO can only collect interest (if claimed) from the date of the court judgment to the date you apply for enforcement.  Interest = $\frac{\text{Outstanding Debt} \times (\text{No. of days from Court date to date on Form 6}) \times 0.08}{365}$
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 on-line 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 – but you should note it is cheaper to perform a search on-line. 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. The amount you have to pay is based on the type of enforcement you seek, and also if it relates to the recovery of money, it will be based on the amount recoverable. Full details of the fees can be found on our fee list within this pack. 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".
Debtor or Respondent	This is the person/company that owes the subject matter named on the judgment.
Creditor or Applicant	This is the person/company that is owed the subject matter named on the judgment.
Other Costs	Once a case is accepted for enforcement by the Office and appointed a case reference number (e.g. C/11/01235) there may be further costs/outlay for you the applicant. These are due to legislative requirements and some are costs charged by other bodies for registration of documents. If you have to pay further costs, the office will inform you of this and why these costs are necessary. You can also contact the office on the contact information on page 15 about these costs.

**Judgments Search** - If money is recoverable on the judgment, then it is advisable to complete a search of the EJO Register of Judgments before you apply for enforcement. This will establish if any outstanding judgments have been lodged against the person or company that you seek enforcement against in the 6 years from the date the search was completed. (Fee at present is £33.00 via the EJO Debt Register Online and is non-returnable. If an ‘officer of court’ in the EJO conducts the search the fee will be £50.00.)

## ADVICE & SUPPORT

Members of the EJO are trained to provide support and advice about the enforcement process and our forms. We will also provide further support and advice during the enforcement process and explain the documents that you may receive from us. However, members of the EJO are not legally trained and cannot provide any legal advice on the effect of the orders the office issues; they will give simple advice to explain what they mean. You can always seek advice from the Citizens Advice Bureau, Advice NI or from a qualified legal professional.

The EJO will also perform certain administrative checks on the forms that you send to us; we are responsible to ensure that the forms are completed in line with regulations and the law, but we are not responsible for the accuracy of the information stated on the forms. Should any of the forms be incorrect, they will be returned with a reason explaining why.

Contact numbers for the office are contained on Page 15 and a check list is also available on Page 10 to assist you further.

## APPLYING TO EJO TO ENFORCE YOUR JUDGMENT

Applying to the EJO to enforce a judgment via Discovery is a three-stage process which is outlined below:

### Stage 1 – Notice of Intention to Enforce a Judgment (Form 1)

1. Complete a Form 1 **in duplicate** and forward both to EJO at Laganside House, 23-27 Oxford Street, Belfast, BT1 3LA or by email at [ejonoi@courtsni.gov.uk](mailto:ejonoi@courtsni.gov.uk) together with **two copies** of the Court Judgment and appropriate fee. EJO will serve a copy of the Form 1 and Court Judgment on the Debtor by post. We shall also return a copy of the Form 1 and Court Judgment to you. (Please note that where the judgment is against two or more respondents an additional copy of the notice and judgment should be lodged in respect of each applicant.)
2. The Office will also return a covering letter with Notice number and barcode and date Notice was served. This confirms that the Form 1 has been successfully served by the EJO on the debtor. The debtor has 10 days from the service date of your Notice to adhere to the terms of the Court Judgment or make a suitable arrangement with **you**. You can also recover the fee at this stage if it is included on the Form 1. After 10 days, if the debtor does not contact you, or make a suitable arrangement with you, then you can proceed to Stage 2.
3. The Form 1 lasts for 3 months, in which time you can go to stage 2. If the 3 month lapses then you will need to repeat Stage 1 again.

### Stage 2 – Application for Discovery (Form 6)

1. Complete Form 6 and forward this to the EJO at Laganside House, 23-27 Oxford Street, Belfast, BT1 3LA or by email at [ejoapp@courtsni.gov.uk](mailto:ejoapp@courtsni.gov.uk) along with the following papers: - a. Court Judgment
  - b. Copy of the served Form 1 (along with a copy of the covering letter that has the Notice of Intent number and date Notice was served.
  - c. If applicable, a taxation certificate confirming the amount of costs which you can also claim.
2. The appropriate fee should be enclosed and fee details are provided in the pack.
3. Applications can take up to two weeks to be processed and confirmation of acceptance will be sent to you quoting the case number allocated to your application. The case number should be quoted at all times on any correspondence sent to EJO.
4. There are a number of other checks the EJO has to take to ensure that you can enforce your court judgment. If we reject your application, we will return your papers with a letter of explanation as to why it is being returned and return your fee\*.

### **Stage 3 – Application to Enforce a Judgment (Should you wish to move to full enforcement)**

Depending on the type of decree you wish to enforce you will need to complete one of the following forms along with the paperwork required:

- For a money judgment complete a Form 3, for more information see the Application pack to Enforce a Judgment for the Recovery of Money only.
- For a land (or land and money) judgment, complete a Form 4, for more information see the Application pack to Enforce a Judgment for the Possession of Land (or Land and Money).
- For a goods (or goods and money) judgment, complete a Form 4, for more information see the Application pack to Enforce a Judgment for the Possession of Goods (or Goods and Money).

Please note that an additional fee is payable on receipt of the application to enforce a money judgment which is the cost of the full application minus the fee already paid for the Discovery case.

\*Fee Refunds are made subject to EJO Rules, Practice Direction and the Northern Ireland Courts and Tribunals Service Finance Manual

**Should you need to contact the office with any query regarding your Form 1 or Form 6, please have to hand any correspondence you have received from this office and details of any Cheques/Payments made to this office. Contact numbers for the office are contained on Page 15.**

## HOW DO I COMPLETE THE FORM 1 NOTICE OF INTENT?

Notes are contained here and at the bottom of the Form 1, these will assist you in completion of the spaces provided in the form

Notes

**Begin by filling in the name and address of the debtor and creditor in the boxes provided. Then at the various remaining numbered points on the form insert the following information into the blank spaces [1]**

The Full name of debtor

**[2]** The Full postal address of debtor

**[3]** The Full name of creditor

**[4]** The figure should represent the balance of all monies due and payable under the judgment at the date of signing (this figure should not include any EJO fees).

**[5]** The rate of 8% - this is the interest prescribed by the relevant rule of court. Interest is not chargeable where the sum due and payable under the judgment does not exceed £200. **You do not need to calculate or include an amount of interest at this stage.**

**[5a]** The cost of the Form 1 (which is £33.00) and add this to the amount inserted in section [3]

**[6]** Leave blank, but sign below the blank date and insert your address

### Requisition

**[1]** Insert the name of the debtor

**[2]** Insert the address of the debtor

**[3]** Sign and date form here

Notice of Intent to Enforce a Money Judgment
Judgments Enforcement (Northern Ireland) Order 1981

Applicant Reference

[Empty box for Applicant Reference]

BETWEEN

NAME/ADDRESS OF DEBTOR/RESPONDENT

[Empty box for Debtor/Respondent details]

NAME/ADDRESS OF CREDITOR/APPLICANT

[Empty box for Creditor/Applicant details]

To: [1] of

[2]

TAKE NOTICE that you owe [3] ..... the sum of £ ..... [4] together with interest at the rate of [5] ..... per cent per annum which is the amount due on foot of a judgment given against you in the above matter and a copy of which is attached,

And further TAKE NOTICE that you owe the sum of £..... being the fee for issuing this Notice. The total amount owing is £ ..... [5a]

You HAVE 10 DAYS from the date of this notice within which to pay that amount at the \*address given below. If you do not pay proceedings will be taken to enforce the judgment against you.

DATED [6] ..... day of ..... 20.....

.....Signed
Applicant/duly authorised Person/Applicant's Solicitor
\*Address.....
.....
.....

REQUISITION

To: The Chief Enforcement Officer, Enforcement of Judgments Office.

Please issue and serve the above Notice of Intent to Proceed on [1] ..... at [2] ..... which is the present address of the said [1] ..... to the best of my/our knowledge, information and belief.

[3] Signed.....

Creditor/Solicitor(s) for Creditor

Dated .....

Notes

[1] Full name of debtor

[2] Full postal address of debtor

[3] Full name of creditor

[4] This figure should represent the balance of all monies due and payable under the judgment at the date of signing

[5] Insert the rate of interest prescribed by the relevant rule of court. Interest is not chargeable where the sum due and payable under the judgment does not exceed £200 or the judgment is for a penal sum for securing principal and interest

[5a] This figure should represent the total of all monies due and payable

[6] Leave blank, but sign below the blank date and insert your address

## HOW DO I COMPLETE THE FORM 6 - APPLICATION FOR DISCOVERY?

Notes are contained here and at the bottom of the Form 6, these will assist you in completion of the spaces provided in the form

Notes

**Begin by filling in the name and address of the debtor and creditor in the boxes provided. Then at the various remaining numbered points on the form insert the following information into the blank spaces**

- [1] The Full name and address of creditor
- [2] The full name and address of the debtor
- [3] Date and sign the Form

**At the bottom part of the Form, complete the blank spaces in the particulars**

1. Insert the address of the creditor – so that EJO can send correspondence and payments to
2. Insert the address of the debtor – so that the EJO can correspond with them
3. Confirm whether any stay imposed by the court has been removed from the judgment
4. Confirm the amount outstanding on foot of the judgment

### **Banking Information**

- Insert banking information for payments to be made by Credit Transfer/Bacs. When you give us your banking information, repayments of debt or refunds of fees can be made by Credit Transfer/Bacs.

Applicant Reference

Application for Discovery under Article 23(1) of the Order in the Enforcement of Judgments Office

NAME/ADDRESS OF CREDITOR/APPLICANT

NAME/ADDRESS OF DEBTOR/RESPONDENT

1. Application is hereby made by [1] ..... the person entitled to enforce the judgment in the above matter for a report as to the means/assets and liabilities of the above named [2] .....
2. There is no restriction on the right to enforce the judgment under any enactment or under the Judgment Enforcement Rules (Northern Ireland) 1981.
3. The particulars endorsed on the reverse side of this application are true and correct.

[3]Dated ..... day of .....20...

Signed.....

Notes

[1] Full name and address of applicant.

[2] Full name of debtor.

[3] Date and sign

PARTICULARS\*

1. The applicant's address for service is:-
2. It is certified that inquiries have been made and that the present address of the debtor is believed to be:-  
.....
3. The stay of postponement contained in the judgment has been removed by .....
4. The amount due on foot of the judgment is now £ .....

\*Delete any of the particulars which are inapplicable.

## Enforcement Check List

To help you with submitting your papers please use the check list as set out below

### Stage 1 - To Submit a Form 1 – Notice of Intent to Enforce a Judgment

**Have you enclosed the following?**

1. Copy of Court Order/Judgment or Award in duplicate (additional copies to be provided if more than one respondent)
2. Completed Form 1 – Notice of Intent in duplicate (additional copies to be provided if more than one respondent)
3. Dated and Signed the Form 1?
4. Fee Enclosed (£33.00) Cheques or Postal Orders Made out to the “Northern Ireland Courts and Tribunals Service” or “NICTS”


### Stage 2 - To Submit your Form 6 – Application for Discovery Have you got or completed the following?

1. Copy of Court Order/Judgment or Award or other enforceable document
2. Copy of Returned Form 1 – Notice of Intent (along with Service Letter)
3. Completed your Form 6 – Application for Discovery
4. Dated and Signed the Form 6?
5. If required a copy of a taxation certificate certifying costs that are recoverable.
6. Fee Enclosed (£244.00) Cheques or Postal Orders Made out 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. The amount you wish to pay
2. The 16 digit card number on the front of the card
3. The card expiry month and year
4. 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. An alternative method should be considered as stated below. 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, Northern Bank limited, Donegall Square West, Belfast, BT1 6JS – Sort Code 95-01-21 – Account Number - 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.

Type	Fee from 1 April 2026
Notice of Intent (in respect of each person to be served)	<b>£33.00</b>
Application under Article 22 (Money Judgment)	<b>See Pages 11-12</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 Goods	<b>£269.00</b>
Application for Stay of Enforcement (Rule 104)	<b>£33.00</b>
Application for a Search of the Judgments Register	<b>£33.00</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>

The following table shows the fee payment bands. Each fee comprises of a fixed fee + a variable fee which is a percentage of the overall debt.

For example, the fee for a debt of £3,600 will comprise of a fixed fee of £596 + 4% of any debt in excess of £3,000 = £596 + (4% of £600 = £24) = £620

Item	From 01/04/26	From 01/04/27	From 01/04/28
<b>Notice of Intention</b>	£33.00	£34.00	£35.00
<b>Application to enforce a money judgment:</b>			
- <b>Does not exceed £1,000</b>	25% of the debt; minimum fee £50.00	25% of the debt; minimum fee £51.00	25% of the debt; minimum fee £52.00
- <b>Exceeds £1,000 but not £3,000</b>	£287 plus 12% of the debt in excess of £1,000	£293 plus 12% of the debt in excess of £1,000	£299 plus 12% of the debt in excess of £1,000
- <b>Exceeds £3,000 but not £5,000</b>	£596 plus 4% of the debt in excess of £3,000	£608 plus 4% of the debt in excess of £3,000	£620 plus 4% of the debt in excess of £3,000
- <b>Exceeds £5,000 but not £10,000</b>	£693 plus 3% of the debt in excess of £5,000	£707 plus 3% of the debt in excess of £5,000	£721 plus 3% of the debt in excess of £5,000
- <b>Exceeds £10,000</b>	£883 plus 2% of the debt in excess of £10,000	£901 plus 2% of the debt in excess of £10,000	£919 plus 2% of the debt in excess of £10,000
<b>Application for Repossession</b>	£840.00	£857.00	£874.00
<b>Application for Discovery</b>	£244.00	£249.00	£254.00
<b>Application for Recovery of Goods</b>	£269.00	£274.00	£279.00
<b>Debtor search (online)</b>	£33.00	£34.00	£35.00
<b>Debtor search (by EJO)</b>	£50.00	£51.00	£52.00
<b>Certificate of Satisfaction</b>	£25.00	£26.00	£27.00

## **Fee Remission & Exemption**

Dependant on your circumstances, you may be able to apply to the office to remit the fees that you would normally have to pay. The publication, “Court Fees, Do I Have to Pay Them” is available from the office or from our website <https://www.justice-ni.gov.uk/articles/court-fees-0> contact the Enforcement of Judgments Office Case Acceptance Team for more information on 0300 200 7812.

## **EJO Case Tracking**

You can monitor the position regarding your case using our case tracking service. This is available when your enforcement application has gone through Stage 2 of the enforcement process and you have been given a case number by the EJO.

You need to be a registered user of the Northern Ireland Courts and Tribunals Service website ([www.justiceni.gov.uk](http://www.justiceni.gov.uk)). If you have registered, or already have a username, contact the office at [postroomejo@courtsni.gov.uk](mailto:postroomejo@courtsni.gov.uk) for further information on how to access this service.

## **EJO Contact Information**

Should you require any further information regarding your application for either a Notice of Intention or an Application for Discovery you can contact us at the following e-mail address or contact the EJO Case Acceptance Team on 0300 200 7812.

➤ [frontofhouseejo@courtsni.gov.uk](mailto:frontofhouseejo@courtsni.gov.uk)

Once your case has been accepted by EJO, if you require any further information please contact the Money Judgements Team on 0300 200 7812 or email us at [postroomejo@courtsni.gov.uk](mailto:postroomejo@courtsni.gov.uk).

## **Other things to consider**

Prior to lodging your Application for Enforcement, creditors are advised to carry out an EJO Debt Register Search and a Bankruptcy Search. The information you may obtain from these searches may give an insight into the debtor’s financial position and thus influence your decision on whether to proceed further. An EJO Search can be conducted online via the following link

[www.justice-ni.gov.uk/articles/online-services#toc-9](http://www.justice-ni.gov.uk/articles/online-services#toc-9) or you may write to the office to conduct the search for you. Details of the associated costs are available on the website and in the application packs.

The EJO cannot carry out Bankruptcy Searches. A Bankruptcy Search can be conducted online via the ICOS Public Search Service via the following link <https://www.justice-ni.gov.uk/articles/online-services#toc-5>

EJO legislation allows certain Enforcement Orders to issue to recover money, however there are circumstances under which these cannot issue. The Enforcement of Judgments Office cannot guarantee successful enforcement in each case.

You can view the EJO Legislation using the following links

Judgments Enforcement Order (Northern Ireland) 1981 -

<http://www.legislation.gov.uk/nisi/1981/226/contents>

Judgments Enforcement Rules (Northern Ireland) 1981 -

<http://www.legislation.gov.uk/nisr/1981/147/contents/made>

**ENFORCEMENT OF JUDGMENTS – SEARCH REQUEST (all details to be completed in block CAPTIALS)**

**SEARCH DETAILS**

SURNAME- .....

FIRST NAME.....

OTHER NAMES.....

CURRENT ADDRESS.....

.....

.....

**PREVIOUS ADDRESSES**

IF KNOWN .....

.....

.....

**RECIPIENT DETAILS**

NAME .....

SEARCH TO BE COLLECTED (Y/N) ..... TO BE RETURNED BY POST (Y/N).....

SEARCH RETURN ADDRESS .....

.....

.....

**FOR OFFICIAL USE ONLY**

COMPLETION TIME/DATE.....

PAYMENT RECIEPT.....

COMPLETED BY.....