

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

Enforcement of Judgments Office

“Application to Enforce a Judgment For the Recovery of Money Only”

serving the community through the administration of justice

Document Details

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APPLYING TO EJO TO ENFORCE YOUR JUDGMENT

Stage 1 – Notice of Intention to Enforce (Form 1)

1. Complete two copies of the Form 1 documents below and forward both to the EJO at Laganside House, 23-27 Oxford Street, Belfast, BT1 3LA or by email at ejnoi@courtsni.gov.uk together with **two copies** of the court judgment and a cheque or postal order for the appropriate fee. The 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 court judgment is against two or more respondents and you wish to serve each respondent an additional copy of the notice and judgment should be lodged in respect of **each** additional respondent, and in addition the **additional fee**.)
2. In addition to returning the Form 1 and court judgment, the Office will return a letter with a reference number, and the date on which the Form 1 was served on the debtor. The debtor has 10 days from the service date of your Form 1 to adhere to the terms of the court judgment or make a suitable arrangement with **you**.
3. If, after 10 days, the debtor does not contact you, or make a suitable arrangement with you, then you can proceed to Stage 2, but you must do so within 3 months of the date of the Form 1.
4. If the 3-month period from the date of the Form 1 lapses, then you will need to repeat Stage 1 again.
5. We have provided a sample completed Form 1 on page 5.

Form 1 Check List

To help you with submitting your Form 1 please use the check list as set out below

Check that you have:

1. Enclosed two copies of court judgment (additional copies to be provided if more than one respondent)
2. Completed Form 1 – Two copies of the Notice of Intent (additional copies to be provided if more than one respondent)
3. Dated and Signed the Form 1 at the right place
4. Enclosed the correct fee (£33.00) You can pay by card, bank transfer, cheque, postal order (or cash which is not recommended) – see below for details

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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 02890 728910. 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 Payment by Bank Transfer - 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.

Fee Payment by Cash – Cash payment can be made in the office – we don’t recommend sending cash in the post.

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. An example has been provided.

Notes

Begin by filling in the name and address of the debtor and creditor in the boxes provided. This information should match the details on the court decree, unless the debtors address has changed since the court date. If pursuing more than one party named on the court judgment, you will need to provide additional Form 1's and pay the appropriate fee for each party. Then at the various remaining numbered points on the form insert the following information into the blank spaces.

[1] The Full name of the debtor

[2] The Full postal address of the debtor

[3] The Full name of the 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 []

BETWEEN

NAME/ADDRESS OF DEBTOR/RESPONDENT

NAME/ADDRESS OF CREDITOR/APPLICANT

JOE BLOGGS
1 MAIN STREET
ANYTOWN
BT1 1AA

JANE DOE
2 MAIN STREET
ANYTOWN
BT1 1AA

To: [1] JOE BLOGGS
of [2] 1 MAIN STREET, ANYTOWN, BT1 1AA

TAKE NOTICE that you owe [3]JANE DOE.... the sum of £.....1000.00..... [4] together with interest at the rate of [5]
.....8.....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 £...33.00..... being the fee for issuing this Notice. The total amount owing is
£...1031.00....[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.....

.....JANE DOE Signed

Applicant/duly authorised Person/Applicant's Solicitor

*Address...2 MAIN STREET.....

.....ANYTOWN.....

.....BT1 1AA.....

Telephone.....

REQUISITION

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

Please issue and serve the above Notice of Intent to Proceed on [1]JOE BLOGGS.....

at [2].....1 MAIN STREET, ANYTOWN, BT1 1AA.....

which is the present address of the said [1].....JOE BLOGGS to the best of my/our knowledge, information and belief.

[3] Signed.....JANE DOE.....

Creditor/Solicitor(s) for Creditor

Dated01 January 2022.....

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

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

Applicant Reference []

BETWEEN

NAME/ADDRESS OF DEBTOR/RESPONDENT

NAME/ADDRESS OF CREDITOR/APPLICANT

[]

[]

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.....

.....

.....

Telephone.....

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

APPLYING TO EJO TO ENFORCE YOUR JUDGMENT

Stage 2 – Application to Enforce a Judgment (Form 3)

- Please note, you can only progress to Stage 2 **after** stage 1 has been completed and the debtor has been given the required amount of time to act.
 1. Complete Form 3 and forward this to the EJO at Laganside House, 23-27 Oxford Street, Belfast, BT1 3LA or by email at ejoapp@courtsni.gov.uk along with the following papers: -
 - a. Court order
 - b. Copy of the served Form 1 (along with a copy of the covering letter that has the Notice of Intent number and the date on which the Notice was served and the completed documents sent with the Notice, including the Certificate of Information and Form 7)
 - c. If applicable, a taxing officers certificate confirming the amount of costs which you can also claim.
 2. The appropriate fee should be enclosed via cheque or postal order and fees are provided from page 10 of this pack. Please note: if you are pursuing more than one party at this stage you will need to provide 2 copies for each Form 3 along with additional copies of court judgments and the appropriate fees to pursue each party.
 3. Applications can take up to 10 working days to be checked, 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 an explanation as to why it is being returned. The refunding of fees are subject to EJO Rules, Practice Direction and the Northern Ireland Courts and Tribunals Refund Policy

Enforcement Check List

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

1. Copy of Court Order or other enforceable document
2. Copy of Returned Form 1 – Notice of Intent (along with Service Letter)
3. Completed your Form 3 – Application to Enforce a Judgment
4. If you have claimed interest, ensure this figure is included in the total which you wish EJO to recover, and insert this as a separate amount as required on the Form 3.
Signed, dated and completed Certificate of Information
Signed, dated and completed Form 7 (This form is not required if the debtor is a limited company).
5. Dated and Signed the Form 3?
6. If required, a copy of a taxation certificate quantifying the amount of costs that are recoverable.
7. Fee Enclosed. You can pay by card, bank transfer, cheque, postal order (or cash which is not recommended) – see below for details

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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 02890 728910. 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 Payment by Bank Transfer - 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.

Fee Payment by Cash – Cash payment can be made in the office – we don’t recommend sending cash in the post.

HOW DO I COMPLETE THE FORM 3 APPLICATION TO ENFORCE A JUDGMENT?

Notes are contained here and at the bottom of the Form 3, these will assist you in completion of the spaces provided in the form. An example has been provided for you.

Notes

Begin by filling in the name and address of the debtor and creditor in the boxes provided. This information should match the details on the court decree, unless the debtors address has changed since the court date. Then at the various remaining numbered points on the form insert the following information into the blank spaces.

If pursuing more than one party named on the court judgment, you will need to provide additional Form 3's and pay the appropriate fee for each party.

[1] The Full name and address of creditor

[2] The figure inserted should represent the balance of all monies due and payable under the judgment at the date of signing **including** any interest (at 8% per annum) claimed from the date the judgment was given to the date of the signing of the Form 3. This figure should **not** include any EJO fees.

[3] Insert the amount claimed as interest (this is so that the EJO can check your amount claimed) at 8% per annum

[4] **Delete this sentence if required.**

[5] Date the Form

[6] 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 the EJO can send correspondence and payments to them
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

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 CreditTransfer/Bacs.

FORM 3

Applicant Reference

**APPLICATION FOR ENFORCEMENT OF A MONEY JUDGMENT IN THE
ENFORCEMENT OF JUDGMENTS OFFICE**

Rule 7(1)

**NAME/ADDRESS OF
CREDITOR/APPLICANT**

**NAME/ADDRESS OF
DEBTOR/RESPONDENT**

**JANE DOE
2 MAIN STREET
ANYTOWN
BT1 1AA**

**JOE BLOGGS
1 MAIN STREET
ANYTOWN
BT1 1AA**

1. Application for enforcement is hereby made by [1].....**JANE DOE**..... the person entitled to enforce the judgment given in the above matter.
 2. The amount due on foot of the said judgment is £[2].....**£1000**..... **including** the sum of£[3].....**0**..... for interest at the rate of 8% (if judgment is greater than £200) calculated on the balances from time to time due.
 3. I certify that so far as I am aware the said judgment is not subject to the recoupment of sums equivalent to Social Security Benefits provisions in Part IV of the Social Security Administration (N.I.) Act 1992(a) [4]
- OR**
4. I certify that the said judgment was or is subject to the recoupment of sums equivalent to Social Security Benefits Provisions in Part IV of the Social Security Administration (N.I.) Act 1992 and the amount due on foot the said judgment, specified above, is the net amount, that is, the amount due minus the amount which has or should have been paid to the Department of Health & Social Services under those provisions.
 5. There is no restriction on the right to enforce the judgment under any enactment or under the Judgment Enforcement Rules (N.I.) 1981
 6. Application for Attachment of Earnings is attached

[5]Dated ...**25th July 2025**.....

..[6]Signed.....**J Doe**.....

PARTICULARS*

1. The applicant's address for service is.....**2 MAIN STREET, ANYTOWN, BT11AA**.....
2. It is certified that inquiries have been made and that the present address of the debtor is believed to be
.....**1 MAIN STREET, ANYTOWN, BT1 1AA**
3. The stay or postponement contained in the judgment has been removed by***N/A**.....

*Delete any of the particulars which are inapplicable

Banking Information – so that the office can make payments direct to your bank account

| | |
|--|-----------------|
| Name & Address of your Bank | ANY BANK |
| Your Branch Name (if known) | ANY TOWN |
| The Name of your Bank Account | 12345678 |
| Bank Sort Code | 01-02-03 |
| Bank Account Number | N/A |

FORM 3

Applicant Reference

**APPLICATION FOR ENFORCEMENT OF A MONEY JUDGMENT IN THE
ENFORCEMENT OF JUDGMENTS OFFICE**

Rule 7(1)

**NAME/ADDRESS OF
CREDITOR/APPLICANT**

**NAME/ADDRESS OF
DEBTOR/RESPONDENT**

1. Application for enforcement is hereby made by **[1]**the person entitled to enforce the judgment given in the above matter.
 2. The amount due on foot of the said judgment is **£[2]**..... **including** the sum of**£[3]**..... for interest at the rate of 8% (if judgment is greater than £200) calculated on the balances from time to time due.
 3. I certify that so far as I am aware the said judgment is not subject to the recoupment of sums equivalent to Social Security Benefits provisions in Part IV of the Social Security Administration (N.I.) Act 1992(a) **[4]**
- OR**
4. I certify that the said judgment was or is subject to the recoupment of sums equivalent to Social Security Benefits Provisions in Part IV of the Social Security Administration (N.I.) Act 1992 and the amount due on foot the said judgment, specified above, is the net amount, that is, the amount due minus the amount which has or should have been paid to the Department of Health & Social Services under those provisions.
 5. There is no restriction on the right to enforce the judgment under any enactment or under the Judgment Enforcement Rules (N.I.) 1981
 6. Application for Attachment of Earnings is annexed hereto

[5]Dated

[6]Signed.....

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 or postponement contained in the judgment has been removed by*

*Delete any of the particulars which are inapplicable

Banking Information – so that the office can make payments direct to your bank account

| | |
|--|--|
| Name & Address of your Bank | |
| Your Branch Name (if known) | |
| The Name of your Bank Account | |
| Bank Sort Code | |
| Bank Account Number | |

| Type | Fee from 1 April 2026 |
|--|--|
| Notice of Intent (in respect of each person to be served) | £33.00 |
| Application under Article 22 (Money Judgment) | See Pages 12-13 |
| Application under Article 23 | £244.00 |
| Application under Article 22 from Article 23 | Money Judgment Fee Less fee for Article 23 already paid |
| Application under Article 22 for the Repossession of Land | £840.00 |
| Application under Article 22 for the Repossession of Land and Money | £840.00 + scale costs for application under Article 22 |
| Application under Article 22 for the Repossession of Goods | £269.00 |
| Application under Article 22 for the Repossession of Goods and Money | £269.00 + scale costs for application under Article 22 |
| Application for Stay of Enforcement (Rule 104) | £33.00 |
| Application for a Search of the Judgments Register | £33.00 |
| Fee where the Search is carried out by an Officer of the Court | £50.00 |
| Copy Document (5 Sheets of Less) | £8.00 |
| For each additional sheet after 5 sheets | £0.50 |
| Certificate of Satisfaction | £25.00 |

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 |
|---|---|---|---|
| Notice of Intention | £33.00 | £34.00 | £35.00 |
| Application to enforce a money judgment: | | | |
| - Does not exceed £1,000 | 25% of the debt; minimum fee £50.00 | 25% of the debt; minimum fee £51.00 | 25% of the debt; minimum fee £52.00 |
| - Exceeds £1,000 but not £3,000 | £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 |
| - Exceeds £3,000 but not £5,000 | £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 |
| - Exceeds £5,000 but not £10,000 | £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 |
| - Exceeds £10,000 | £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 |
| Application for Repossession | £840.00 | £857.00 | £874.00 |
| Application for Discovery | £244.00 | £249.00 | £254.00 |
| Application for Recovery of Goods | £269.00 | £274.00 | £279.00 |
| Debtor search (online) | £33.00 | £34.00 | £35.00 |
| Debtor search (by EJO) | £50.00 | £51.00 | £52.00 |
| Certificate of Satisfaction | £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). If you have registered, or already have a username, contact the office at 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

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.

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 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>

(All details to be completed in BLOCK CAPITALS)

Search Details

SURNAME

FIRST NAME

OTHER NAMES

CURRENT ADDRESS

PREVIOUS ADDRESSES
(If known)

Recipient Details

SEARCH RECIPIENT

SEARCH TO BE COLLECTED (Y/N)

SEARCH TO BE RETURNED BY POST (Y/N)

SEARCH RETURN ADDRESS

For Official Use Only

Completion Time/Date

Payment:- £ Cheque £ Other £

Initials B1MD1.APK