

Enforcement of Judgments Office
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Enforcement of Judgments Office

“Application to Enforce a Judgment for the Possession of Land (Or Land and Money)”

serving the community through the administration of justice

Document Details

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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

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>(These will continue to apply to judgments given in legal proceedings instituted before the end of the transition period 11pm on 31 December 2020)</i>
Money Judgment	This is a court judgment which has ordered that a sum of money is to be recovered.
Form 2	This is a Notice of Intent to enforce a Non -Money Judgment.
Form 4	This is an Application to enforce a Non-Money Judgment.
Form 5	This is the Certificate of Persons in Occupation of the premises/property or land that is contained in the judgment. You are to visit the premises and insert the number of adults and children who reside in the property as the EJO need to know this information to inform social services. We also need to know any other information about the persons in residence, such as if the person(s) are infirm, or if the person(s) have a disability or would be considered vulnerable in any way.
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 = $\frac{\text{Outstanding Debt} \times (\text{No. of days from Court date to date on Form 4}) \times 0.08}{365}$
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 courts website (www.justice-ni.gov.uk), 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 14 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 14 and a check list is also available on Page 11 to assist you further.

APPLYING TO EJO TO ENFORCE YOUR JUDGMENT

Applying to the EJO to enforce a judgment is a two-stage process which is outlined below:

Stage 1 – Notice of Intention to Enforce a Non-Money Judgment (Form 2)

1. Complete a Form 2 **in duplicate** and forward both to EJO together with **two copies** of the Court Judgment and appropriate fee. EJO will serve a copy of the Form 2 and Court Judgment on the Debtor by post. We shall also return a copy of the Form 2 and Court Judgment to you. (Please note that where a judgment is against two or more respondents an additional copy of the notice and judgment should be lodged in respect of each additional respondent.)
2. The Office will also return a covering letter with Notice number and barcode and date Notice was served. This confirms that the Form 2 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 2. 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 2 lasts for 3 months, in which time you can go to stage 2. If the 3 months lapses then you will need to repeat Stage 1 again.

Stage 2 – Application to Enforce a Judgment (Form 4)

1. Complete Form 4 and forward this to the EJO along with the following papers: - a. Court Judgment
 - b. Copy of the served Form 2 (along with a copy of the covering letter that has the Notice of Intent number and date Notice was served.
 - c. Folio Map identifying the location of land specified in the order. **Please note that EJO will only accept applications for enforcement of land where a folio map is provided.**
 - d. Completed Form 5.
 - e. If applicable, a taxation certificate confirming the amount of costs which you can also claim.
2. The appropriate fee should be enclosed and fees 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*.

*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 2 or Form 4, 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 14.

HOW DO I COMPLETE THE FORM 2 NOTICE OF INTENT

Notes are contained here and at the bottom of the Form 2, 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 the person against whom the judgment was given against
- [2] Insert the order contained in judgment e.g. "CD do deliver up to AB possession of the land described as follows-“
- [3] Insert amount of costs or other monetary sum contained in the judgment
- [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). Add the cost of the Form 2 (which is £33.00) and add this to the amount inserted [4]
- [5] Sign the form on the right hand side (**however, do not date the form here as EJO will insert the date of service**)

Don't forget to complete the Requisition and to sign and date the form at the bottom left hand side

Notice of Intent to Enforce a Non-Money Judgment

BETWEEN

NAME/ADDRESS OF DEBTOR/RESPONDENT

NAME/ADDRESS OF CREDITOR/APPLICANT

Post Code
Telephone Number

Post Code
Telephone Number

To CD of [1]

TAKE NOTICE that under the judgment given in the above matter it was ordered that you

[2].....

..... and do pay £.....[3] in respect of costs.

And further TAKE NOTICE that you owe the sum of £....., being the fee for issuing this Notice. The total amount owing is £.....[4]

YOU HAVE 10 DAYS from the date of this notice within which to obey the order of the Court.

If you fail to do so application will be made to enforce the judgment against you.

DATED day of 20.....

[5]..... Signed
Applicant/duly authorised Person/Applicant's Solicitor
* Address

Telephone Number

REQUISITION

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.

Signed
Creditor/Solicitor(s) for Creditor
Dated
Notes

- [1] Full name and address of person against whom judgment was given, including telephone number
[2] Insert order contained in judgment e.g. "CD do deliver up to AB possession of the land described as follows-"
[3] Insert amount of taxed costs of judgment given in the High Court or amount of costs shown in decree if given in any other Court.
[4] This figure should represent the total of all monies due and payable [5] Leave the date blank, but sign the form and insert your address add your telephone number

HOW DO I COMPLETE THE FORM 4 APPLICATION TO ENFORCE A NON-MONEY JUDGMENT

Notes are contained here and at the bottom of the Form 4, 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 the applicant

[2] Insert the order contained in judgment e.g. "CD do deliver up to AB possession of the land described as follows-“

[3] Insert amount of costs or other monetary sum contained in the judgment that you wish EJO to recover

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

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.

In The Enforcement of Judgments Office

Application for Enforcement Of A Judgment
(Other Than A Judgment For Payment Of Money Only)

BETWEEN

NAME/ADDRESS OF CREDITOR /APPLICANT

NAME/ADDRESS OF DEBTOR/RESPONDENT

<p>Post Code Telephone Number</p>

<p>Post Code Telephone Number</p>

1. Application for enforcement is hereby made by [1].....the person entitled to enforce the judgment given in the above matter.
2. The said judgment orders that [2]
3. There is no restriction on the right to enforce the judgment under any enactment or under the Judgment Enforcement Rules (Northern Ireland) 1981.
4. The amount of costs recoverable under the judgment is £.....[3]
5. The particulars endorsed on the reverse side of this application are true and correct.

Datedday of.....20....

Signed
Notes-

- [1] Full name and address of applicant, including telephone number
 [2] Here set out the terms of the judgment, in full.
 [3] Insert the amount of costs certified by the taxing officer or shown in the decree, as the case maybe.

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 respondent is:-

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	

HOW DO I COMPLETE THE FORM 5 CERTIFICATE AS TO PERSONS IN POSSESSION OF LAND

Notes are contained here and at the bottom of the Form 5, 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 the applicant
- [2] Insert the date when the premises/property/land named on the judgment was visited
- [3] Insert details of the family in residence of the premises/property/land named on the judgment
- [4] Insert here any information as is available as to any other persons in occupation and any other information about such persons, e.g. if the person(s) are infirm, or if the person(s) have a disability or would be considered vulnerable in any way.
- [5] Date and sign the Form 5

Certificate as to Persons in Possession of Land in the Enforcement of Judgments Office

BETWEEN

NAME/ADDRESS OF CREDITOR/APPLICANT

NAME/ADDRESS OF DEBTOR/RESPONDENT

Post Code Telephone Number

Post Code Telephone Number

I, [1]

hereby certify as follows-

1. I have ascertained by visiting the premises on the [2]..... day of.....that they were occupied by the following persons-

Respondent and his family comprising [3]..... adults and..... Children.

[4].....

.....

.....

(here set out such information as is available as to other persons in occupation).

Or,

1. I have ascertained that the premises are unoccupied].

[5]Dated Day of20... Signed

.....

Enforcement Check List

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

To Submit a Form 2 – Notice of Intent to Enforce

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

To Submit your Form 4 – Application to Enforce a Judgment

Have you got or completed the following?

1. Copy of Court Order/Judgment or Award
2. Copy of Returned Form 2 – Notice of Intent (along with Service Letter)
3. Completed your Form 4 – Application to Enforce a Judgment
4. Dated and Signed the Form 4?
5. Complete the Form 5
6. Certificate of information
7. Folio Map identifying the location of land specified in the Order*
8. Fee Enclosed (£840.00) Cheques or Postal Orders Made out to the “Northern Ireland Courts and Tribunals Service or NICTS”

* **Note: EJO will only accept applications for enforcement of land where a folio map is provided.**

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.

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)	£33.00
Application under Article 22 (Money Judgment)	See Pages 13-14
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 Goods	£269.00
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 for Money Only cases. 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.justice-ni.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.

**ENFORCEMENT OF JUDGMENTS - SEARCH REQUEST (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:-

Cash

£

Cheque

£

Other

£

Initials BTMD1.APR