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Our ref: -----

Internal use only.

Transfer Up Request Form.

Please complete the below details if you wish to instruct High Court Enforcement Officer, Frank Whitworth to arrange for your CCJ to be transferred up to authorise High Court Enforcement.

Once complete, please return form to **Frank Whitworth High Court Enforcement, 1-33 Almondbury Bank, Huddersfield, HD5 8HE**. Please enclose a copy of your sealed County Court Judgment and a cheque for £156 (£66 transfer up fee and £75 + VAT compliance fee) made payable to Frank Whitworth.

Alternatively, you can scan the form and your County Court Judgment and send via email to frank@frankgwhitworth.co.uk. In this case, please make your payment of £156 via bank transfer using the following details; **Account name: Frank Whitworth, Sort Code: 53-61-07, acc number: 78738881.**

YOUR DETAILS.	
Name:	
Address:	
Telephone number:	
Mobile Number:	
Email address:	

DEFENDANT DETAILS.	
Name:	
Address:	
Telephone number:	
Mobile Number:	
Email address:	
Useful Information:	

JUDGEMENT DETAILS.	
Court of Issue:	
Court Reference:	
Judgement Amount:	
Judgement Costs:	
Additional Costs:	

AUTHORISATION.

- I / we authorise your recommended High Court Enforcement Officer, Frank Whitworth to apply for an Order for Enforcement and issue a Writ of Control or Writ of Possession.
- I / we authorise the County Court to return the completed N293A form direct to your recommended High Court Enforcement Officer, Frank Whitworth and direct the writ to whichever officer you recommend.
- I / we attach the sealed County Court Judgement.
- I / we enclose payment of the relevant fees.

Authorising signature:	
Date:	
Print Name:	

On receipt of your completed form, a member of the High Court Enforcement Office team will check the details and load your case onto the system. They will then complete the relevant paperwork, contact you for a signature and post the documents to the court. The court will transfer the case up and return a High Court Writ of control to the HCEO.

If you have any questions regarding the process, or if you wish to enquire about the progress of your case, you can contact Frank Whitworth directly on **01484 427 467**.