

# Filing a new address for service

## When should I use this form?

This form lets you file a new address for service where a summons or warrant has not been able to be actioned using the original address provided for the judgment debtor. Use this form if all the following apply:

- you are the judgment creditor and you have filed an enforcement application where a summons or warrant has been issued to a bailiff to attempt service
- the summons or warrant has not been able to be actioned and you have been asked to supply a new address
- you can provide an alternative address for the judgment debtor.

## How much does it cost to make a request?

The fee is \$50. The court can order the judgment debtor to repay the fee, provided that a maximum of one fee only is added to the judgment debt.

You can only use this form to file **one address for one debtor**. If you have more than one debtor, you must file a separate address for each debtor.

## How do I make my request?

You can file your request by post, in person or electronically through File and Pay. You can also make the payment through File and Pay.

### By post

Post your application to:  
Central Registry,  
DX SX10042  
Wellington.

### In person

See [justice.govt.nz/contact-us/find-us](https://www.justice.govt.nz/contact-us/find-us) for the address of your nearest District Court.

### File and Pay

You can file the request electronically and also pay the filing fee through File and Pay on [courtsofnz.govt.nz/file-and-pay](https://www.courtsofnz.govt.nz/file-and-pay)

## What are the next steps after filing a new address for service?

The court will issue the summons or warrant with the updated address which will be forwarded to a bailiff for service.

## Where can I find more information?

If you need help with this form, you can:

- call **0800 233 222**
- visit [justice.govt.nz/fines/about-civil-debt/](http://justice.govt.nz/fines/about-civil-debt/)
- email [civilenforcement@justice.govt.nz](mailto:civilenforcement@justice.govt.nz).

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## Paying for your request

You must pay the fee with your request.

### Applying in person

If you apply in person at a District Court, you can pay by cash, cheque, or eftpos (Visa or Mastercard credit or debit cards).

### File and Pay

You can pay the filing fee through File and Pay on [courtsfnz.govt.nz/file-and-pay](http://courtsfnz.govt.nz/file-and-pay)

### More payment options

For more options on how to pay, you can visit:

[justice.govt.nz/fines/ways-to-make-or-receive-a-payment/civil-enforcement/](http://justice.govt.nz/fines/ways-to-make-or-receive-a-payment/civil-enforcement/)

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# Filing a new address for service

## 1. Provide the court reference number this request relates to

For example, CIV-2013-095-123

Court reference number

## 2. Provide your details

Full name

Organisation (if applicable)

Office held by authorised officer making application

Postal Address  Street address (if different)

Email

Phone: Mobile  Business  Home (if applicable)

If you are an applicant and wish to ensure your contact details on this form are kept confidential to the other party, please tick this box.

### Indicate your preferred contact address

- my email address
- my postal address
- my lawyer's address (see Section C)
- my debt recovery company's address (see Section C)

### 3. Provide the details of the judgment debtor

Full name of person or organisation

(if an organisation, also name the relevant officer)

Person's date of birth (if known)

#### New address for judgment debtor

the address is

This address was current on

No, I don't have an address for the judgment debtor. But I have made a confidential address request and the Ministry of Justice has advised that it has found an address for the judgment debtor.

#### Other contact details

Provide any other contact details for the judgment debtor.

Email

Phone: Mobile

Business

Home (if applicable)

### 4. Provide details of the judgment debt and any enforcement costs you want to claim

You can claim some of your costs from trying to enforce the judgment or court order. Enter the judgment debt, the payments made and costs you want to claim, in the table below.

For help calculating the interest you can claim visit [justice.govt.nz/fines/about-civil-debt/collect-civil-debt/interest-on-civil-debt/](http://justice.govt.nz/fines/about-civil-debt/collect-civil-debt/interest-on-civil-debt/)

#### Debt

Amount of judgment debt

\$

Less amount already paid \$

Sub total \$

Interest on the remaining debt

\$

Sub total \$

Enforcement costs you want to claim

Fee for filing a new address for service

\$

Costs of previous enforcement action

\$

Sub total \$

**Total amount owed \$**

## 5. Date and signature

Your name

Signature \_\_\_\_\_ Date

Select one of the following:

- I am the judgment creditor
- I am the judgment creditor's lawyer

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## Checklist. . .

- Have you provided the court reference number for the application this request is made for?
- Have you provided the new address details for the judgment debtor?
- Have you signed and dated the form?
- Have you paid the fee?