



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 make your request by post or in person. If you want to pay by credit or debit card please complete the payment details section in this form.

By post

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

In person

See justice.govt.nz/contact-us/find-us for the address of your nearest District Court.

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:

- visit justice.govt.nz/fines/about-civil-debt/
- email civilenforcement@justice.govt.nz
- call **0800 233 222**.

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).

Applying by post

If you apply by post, you can pay by cheque, or by Visa or Mastercard. Complete the card details below, or attach your cheque to this page.

Credit or debit card details

Type of card

Visa

Mastercard

Name on Card

Card number

Card expiry date

 /

Payment amount \$

Once the payment has been processed, we will dispose of this information securely.

Cheque

Attach your cheque here. Make it payable to 'Ministry of Justice'.

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/

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

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 attached the fee?

Section C Extra information to assist the application process

Only complete the steps in Section C that are relevant to your application.

1. Provide the details of the lawyer representing you

Name of law firm

Name of lawyer

Postal address

Email

Phone

Reference number

2. Provide details of the debt recovery company collecting the debt for you

Company name

Postal address

Email

Phone

Reference number