

Request for a bailiff to serve a summons

When should I use this form?

This form lets you request that a bailiff serve a summons for a financial assessment hearing or contempt of enforcement proceedings. Use this form if all the following apply:

- you are the judgment creditor and you have filed an application for a financial assessment hearing or an application for contempt of enforcement proceedings
- you elected to serve the summons on the judgment debtor in the application form but now want the bailiff to serve the summons
- you can provide an address for the judgment debtor or you have been advised that the Ministry of Justice has found an address.

Who can sign this form?

You can only sign this form if you are the judgment creditor or their lawyer. Anyone can help you complete the rest of the form.

How much does it cost to make a request?

The fee is \$50. The court can order the judgment debtor to repay the fee.

How do I make my request?

You can make your request by post or in person. You must pay the fee with your request. 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 making a request?

The court will issue the summons which will be forwarded to a bailiff for service. If the summons is served, the hearing can proceed. If the summons is not served, you will be advised of this and asked to supply a new address for the judgment debtor.

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 or eftpos (Visa or Mastercard credit or debit cards).

Applying by post

If you apply by post, you can pay by Visa or Mastercard. Complete the card details below.

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.

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/

Request for a bailiff to serve a summons

1. Provide the court reference number this request relates to

For example, CIV-2013-095-123

Court reference number

2. 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)

Address

Do you have an address for the judgment debtor?

Yes, the address is

This address was current on

I would like the Ministry of Justice to check its records and, where they are more recent, use the contact details it holds for the judgment debtor.

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)

3. Provide an update on the judgment debt

Enter the judgment debt and any payments made.

Debt

Amount of judgment debt \$

Less amount already paid \$

Sub total \$

Fee for filing application \$

Total amount owed \$

4. Provide the details for payment

Provide the name and number of the bank account to which any payments should be made.

Name of bank	<input type="text"/>			
Name of branch	<input type="text"/>			
Name of account holder	<input type="text"/>			
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment reference	<input type="text"/>			

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 included the court reference number for the application this request is made for?
- Have you signed and dated the form?
- Have you attached the fee?