



Application for warrant to seize property

When should I use this form?

This form lets you apply for a warrant that will enable a bailiff to seize and sell property belonging to the judgment debtor to pay a judgment debt. Use this form if all the following apply:

- you are the judgment creditor and the money owed to you in a judgment or court order has not been paid
- you can provide an address for the judgment debtor or you have been advised that the Ministry of Justice has found an address.

How do I complete this form?

This form has three sections:

- Section A is for information required to process your application. You must complete all the steps in Section A
- Section B is for the date and your signature. You must complete Section B
- Section C is for extra information to assist the enforcement process. You only need to complete the steps in Section C that are relevant to your application
- You can only use this form to apply for **one warrant for one debtor**. If you have more than one debtor, you must file a separate application for each debtor.

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 an application?

The application fee is \$200. The court can order the judgment debtor to repay the fee.

What other costs are involved?

When property is seized there will be other costs payable such as the cost of towing a vehicle or the storage of property. These costs are paid from the proceeds of sale before the balance is paid to the judgment creditor.

KEY WORDS

Below are explanations of some of the words we use in this application form.

Confidential address

request A request to the Ministry of Justice to check its records for an address for the judgment debtor.

Court order Issued by a court or tribunal that requires a person or organisation to do, or stop doing, something.

Enforcement Action authorised by a court to get the judgment debtor to comply with a judgment or court order.

Judgment The decision of a judge in court proceedings. It also includes the reasons the judge gives for their decision.

Judgment creditor The person or organisation money is owed to in a judgment or court order.

Judgment debt The sum of money awarded to the successful party (the judgment creditor) in a judgment or court order. The money is owed to the judgment creditor by the unsuccessful party (the judgment debtor).

Judgment debtor The person or organisation who owes money in a judgment or court order.

Warrant to seize property Allows a bailiff or constable to seize and sell property belonging to the judgment debtor to pay a judgment debt.

How do I file my application?

You can file your application by post or in person. You must pay the fee with your application. 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 Processing Unit,
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.

What are the next steps after making an application?

The warrant will be sent to a bailiff to action. The bailiff will contact you to advise the outcome of the warrant to seize property.

Where can I find more information?

If you need help with this form, you can:

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

Paying for your application

You must pay the fee with your application.

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'.

Application for warrant to seize property

Section A Information required to process your application

You must complete all the steps in this section

1. Provide the court reference number this application relates to

For example, CIV-2013-095-123

Court reference number

You must attach a copy of the judgment or court order if you have not already given the court a copy.

I have attached a copy

I have already given the court a copy

2. Provide the details of the judgment creditor making this application

The judgment creditor is the person money is owed to.

Full name

Organisation name *(if applicable)*

Office held by authorised officer making application

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

Postal address

Street address *(if different)*

Email

Phone: Mobile

Business

Home *(if applicable)*

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

The judgment debtor is the person who owes the money.

Full name of person or organisation

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 do not 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 the 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 and costs you want to claim in the table below.

Debt

Amount of judgment debt	\$
Less amount already paid	\$
Sub-total	\$

Interest you want to claim (for debts over \$3000)

Interest on the remaining debt	\$
Sub-total	\$

Enforcement costs you want to claim

Fee for filing application	\$
Lawyer costs for this application	\$
Costs of previous enforcement action	\$
Sub-total	\$

Total amount owed \$

Section B Date and signature

This section must be completed by the judgment creditor or the judgment creditor's lawyer

Your name _____


Signature _____ Date _____

Select one of the following:

I am the judgment creditor

I am the judgment creditor's lawyer

Checklist...

	Have you attached a copy of the judgment or court order?
	Have you signed and dated the form?
	Have you attached the application fee?
	Do you need to complete Section C?

Office use only

Application filed (date and time) _____

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 the details of the debt recovery company collecting the debt for you

Company name

Postal address

Email

Phone

Reference number