



# 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.

## 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 Processing Unit,  
DX SX10042  
Wellington.

### In person

See [justice.govt.nz/services/finding-your-local-court](https://www.justice.govt.nz/services/finding-your-local-court) 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 [www.justice.govt.nz/fines/civil-debt](https://www.justice.govt.nz/fines/civil-debt)
- email [civilenforcement@justice.govt.nz](mailto: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

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Card expiry date

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Payment amount: \$

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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'.

# 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

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)*

### 3. 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	\$	<input type="text"/>
Less amount already paid	\$	<input type="text"/>
Sub-total	\$	<input type="text"/>

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

Interest on the remaining debt	\$	<input type="text"/>
Sub-total	\$	<input type="text"/>

#### Enforcement costs you want to claim

Fee for filing request for bailiff to serve a summons	\$	<input type="text"/>
Cost of previous enforcement action	\$	<input type="text"/>
Sub-total	\$	<input type="text"/>
<b>Total amount owed</b>	<b>\$</b>	<input type="text"/>

### 4. Date and signature

Your name

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

## 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?