

Variation Order

Claimant

In the		Court
Claim No.		
Claimant's Ref.		



On the application of the defendant/claimant

(1) or as
the case
may be

The judgment (or order) made against the defendant in this court

()⁽¹⁾

on the

for payment of £ and £ for costs is hereby varied

(2) Where judgment was entered for £5,000 or more, or was in respect of a debt which attracts contractual or statutory interest for late payment, the claimant may be entitled to further interest.

(enter name of judge) has now ordered that the defendant pay the claimant the

outstanding sum, including any interest,⁽²⁾

(of £ ⁽³⁾ (by instalments of £ for every calendar month,

the first payment to reach the claimant) by

(3) delete where balance is not known to the court

Dated

———— Take Notice ————

To the defendant

If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do.

———— Address for Payment ————

———— How to Pay ————

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the claim number.**
- **DO NOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the applicant or his representative.
- Make sure that you keep records and can account for all payments made. Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the applicant or his representative.

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address letters to the Court Manager and quote the claim number.