

Marston Legal Services Limited

Guidance Notes: Completing a Transfer Up Form

1. Your information

- You will need to complete this part if you are the Claimants representative.

2. Claimant information: This is the information of who the debt is owed to.

- Please copy the exact details that are stated on the Judgment Order.
- Any names should be given in full including any titles.
- If you are Vat registered, you must state whether this is net or gross, along with your full Vat number.

3. Defendant Information: This is the information of who owes you the debt.

- Please copy the exact details that are stated on the Judgment Order.
- Any names should be given in full including any titles.
- Please ensure that you carefully input the figures as shown on the Judgment Order
- Any additional information, such as previous addresses or any other information that will assist your case can be recorded here.

4. Witness statement: This will need to be completed if the Defendant no longer lives at the Judgment address and now has a new address.

- Please note that you will be signing a witness statement that includes the Statement of Truth. The consequences of signing without an honest belief that the contents of the document in question are true, are serious, namely contempt proceedings which may result in a fine and/or imprisonment.

5. Ensure that the form is signed and dated together with a copy of the Judgment Order to avoid any delays.

Explanatory notes - Conditional Fee agreement

You are entering a Conditional Fee agreement (CFA) commonly known as a “no win no fee” agreement. The law allows us to recover a legal fee of £51.75 for obtaining the sealed writ. If we recover the legal fee in addition to the debt, we will keep it on a pro rata basis. However, if we don't collect the debt, then you will not be charged.