

Standing Order Payment Procedure

The Enforcement of Judgments Office (EJO) will accept payments using the following methods

- **Card**
- **Cash** – we recommend that cash is paid only at our public counter or to an Enforcement Officer.
- **Cheque**
- **Bankers Draft**
- **Postal Order**
- **Standing Order/Bacs or Credit Transfer**

Please note that a receipt will be issued by for every payment received by the Office.

Card Payment Procedure

- By Telephone - you can telephone the office on 02890724862, 02890724861 or 02890724853
- In Person – you can pay by card at our offices in Bedford House

Cash Payment Procedure

We recommend that cash is paid only at our public counter or to an Enforcement Officer.

Cheque/Bankers Draft/Postal Order Payment Procedure

You should make this payable to the “Northern Ireland Courts and Tribunals Service” or ‘NICTS’. You can pay any of these methods by Post, at our public counter, or to an Enforcement Officer.

You may wish to pay by credit transfer, BACS or Standing Order through your bank.

Once a payment has been received at our bank account, we will allocate this to your case.

If you wish to set up a standing order, please take this sheet and give the following information to your bank:

Our Bank Name and Address -

Northern Bank Limited,
Donegall Square West Branch,
Belfast,
BT1 6JS

Our Bank Account Details are-

1. Account Name: Northern Ireland Courts & Tribunals Service 3rd Party Monies
2. Sort code: 95-01-21
3. Account Number: 31337181
4. Your Payment Reference which is:

EJ/C/ _____ / _____

To ensure that your payment is allocated to your case correctly, the payment reference must be as stated above.