



Enforcement of Judgments Office

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Enforcement of Judgments Office “Application for a Stay of Enforcement”

serving the community through the administration of justice

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This form should not be used to apply for a stay relating to a repossession of land. You should seek legal advice or contact Housing Rights Service

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Basic Information

This pack contains certain references and procedures that you will need to be aware of. It is not a full statement of all the legislation, rules, practices or procedures of the office. It does however provide give helpful information in how to obtain A Certificate of Satisfaction in the Enforcement of Judgments Office (EJO).

Enforcement Phrases – some common phrases are used in this pack and these are explained below

Phrase	Meaning
Award, Decree, Order or Judgment	This is a document produced by the Court that certifies the decision of the Court. You need this to be able to use the services of the EJO
Money Judgment	This is a court judgment which has ordered recovery of a monetary sum
Judgments Register	This is a public record of all judgments accepted in the EJO for enforcement and contains information about enforced judgments extending 6 years from the date a search is carried out. The search can be done via the courts website (www.courtsni.gov.uk) or a member of the office can do this on your behalf. There is a fee charged for each – details of which can be found on our fee list within this pack. It is sometimes advisable to make a search of the register before you apply for enforcement to establish if any outstanding judgments have been lodged against the person or company that you seek enforcement against.
Enforcement Fee	The fees charged by the office are set by law. Some fees are fixed; whilst others some are on a scale basis. The amount you have to pay is based on the type of enforcement you seek, and also if it relates to the recovery of money, it will be based on the amount recoverable. Full details of the fees can be found on our fee list within this pack. Payment can be made by cash, cheque, bankers draft, postal order or a debit, or credit card. Postal Orders & Cheques should be made payable to the “Northern Ireland Courts and Tribunals Service” or “NICTS”.

Fee Payment by Card - If you wish to make payment by Visa/MasterCard debit or credit card, you can do this over the telephone in advance of sending in your papers. You can also make a payment by card at the public counter.

If you wish to make a fee payment by telephone, please call 02890724861, or 02890724862. You will be asked to confirm the following:

1. If you are the card owner
2. The amount you wish to pay
3. The 16 digit card number on the front of the card
4. The card expiry month and year
5. The 3 digit security number on the reverse of the card

If payment is successful, you will be given a receipt number – you should insert this number on your documents to be sent to the office. If payment is unsuccessful, it will be for a reason that the member of staff taking the payment has no control over. Alternative method should be considered.

If a refund is necessary – this will be issued back to the card that the payment originated from.

Fee Payments by Cheque, Postal Order or Bankers Draft - Payments by Postal Order/Cheque or Bankers Draft should be made payable to the “Northern Ireland Courts and Tribunals Service” or “NICTS”.

Fee Payments by Cash - We recommend that fee payments by cash are made in person at our public counter. We don't recommend cash payments are sent to the office via post –we will not be responsible for any cash payment that does not arrive at the office.

Fee Payment by Standing Order - Fee payments by standing order can be made to the NICTS NO.1 A/C, 95-01-21 – 91332007 followed by Payment Reference: **EJ** followed by **your reference** or **name**. This payment reference must be used to ensure your payment is processed without delay.

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What is a Stay of Enforcement?

A stay of enforcement is a decision in which the Master (Enforcement of Judgments Office) orders that will suspend enforcement of a judgment for a defined period. There are a number of reasons why the Master may give this and each case is treated on its own merits.

How to Apply for a Stay of Enforcement?

- Complete the application form enclosed with this pack on page 5.
- Pay the fee required – which is £20.00
- Return the form and fee to the EJO.
- The EJO will conduct a number of checks to ensure that we are able to process your application for stay of enforcement
- Once all these checks have been completed, the EJO will arrange for a hearing before the Master. The Office will also contact the judgment creditor who will be entitled to attend the hearing and also present evidence to the Master.
- The EJO may also issue you with a Summons to Appear for Examination of your Means. This is required by law. This will generally take place 30 minutes before and on the same day as the hearing before the Master.

EJO Contact Information

Should you require any further information about the office you can contact us at the following e-mail addresses or 02890328594

- postroomejo@courtsni.gov.uk – our generic e-mail address
- ejoaccounts@courtsni.gov.uk – for a specific accounts query
- ejogroupamailbox@courtsni.gov.uk – for a specific query regarding a Team A case
- ejogroupbmailbox@courtsni.gov.uk – for a specific query regarding a Team B case
- ejogroupcmailbox@courtsni.gov.uk – for a specific query regarding a Team C case

