



“I’ve received a summons to appear in court”

“What does this mean?”

- The Enforcement of Judgments Office (EJO) has served a Summons to Appear for Examination on you by post. It will give you date, time and place for you to appear.
- This is usually your nearest court office, or our office in Bedford Street, Belfast

“What can I do now?”

- You should arrive at the specified place 10 minutes before your appointment time
- You **MUST** bring the following as many of the items on this list as you can:
 - A. Rent book
 - B. Mortgage payment book or mortgage account number
 - C. Ground rent receipts, rate receipts
 - D. Savings books and bank statements
 - E. Pay slips
 - F. Hire purchase agreements and receipts
 - G. Particulars of any debts owed to you
 - H. Particulars of any debts which you owe with creditor details
 - I. Writs or other legal process which have been served on you in relation to unpaid debts
 - J. VAT registration number, National Insurance number

“What can happen next?”

- If you do not keep your appointment the office will issue a Conditional Order for Warrant of Arrest, this means that you are given another date and time and **if you do not attend for this new hearing a Warrant for your Arrest can be made.**

“What if I do not produce the above information?”

- The office will contact other agencies to verify what you say, and this may include the Social Security Agency, your Employer, your bank or building society, or other government agency.

“What if I pay the Debt in Full before or at the hearing?”

- The matter will be closed and no further action will be necessary.