

ANNEX I

Application for a European order for payment Form A	Article 7 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure	
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Please ensure that you read the guidelines on the last page – they will help you to understand this form!

Please note in particular that this form must be completed in the language or one of the languages accepted by the court to be seised. The form is available in all official languages of the European Union; this may help you fill in the form in the required language.

1. Court			Case number (to be completed by the court)	
Court Address			Received by the court	
Postal code	City	Country		

2. Parties and their representatives				
Codes: 01 Claimant		03 Claimant's representative *		05 Claimant's legally authorised representative **
02 Defendant		04 Defendant's representative *		06 Defendant's legally authorised representative **
Code	Surname, first name/Name of company or organisation			Identification code (if applicable)
	Address		Postal code	City
	Country			
	Phone ***	Fax ***		e-Mail ***
	Occupation ***		Other details ***	
Code	Surname, first name/Name of company or organisation			Identification code (if applicable)
	Address		Postal code	City
	Country			
	Phone ***	Fax ***		e-Mail ***
	Occupation ***		Other details ***	
Code	Surname, first name/Name of company or organisation			Identification code (if applicable)
	Address		Postal code	City
	Country			
	Phone ***	Fax ***		e-Mail ***
	Occupation ***		Other details ***	
Code	Surname, first name/Name of company or organisation			Identification code (if applicable)
	Address		Postal code	City
	Country			
	Phone ***	Fax ***		e-Mail ***
	Occupation ***		Other details ***	
* e.g. lawyer		** e.g. parent, guardian, managing director		*** optional

3. Grounds for the court's jurisdiction

Codes:

- | | |
|---|--|
| 01 Domicile of the defendant or co-defendant | 07 Domicile of the policyholder, the insured or the beneficiary in insurance matters |
| 02 Place of performance of the obligation in question | 08 Domicile of the consumer |
| 03 Place of the harmful event | 09 Place where the employee carries out his work |
| 04 Where a dispute arises out of the operations of a branch, agency or other establishment, the place in which the branch, agency or other establishment is situated | 10 Place where the business which engaged the employee is situated |
| 05 Domicile of the trust | 11 Place where the immovable property is situated |
| 06 Where a dispute arises concerning the payment of remuneration claimed in respect of the salvage of a cargo or freight, the place of the court under the authority of which the cargo or freight is or could have been arrested | 12 Choice of court agreed by the parties |
| | 13 Domicile of the maintenance creditor |
| | 14 Other (please specify) |

Code	Specification only for code 14

4. Cross-border nature of the case

Codes:

- | | | | | |
|-------------------|------------|--------------|--------------------|---------------------------|
| 01 Belgium | 06 Spain | 11 Lettland | 16 The Netherlands | 21 Slovakia |
| 02 Czech Republic | 07 France | 12 Litauen | 17 Austria | 22 Finland |
| 03 Germany | 08 Ireland | 13 Luxemburg | 18 Poland | 23 Sweden |
| 04 Estonia | 09 Italy | 14 Ungarn | 19 Portugal | 24 United Kingdom |
| 05 Greece | 10 Cyprus | 15 Malta | 20 Slovenia | 25 other (please specify) |

Domicile or habitual residence of claimant	Domicile or habitual residence of defendant	Country of the court

5. Bank details (optional)**5.1 Payment of court fees by the claimant**

Codes: 01 By bank transfer	02 By credit card	03 Collection by court from claimant's bank account
04 Legal aid	05 Other (please specify)	

If you choose code 02 or 03, please fill in the bank details in Appendix 1

Code	If you choose code 05, please specify

5.2 Payment by defendant of amount awarded

Account holder	Bank name (BIC) or other relevant bank code

Account number	International bank account number (IBAN)

EUR	Euro	CYP	Cypriot Pound	CZK	Czech Koruna	EEK	Estonian Kroon	GBP	Pound sterling
HUF	Hungarian Forint	LTL	Lithuanian Litas	LVL	Latvian Lats	MTL	Maltese Lira	PLN	Polish Zloty
SEK	Swedish Krona	SIT	Slovenian Tolars	SKK	Slovak Koruna	Other (according to international banking code)			
6. Principal					Currency	Total value of principal, excluding interest and costs			
The claim relates to (Code 1)									
01 Sales contract			10 Contract of service - repair			18 Claims arising from joint ownership of property			
02 Rental agreement - movable property			11 Contract of service - brokerage			19 Damages - contract			
03 Rental agreement - immovable property			12 Contract of service - other (please specify)			20 Subscription agreement (newspaper, magazine)			
04 Rental agreement - commercial lease			13 Building contract			21 Membership fee			
05 Contract of service - electricity, gas, water, phone			14 Insurance contract			22 Employment agreement			
06 Contract of service - medical services			15 Loan			23 Out-of-court settlement			
07 Contract of service - transport			16 Guarantee or other collateral(s)			24 Maintenance agreement			
08 Contract of service - legal, tax, technical advice			17 Claims arising from non-contractual obligations if they are subject to an agreement between the parties or an admission of debt (e.g. damages, unjust enrichment)			25 Other (please specify)			
09 Contract of service - hotel, restaurant									
Circumstances invoked (Code 2)									
30 Non-payment			33 Non-delivery of goods or services			35 Goods or services not in conformity with the order			
31 Insufficient payment			34 Delivery of defective goods or poor services			36 Other (please specify)			
32 Late payment									
Other details (Code 3)									
40 Place of purchase			43 Date of delivery			46 In case of loan, purpose: Consumer credit			
41 Place of delivery			44 Type of goods or services concerned			47 In case of loan, purpose: Mortgage credit			
42 Date of purchase			45 Address of immovable property			48 Other detail (please specify)			
ID	Code 1	Code 2	Code 3	Explanatory statement	Date (or period)	Amount			
ID	Code 1	Code 2	Code 3	Explanatory statement	Date (or period)	Amount			
ID	Code 1	Code 2	Code 3	Explanatory statement	Date (or period)	Amount			
ID	Code 1	Code 2	Code 3	Explanatory statement	Date (or period)	Amount			
The claim has been assigned to the claimant by (if applicable)									
Surname, first name/Name of company or organisation					Identification code (if applicable)				
Address					Postal code	City			Country
Additional specifications for claims relating to consumer contracts (if applicable)									
The claim concerns matters relating to consumer contracts			If yes, the defendant is the consumer			If yes, the defendant is domiciled within the meaning of Article 59 of Council Regulation (EC) No 44/2001 in the Member State where the court is seised			
yes no			yes no			yes no			
			yes no			yes no			

7. Interest							
Codes (please combine number with letter):							
01 Statutory		02 Contractual		03 Capitalisation of interest	04 Interest rate on a loan **	05 Amount calculated by the claimant	06 Other ***
A per year		B per half year		C per quarter	D per month	E Other ***	
ID *	Code	Interest rate (%)	% over base rate (ECB)		on (amount)	Starting from	to
ID *	Code	Zinssatz (%)	% über dem Basissatz der EZB		auf (Betrag)	Ab	bis
ID *	Code	Zinssatz (%)	% über dem Basissatz der EZB		auf (Betrag)	Ab	bis
ID *	Code	Zinssatz (%)	% über dem Basissatz der EZB		auf (Betrag)	Ab	bis
ID * Please specify in case of Code 6 and/or E							

* Fill in corresponding claim ID ** taken out by the claimant at least in the amount of the principal *** Please specify

8. Contractual penalties (if applicable)	
Amount	Please specify

9. Costs (if applicable)			
Codes: 01 Court fees		02 Other (please specify)	
Code	Specification only for code 02	Currency	Amount

10. Evidence available in support of the claim					
Codes: 01 Written evidence		02 Oral evidence	03 Expert evidence	04 Inspection of an object or site	05 Other (please specify)
ID *	Code	Description of evidence			Date (day/month/year)

* Fill in corresponding claim ID

11. Additional statements and further information (if necessary)

I hereby request the court to order the defendant(s) to pay to the claimant(s) the sum of the above principal plus interest, contractual penalties and costs.

I declare that to the best of my knowledge and belief the information provided is true.

I acknowledge that any deliberate false statement could lead to appropriate penalties under the law of the Member State of origin.

Done at	Date (day/month/year)	Signature and/or stamp

Appendix 1 to the application for a European order for payment**Bank details for the purposes of payment of court fees by the claimant**

Code 02 By credit card

03 Collection by court from claimant's bank account

Code	Account holder	Bank name (BIC) or other relevant bank code / Credit card company
Account number / Credit card number	International bank account number (IBAN) / Expiry date and security number of credit card	

Appendix 2 to the application for a European order for payment**Opposition to a transfer to ordinary civil proceedings**

Case number (to be completed if this Appendix is sent to the court separately from the application form)

Done at	Date (day/month/year)	Signature and/or stamp

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Important information

This form must be filled in in the language or one of the languages accepted by the court to be seised. Please note that the form is available in all official languages of the European Union; this may help you fill in the form in the required language.

If the defendant lodges an opposition to your claim, proceedings will continue before the competent courts in accordance with the rules of ordinary civil procedure. If you do not wish to continue proceedings in that event, you should also fill in Appendix 2 to this form. This appendix should reach the court before the European order for payment is issued.

If the application concerns a claim against a consumer relating to a consumer contract, it must be lodged with the competent court of the Member State in which the consumer is domiciled. In other cases, the application must be lodged with the court having jurisdiction in accordance with the rules of Council Regulation (EC) No 44/2001 on jurisdiction and the recognition and enforcement of judgments in civil and commercial matters. Information on the rules of jurisdiction can be found on the European Judicial Atlas (http://ec.europa.eu/justice_home/judicialatlascivil/html/index.htm).

Please make sure you duly sign and date the form on the last page.

Guidelines

At the start of each section you will find specific codes that should be inserted, as appropriate, in the relevant boxes.

1. Court When deciding which court to choose, you need to consider the grounds for the court's jurisdiction.

2. Parties and their representatives This field must identify the parties and their representatives, if any, in accordance with the codes indicated on the form. The box [Identification code] should refer, where applicable, to the special number which solicitors have in certain Member States for the purposes of electronic communication with the court (see Art. 7(6), second subparagraph, of Regulation (EC) No 1896/2006), to the registration number for companies or organisations or to any applicable identification number for natural persons. The box [Other details] may contain any other information that helps to identify the person (e.g. date of birth, position of the named person in the company or organisation concerned). If there are more than four parties and/or representatives, please use field [11].

3. Grounds for the court's jurisdiction See 'Important information' above.

4. Cross-border nature of the case For you to be allowed to use this European order for payment procedure, at least two of the boxes in this field must refer to different States.

5. Bank details (optional) In field [5.1], you may inform the court by what means you intend to pay the court fees. Please note that not all methods of payment in this field are necessarily available at the court to which you are making this application. You should verify which method of payment will be accepted by the court. You can do this by contacting the court concerned or by consulting the website of the European Judicial Network in civil and commercial matters (<http://ec.europa.eu/civiljustice/>). If you choose to pay by credit card or to allow the court to collect the fees from your bank account, you should give the necessary credit card/bank account details in Appendix 1 to this form.

In field [5.2], you may indicate by what means you wish to receive payment from the defendant. If you wish to be paid by bank transfer, please give the necessary bank details.

6. Principal This field must contain a description of the principal and the circumstances forming the basis of the claim in accordance with the codes indicated on the form. You need to use an identification number ('ID') for each claim, numbering them from 1 through 4. Each claim must be specified on the line of the box following the ID number, by filling in the relevant numbers of codes 1, 2, and 3. If you need more space, please use field [11]. The box [Date (or period)] refers, for instance, to the date of the contract or harmful event or to the period of the rent.

7. Interest If interest is demanded, this should be specified for each claim as identified in field [6] in accordance with the codes indicated on the form. The code must contain both the relevant number (first row of the codes) and the letter (second row of the codes). For instance, if the interest rate has been agreed by contract and covers annual periods, the code is 02A. If interest is demanded up to the decision by the court, the last box [to] should be left blank. Code 01 refers to an interest rate laid down by statute. Code 02 refers to an interest rate agreed by the parties. If you use Code 03 (capitalisation of interest), the amount indicated should be the basis for the remainder of the term to be covered. Capitalisation of interest refers to the situation where the accrued interest is added to the principal and is taken into account for purposes of calculating further interest. Please note that in commercial transactions as referred to in Directive 2000/35/EC of 29 June 2000 on combating late payments, the statutory interest rate is the sum of the interest rate applied by the European Central Bank to its most recent main refinancing operation carried out before the first calendar day of the half-year in question ('the reference rate'), plus at least seven percentage points. For a Member State which is not participating in the third stage of economic and monetary union, the reference rate referred to above is the equivalent rate set at national level (e.g. by the national central bank). In both cases the reference rate in force on the first calendar day of the half-year in question will apply for the following six months (see Art. 3(1)(d) of Directive 2000/35/EC). The 'base rate (ECB)' refers to the interest rate applied by the European Central Bank to its main refinancing operations.

8. Contractual penalties (if applicable)

9. Costs (if applicable) If reimbursement of costs is demanded, these must be described using the codes indicated on the form. The box [specification] must be used only for code 02, i.e. when reimbursement of costs other than court fees is demanded. These other costs could include, for instance, fees of a claimant's representative or prelitigation costs. If you request reimbursement of the court fees but you do not know the exact amount, you must fill in the box [Code] (01) but you may leave the box [Amount] blank and it will be filled in by the court.

10. Evidence available in support of the claim This field must specify the evidence available in support of each claim using the codes indicated on the form. The box [Description of evidence] will contain, for instance, the title, name, date, and/or reference number of the document concerned, the amount mentioned on the document concerned, and/or the name of the witness or expert.

11. Additional statements and further information (if necessary) You may use this field if you need more space for any of the fields above or, if necessary, to provide additional information useful to the court. For instance, if there are several defendants each being liable for a portion of the claim, you should indicate here the amount individually owed by each defendant.

Appendix 1 Here you must indicate the details of your credit card or bank account if you choose to pay the court fees by credit card or if you allow the court to collect the fees from your bank account. Please note that not all methods of payment in this field are necessarily available at the court to which you are making this application. Please note that the information given in Appendix 1 will not be sent to the defendant.

Appendix 2 Here you must inform the court if you do not wish to continue proceedings in the event of the defendant opposing the claim. If you send this information to the court after having sent the application form, please make sure you fill in the case number given by the court. Please note that the information given in Appendix 2 will not be sent to the defendant.