



Enforcement of Judgments Office

Debt Register Searching

For

Pay As You Go Users

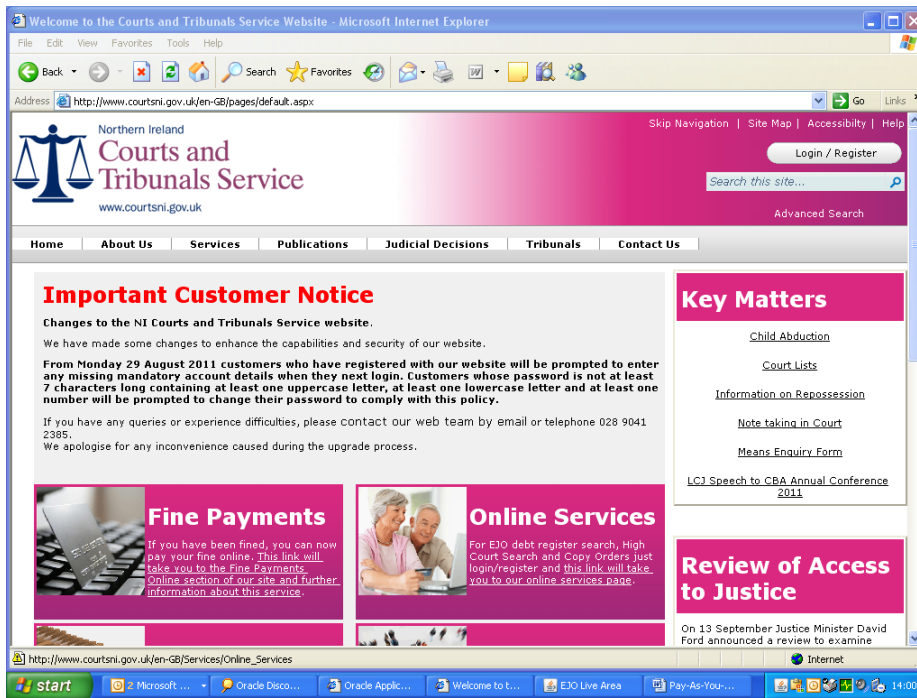


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Some of the screen shots may not be as up-to-date as our website content may change from time-to-time, but the functionality is as set out in this guide.

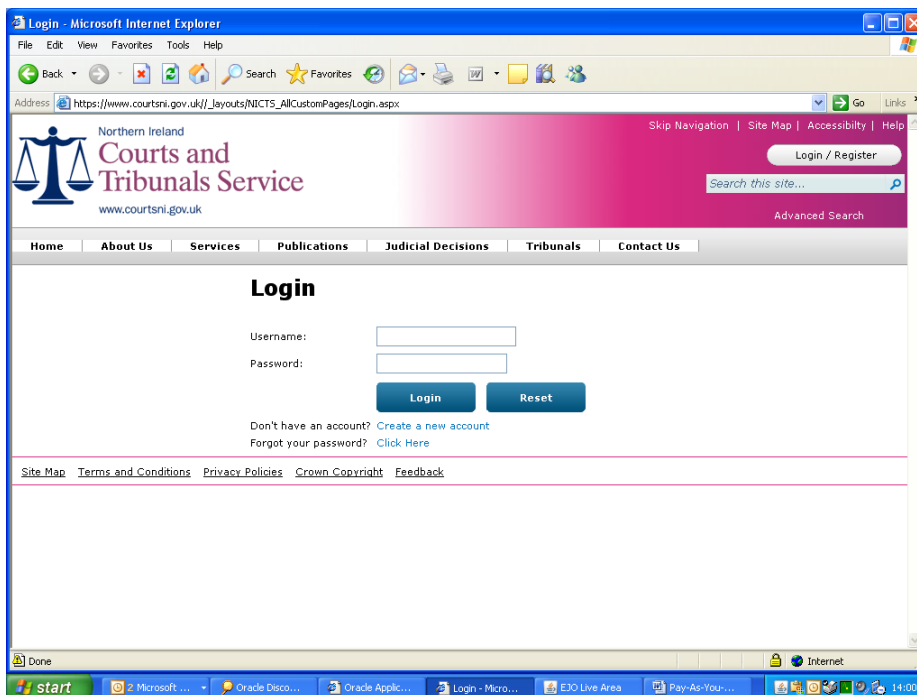
Website Login - The Court Service website can be found at www.courtsni.gov.uk



To use our online services you need to login to the website using your existing website account. Click on the “**Login/Register**” link on the top right of the page.

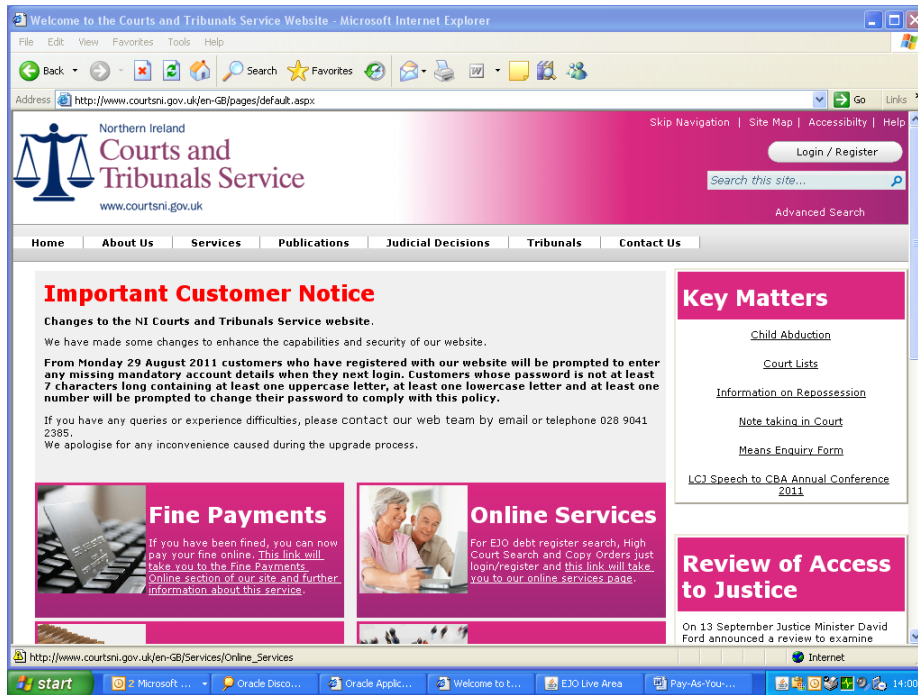
Payment - As a Pay-As-You-Go User, payment can be made by purchasing vouchers, either on-line with a Visa or MasterCard Debt or Credit Card. Vouchers to use on-line can also be purchased at the Accounts Team at the Enforcement of Judgments Office, or by telephone

On-line Services Login

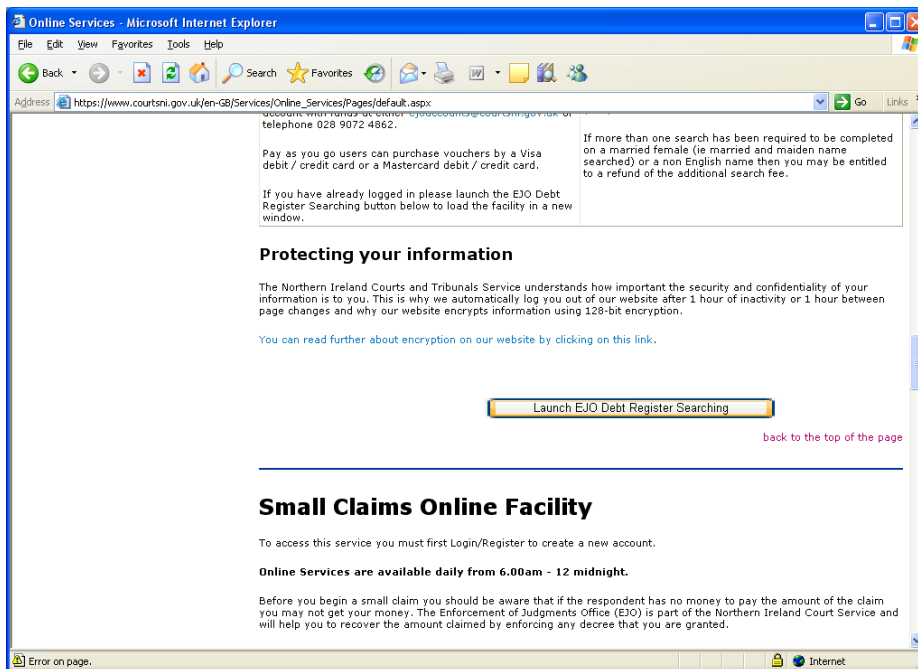


Enter your User Name and Password then click on ‘Login’ to proceed to the Services Page.

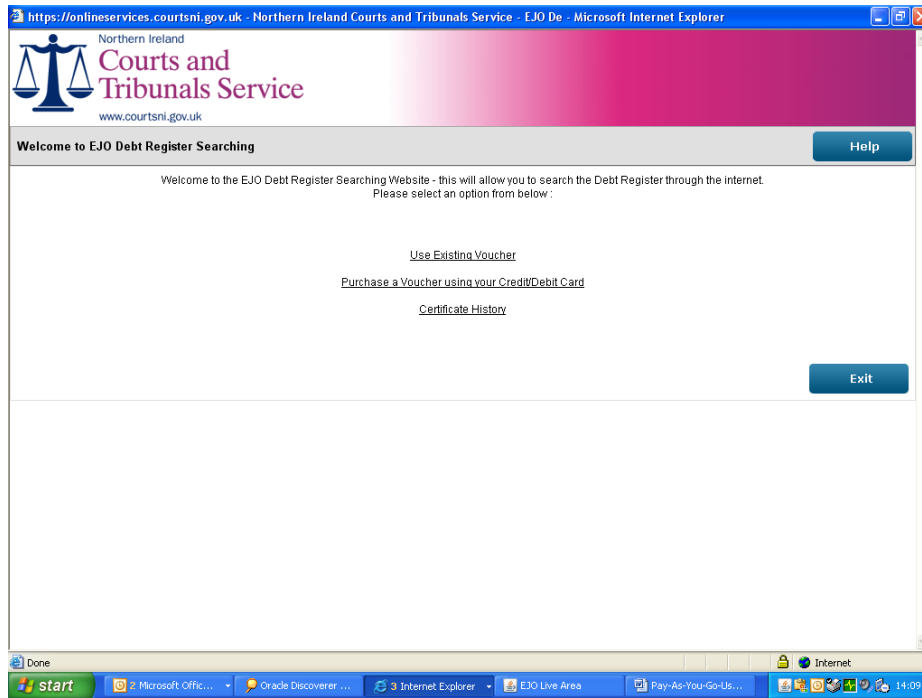
You will be navigated back to the NICTS web home page. From here you should navigate to the “**On-line Services**” webpage.



Launch the EJO Debt Register Service – navigate to the EJO Debt Register Service and click the “**Launch EJO Debt Register Searching**” button. A new window will open to the EJO Debt Register Home Page



EJO Debt Register Searching: Welcome Page



Here you will have the option of:

- (1) Using an existing voucher you have previously purchased or adding a voucher collected from the Enforcement of Judgments Office.
- (2) Purchasing a new voucher with a Visa/MasterCard Credit/Debit Card.
- (3) Viewing your Certificate History. These details searches created up to 30 calendar days. You also have the facility to reprint documents from this section.

At all stages a '**Help?**' icon will appear in the right-hand corner of the screen. This will aid with the various requirements of each screen.

Purchasing a Voucher - Step 1: Select Quantity of Searches

http://194.176.210.150 - Northern Ireland Courts and Tribunals Service - EJO Debt Register Sear - Microsoft Internet Explorer

Northern Ireland
Courts and Tribunals Service
www.courtsni.gov.uk

Purchase a Voucher Help

Step 1: Select quantity of searches

Please enter the number of searches you wish to purchase, then click Next. To exit this screen,click Cancel.

	Cost (£)	Quantity	Total (£)
EJO Debt Register Search Voucher. You cannot use this voucher to purchase any other ICOS Public Search Certificate, such as Bankruptcy Search Facility.	8.00	2	16.00

Cancel Next

Done Microsoft Office O... Internet Explorer EJO Live Area Document4 - Microsof... Internet 11:25

Click on **Quantity** and select the number of searches required. The maximum is 25 searches per voucher.

N.B A voucher can last over multiple visits to the site. The user will not have to use all remaining searches valid on a voucher before leaving the Internet session. This voucher cannot be used to purchase any other ICOS Public Search Certificate.

Once the user is content with this selection he/she clicks on **Next** to proceed.

Step 2: Payer Details

The screenshot shows a web browser window with the address bar displaying "http://194.176.210.150 - Northern Ireland Courts and Tribunals Service - EJO Debt Register Sear - Microsoft Internet Explorer". The page header includes the Northern Ireland Courts and Tribunals Service logo and the URL "www.courtsni.gov.uk". The main heading is "Purchase a Voucher" with a "Help" button. The form is titled "Step 2: Please enter payer details" and includes the instruction: "Please complete all 4 fields, then click Next to continue. Click Previous if you wish to return to Step 1 of the Purchase Voucher facility." The form fields are: "Forenames: *" with the value "Brian", "Surname: *" with the value "McNair", "Address:" with "House Number/Name: *" containing "16" and "Postcode: *" containing "BT2 7FD". Below the fields is the text "Alternatively, click 'Enter Address' and search for an address if you do not know the postcode." and an "Enter Address" button. At the bottom of the form are "Previous" and "Next" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Internet Explorer, EJO Live Area, Document4 - Microsoft), and the system tray with the time 11:25.

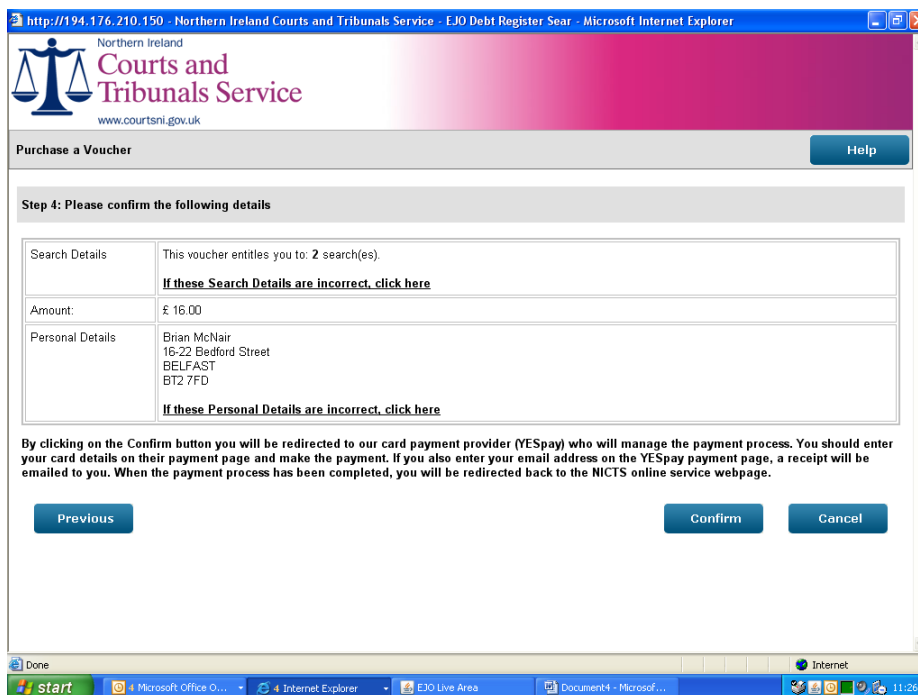
Enter all relevant details and click on **Next** to proceed. Results matching your details will generate.

Step 3: Confirm Address Details



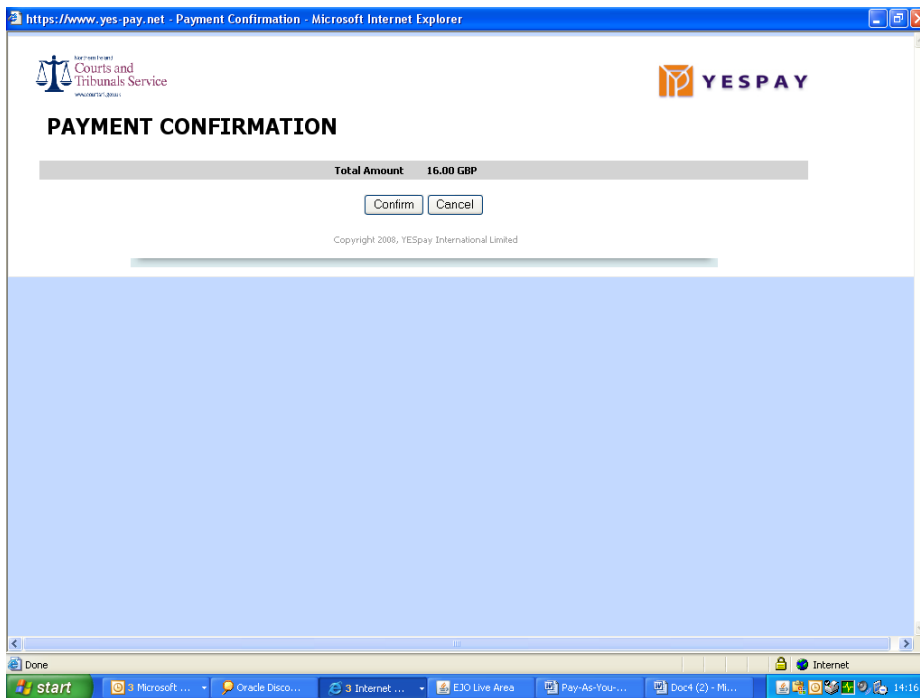
Once the user has typed in the required information in Step 2, the system will generate all known addresses. Locate your address from the list and click on **Select** to continue to the next stage. If you are unsure of the postcode or if the address search generates too many matches or the address does not appear on the list, you can opt to enter your address manually and proceed to the payment screen.

From this point on the user has the option to amend all data in each section by selecting **Previous**. Once you click **confirm**, you will be navigated from the NICTS webpage to our Card Payment Partner, YesPay. They will handle all the payment processing. Once completed, you will be navigated back to the NICTS webpages.



Step 4: Enter Payment Details – YesPay

You will be asked to confirm the total amount of the transaction. Click **“confirm”** to proceed, or **“cancel”** to return to the NICTS webpages.

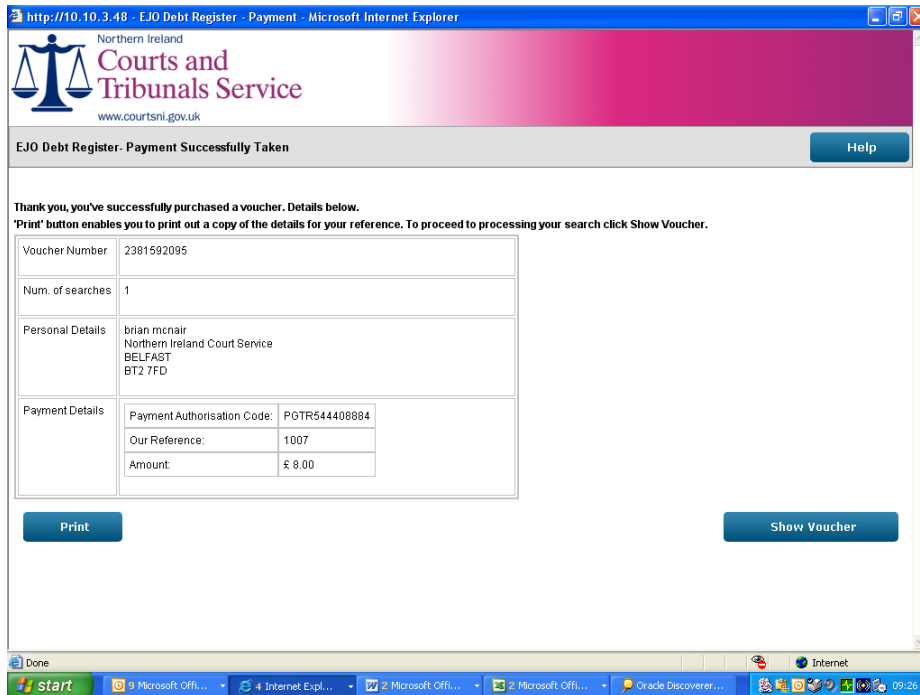


Each field marked with an asterix “*” is mandatory and should be completed. Also, if you enter your e-mail address, a receipt will be e-mailed by YesPay. For your protection, your card provider may also ask for a further password to confirm the transaction. This is known as 3-D security. It is designed to reduce the risk of on-line fraud.

A screenshot of the 'CARD DETAILS' page on the YesPay website. The page has the same logos as the previous screenshot. The heading is 'CARD DETAILS' with a note: 'All fields marked with * are mandatory.' The form contains several fields: 'Cardholder Name *', 'Card Number *', 'Card Name', 'Expiry Date *' (with month and year dropdowns), 'Start Date *' (with month and year dropdowns), 'Security Code *' (with a note '(What's 786)'), 'Issue Number', 'Address *', 'Address Line 2', 'City *', 'State / Province / Region', 'Postal / Zip Code *', 'Country *' (with a dropdown menu), and 'Phone'. There are also fields for 'Email Address' and 'Confirm Email Address'. At the bottom of the form are 'Pay' and 'Cancel' buttons. The footer of the page says 'Copyright 2006, YESpay International Limited'. The browser's address bar shows 'https://www.yes-pay.net - CARD DETAILS - Microsoft Internet Explorer'. The taskbar at the bottom shows various open applications like Microsoft Office, Oracle Discoverer, and EJO Live Area.

Confirmation of Voucher Purchase

After payment has been debited from your card, you will be returned to the NICTS webpage and confirmation of your search voucher will also appear.



The screenshot shows a web browser window with the URL <http://10.10.3.48> and the page title "EJO Debt Register - Payment - Microsoft Internet Explorer". The page header features the Northern Ireland Courts and Tribunals Service logo and the website address www.courtsni.gov.uk. The main content area displays a confirmation message: "EJO Debt Register - Payment Successfully Taken" with a "Help" button. Below this, a message states: "Thank you, you've successfully purchased a voucher. Details below. 'Print' button enables you to print out a copy of the details for your reference. To proceed to processing your search click Show Voucher." The details are presented in a table:

Voucher Number	2381592095	
Num. of searches	1	
Personal Details	brian mcnaair Northern Ireland Court Service BELFAST BT2 7FD	
Payment Details	Payment Authorisation Code:	PGTR544408884
	Our Reference:	1007
	Amount	£ 8.00

At the bottom of the table area, there are two buttons: "Print" and "Show Voucher". The browser's taskbar at the bottom shows the Start button and several open applications, including Microsoft Office and Oracle Discoverer.

Once a voucher has been successfully purchased, the voucher number and details will appear on screen. Users will have the option of printing this. This voucher will be stored against the User's ID and can be used at any time.

If you need to keep a copy of the search payment you should click the print icon at this time. You cannot reprint it again.

To begin searching click on '**Show Voucher**'.

Existing Voucher Screen

The screenshot shows a web browser window titled "Northern Ireland Court Service - EJO Debt Register Searching - Microsoft Internet Explorer provided by ICL". The address bar shows the URL: <http://www.uat.courtsni.gov.uk/EJODR.SearchingUAT/Internet/PayGoSearchScreen.aspx?UN=jane&UT=2>. The page content includes the Northern Ireland Court Service logo and tagline "Serving the community through the administration of justice". A table displays voucher information:

Voucher Number	Number Paid For	Number Remaining	Payer Details
1148452933	10	10	Info
2337340142	25	22	Info

To the right of the table, the Payer Details are listed:

Payer Details:
Name: JOHN SMYTH
Address: 16-22 BEDFORD STREET
BELFAST
BT2 7FD

Below the table, a message states: "To commence searching click on the your Voucher Number above." At the bottom, there are three buttons: "Back", "Add Voucher", and "Buy Voucher".

The voucher serial number, number of searches purchased and number of searches remaining will appear at the top of the screen along with the payer details. To begin searching the user must click on the voucher number.

To purchase another voucher, click on 'Buy Voucher' and you will be redirected to the payment screen.

If you have previously purchased a search voucher through the Enforcement of Judgments Office, you can add this to your searching profile by clicking on 'Add Voucher'. You will be asked to enter your voucher number and check digit. The voucher number and check digit are both mandatory.

EJO: Debt Register Search – Step 1: Search Criteria

Northern Ireland Court Service
Serving the community through the administration of justice

Debtor Enquiry Search Help ?

The surname / company name is mandatory (*). Forename and addresses are optional. **Please note that entering Surname/Company Name Field only will provide the most comprehensive search.**

Surname/Company Name: * (The surname must be at least 2 characters in length)

Forename(s): A forename, or the first Initial of a forename may be entered. Please note this may restrict your search results returned. Up to 6 Forenames/Initials may be entered.

Addresses:
If you know the house number and full postcode of the person/company you can click on **"Find Address"**

House Number/Name: Postcode: Find Address

Alternatively, if you know the house number and street name you can click on **"Enter Address"**
Enter Address

If you require a reference to be inserted into the Search Certificate or Nil Trace, enter this into the box below. You can add a maximum of 300 characters here.
Reference:
(Please note, this will not form part of your search criteria)

Cancel Search

At this stage you are required to enter the surname or the company name of the individual/party you are searching for. EJO suggests that the best possible method of searching is to enter a surname & forename only.

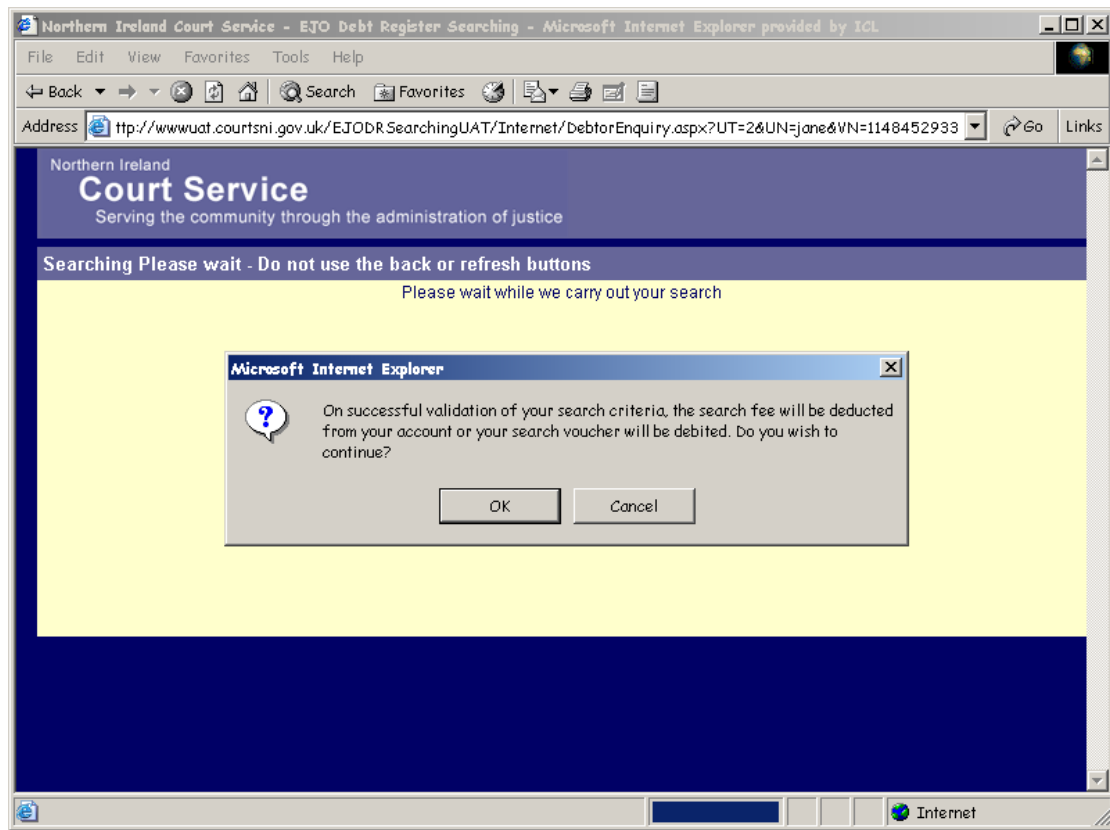
You can narrow the search by entering a surname and forename with an address. There are two ways of doing this. If you know the debtors house number and postcode, you can use the **'Find Address'** functionality. This will display any possible matches. Alternatively, if you do not know the postcode you can opt to enter the address manually by clicking on **'Enter Address'** (See below). The minimum requirements for this option are House No. and Street Name. There is no limit to the amount of addresses which can be included in the search criteria.

You can also include any reference that will be published on the search result

Click **Select** to include addresses in your search criteria or **Remove** to delete it.

Once you have entered the search criteria, you have the option of returning to the main menu by clicking the **Cancel** button or proceeding with the search by clicking **Search**.

Search Selection Confirmation



Once you have elected to search, a message will appear asking you to confirm that you are happy to proceed. If you click **Okay**, the cost of the search will be deducted from your search voucher. If you are not sure, click on the **Cancel** button and you will then return to the main search screen where you can amend your search criteria or exit the searching facility. In doing this the fee will not be deducted from your account.

EJO Search – Step 2: Search Results



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Search Results

Help ?

Browse the results below. Click [Select](#) to highlight a row, it is then possible to view additional Name and Address information relating to the selected debtor row by selecting the **Names** or **Addresses** tabs.

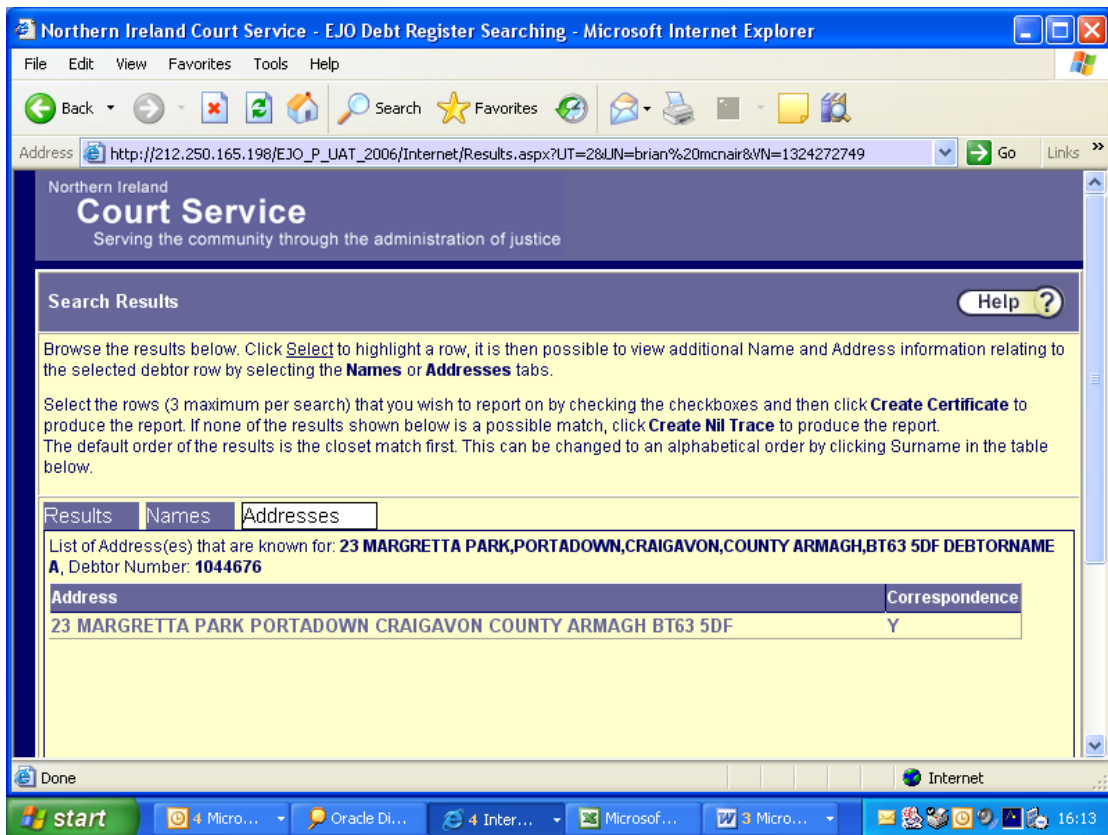
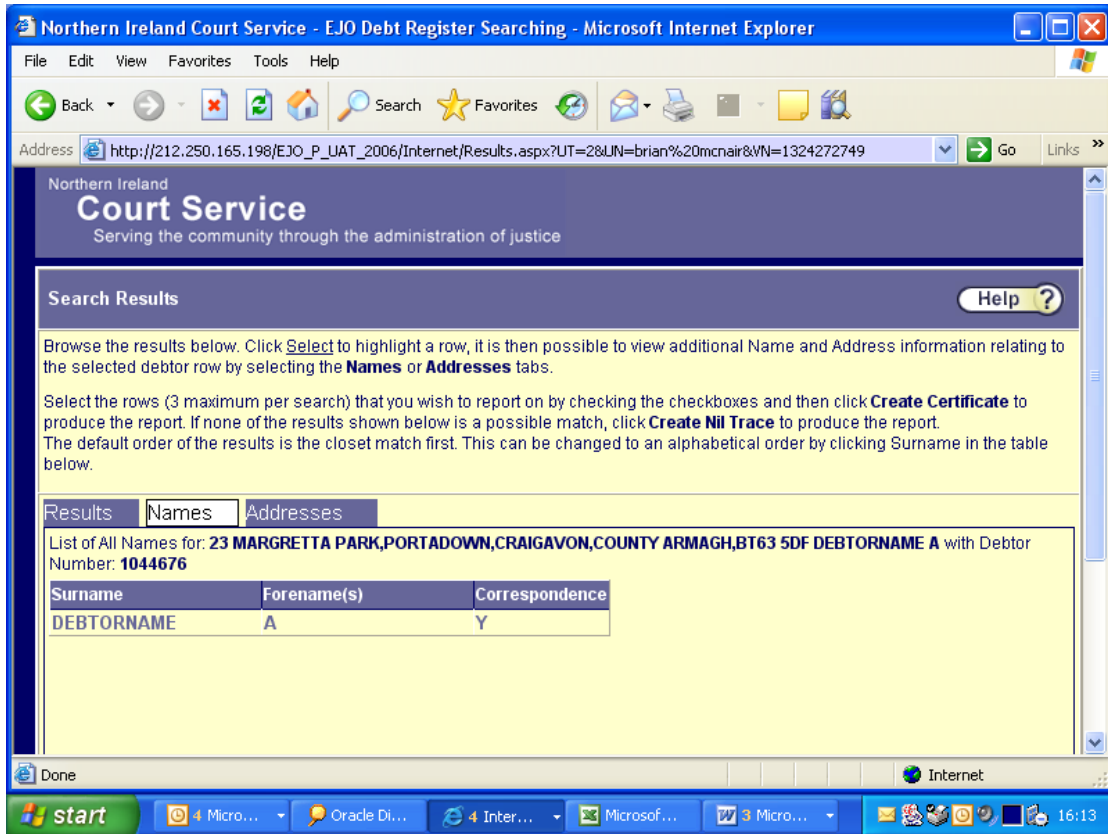
Select the rows (3 maximum per search) that you wish to report on by checking the checkboxes and then click **Create Certificate** to produce the report. If none of the results shown below is a possible match, click **Create Nil Trace** to produce the report.

The default order of the results is the closest match first. This can be changed to an alphabetical order by clicking Surname in the table below.

Results						
Names						
Addresses						
<input checked="" type="checkbox"/>	Debt Num	Name	Address	Names	Addresses	Select
<input type="checkbox"/>	1044676	DEBTORNAME A	23 MARGRETTA PARK, PORTADOWN, CRAIGAVON, COUNTY ARMAGH, BT63 5DF	1	1	Select

This screen displays the search results generated according to the search criteria provided. The results are scored with the most relevant at the top of the list. Alternatively users can choose to display these results alphabetically. This is done by clicking on **Name**.

Click on **Next** and **Previous** buttons at the bottom of the page to scroll through the results. To view the names and addresses of a particular debtor, click on the **Select** button beside the record to highlight the entry and then click on the **Names** and **Addresses** tabs.



To return to the Search Results list, click on **Results**.

Search Certificate

If the user decides he/she is satisfied they have found who they are looking for, they can select the entry by placing a tick beside the record and clicking **Create Certificate** to generate a trace search.

The user has the option of viewing the chosen search results by clicking **View Certificate** or returning to the Welcome Page to carry out another search by clicking **Back**. For up to 30 days from the date the search took place, the user will be able to re-print any searches from the certificate history.



N.B You can select the details of up to 3 debtors to be inserted on a certificate. All names and addresses linked to that debtor will be shown on the certificate.

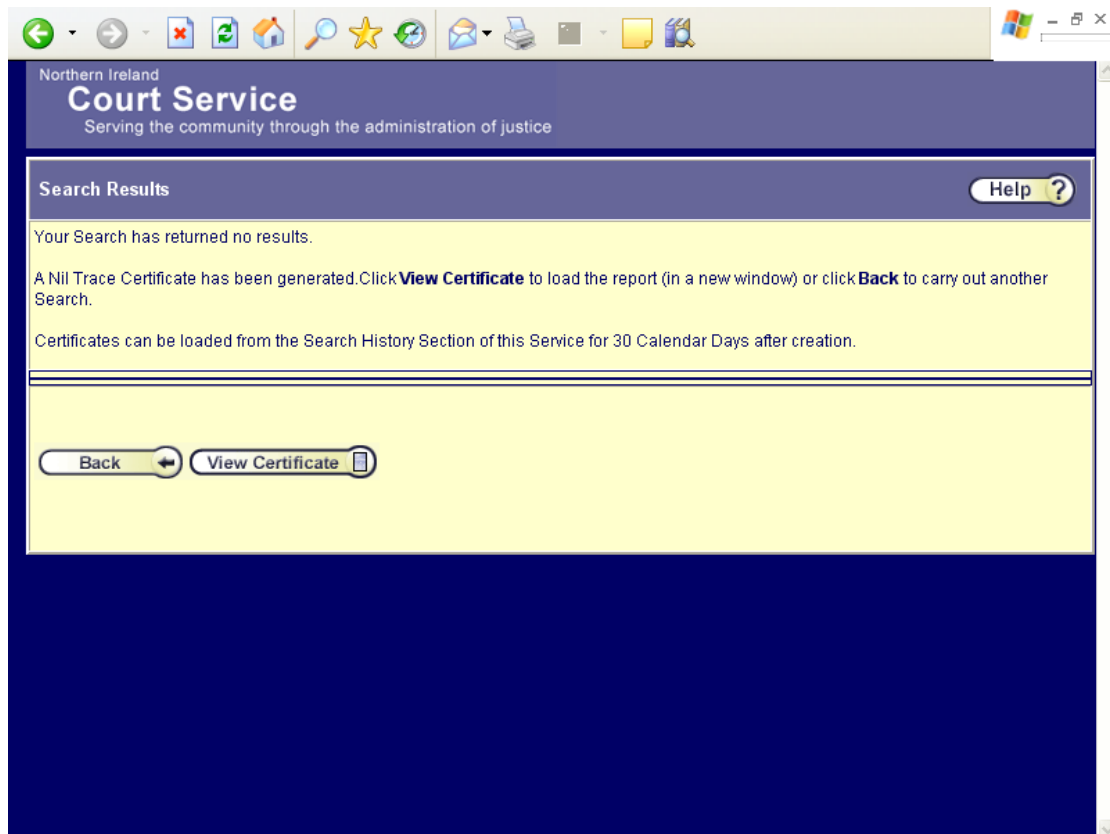
Nil Trace Certificate

If the user decides that the results returned do not match the person they are looking for, they can elect to generate a **Nil Trace Certificate**.

It is possible that a search will return no matches. In this case a 'nil-trace' certificate will be automatically generated. (See screen below).

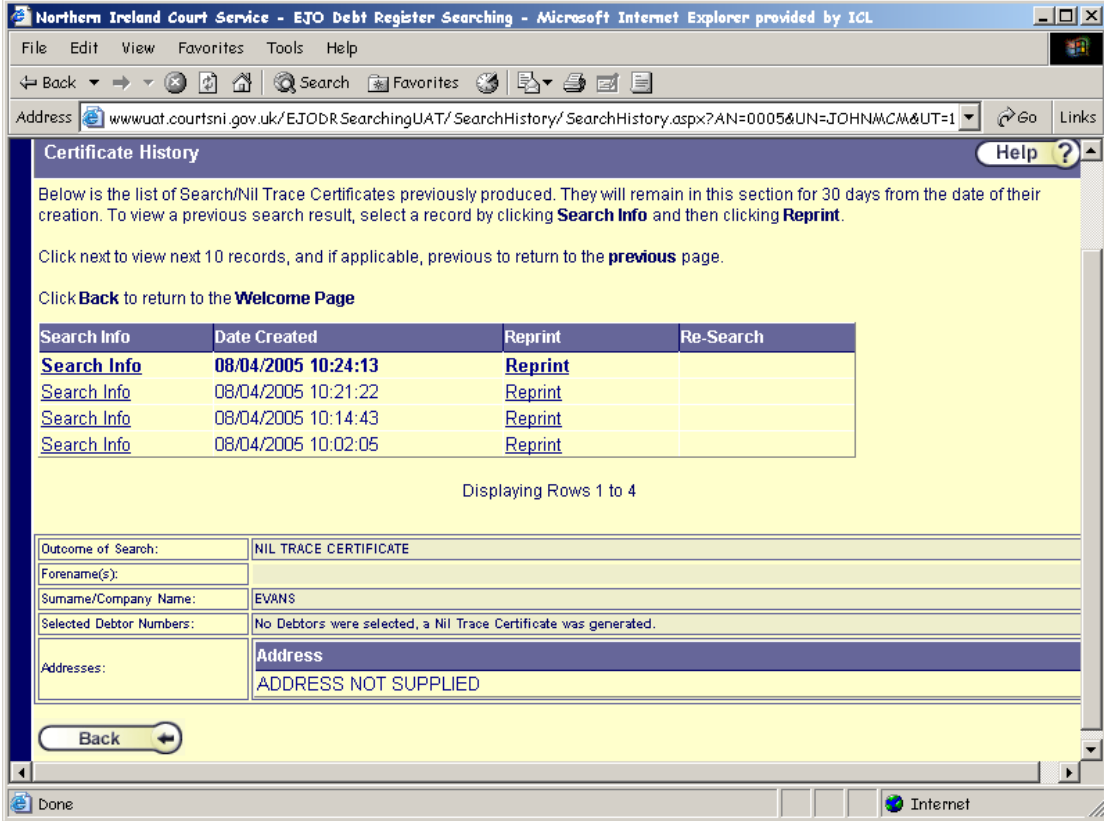
If however, a search does return matches to the user, and the user deems these to not be a correct match, they can elect to generate a nil-trace certificate. In this instance, the fact that the user elected to create a nil trace will be recorded on the certificate. All search criteria supplied in the initial stage of searching will appear on the certificate.

As with search certificates, nil trace certificates will be stored for future use for a period of 30 calendar days from the date on which the certificate was generated.



Certificate History

All users will be able to view and reprint certificates up to 30 days from the date the search was created.



Certificate History Help ?

Below is the list of Search/Nil Trace Certificates previously produced. They will remain in this section for 30 days from the date of their creation. To view a previous search result, select a record by clicking **Search Info** and then clicking **Reprint**.

Click next to view next 10 records, and if applicable, previous to return to the **previous** page.

Click **Back** to return to the **Welcome Page**

Search Info	Date Created	Reprint	Re-Search
Search Info	08/04/2005 10:24:13	Reprint	
Search Info	08/04/2005 10:21:22	Reprint	
Search Info	08/04/2005 10:14:43	Reprint	
Search Info	08/04/2005 10:02:05	Reprint	

Displaying Rows 1 to 4

Outcome of Search:	NIL TRACE CERTIFICATE
Forename(s):	
Surname/Company Name:	EVANS
Selected Debtor Numbers:	No Debtors were selected, a Nil Trace Certificate was generated.
Addresses:	Address ADDRESS NOT SUPPLIED

[Back](#) →

To view the details and outcome of individual searches click on '**Search Info**'. This will detail the type of search produced (trace/nil trace), the search criteria and any debtor numbers that were selected.