



Northern Ireland

**Courts and
Tribunals Service**

www.courtsni.gov.uk

Enforcement of Judgments Office

Debt Register Searching

For

Account Holders

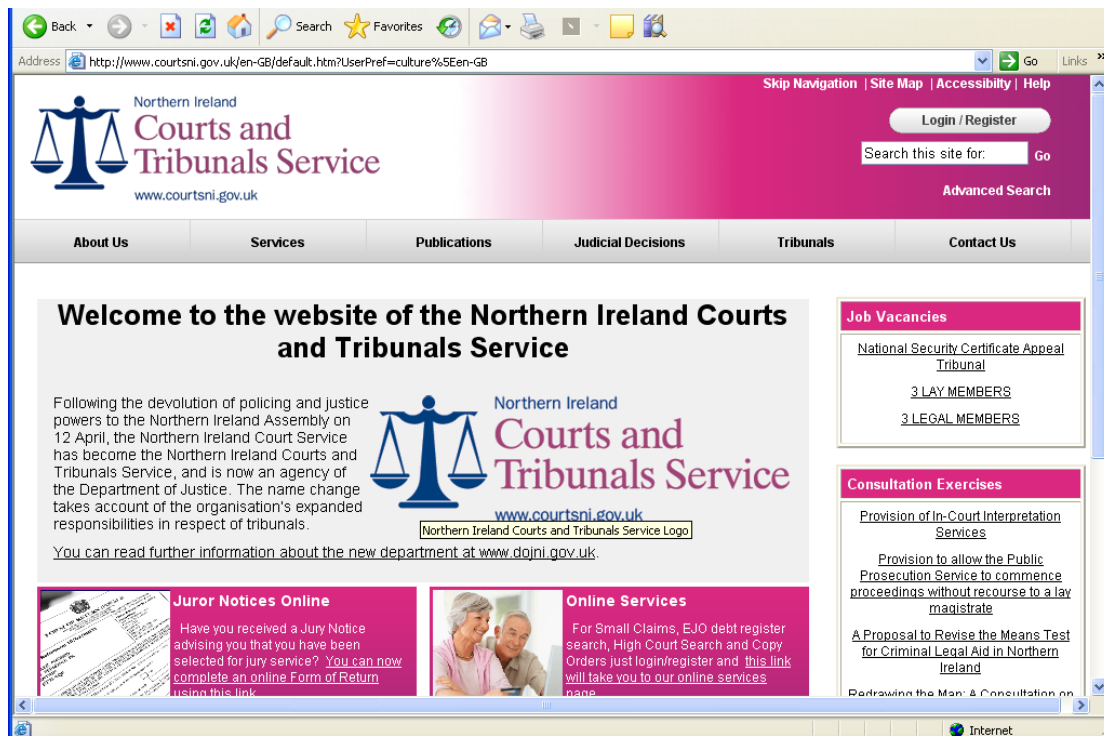


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Website Login

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



Click on the Login/Register link on the top right of the page.

To use our online services you need to login to the website using your existing website account.

If you have already access to ICOS On-Line Services and wish to add EJO Debt Register Services, to your web profile, please contact the Enforcement of Judgments Office Accounts Team at ejoaccounts@courtsni.gov.uk.

If you are a new Web User and wish to set up a prepaid account, please contact the Accounts Team as above.

Services Login

The screenshot shows a web browser window displaying the login page for the Northern Ireland Courts and Tribunals Service. The browser's address bar shows the URL: <https://www.courtsni.gov.uk/courtsni/LoginPage.aspx>. The page header includes the service logo, navigation links (Skip Navigation, Site Map, Accessibility, Help), and a search bar. A main navigation menu contains links for About Us, Services, Publications, Judicial Decisions, Tribunals, and Contact Us. The central content area features a 'Login' section with input fields for 'User name:' and 'Password:', and buttons for 'Login' and 'Reset'. Below the login fields are links for 'Create a new account' and 'Click here' for password recovery. The footer contains links for Site Map, Terms and Conditions, Privacy Policies, Copyright, and Feedback.

Address: <https://www.courtsni.gov.uk/courtsni/LoginPage.aspx>

Skip Navigation | Site Map | Accessibility | Help

Login / Register

Search this site for: Go

Advanced Search

About Us | Services | Publications | Judicial Decisions | Tribunals | Contact Us

Login

User name:

Password:

Don't have an account? [Create a new account](#)

Forgot your password? [Click here](#)

[Site Map](#) | [Terms and Conditions](#) | [Privacy Policies](#) | [Copyright](#) | [Feedback](#)

Done Internet

Enter your User Name and Password then click on '**Login**'. This will take you back to the Home Page with a welcome message. To proceed to our on-line Service, click on the '**On-Line Service**' icon at the bottom of the Home Page.

Navigating to our On-Line Debt Register

The screenshot shows the homepage of the Northern Ireland Courts and Tribunals Service website. The browser address bar displays <https://www.courtsni.gov.uk/en-GB/default.htm>. The main heading reads "Welcome to the website of the Northern Ireland Courts and Tribunals Service". Below this, a paragraph explains the devolution of powers to the Northern Ireland Assembly on 12 April, and the subsequent name change to the Northern Ireland Courts and Tribunals Service, an agency of the Department of Justice. A logo of a scales of justice is positioned next to the text "Northern Ireland Courts and Tribunals Service" and the website URL www.courtsni.gov.uk. A link is provided: "You can read further information about the new department at www.dojni.gov.uk".

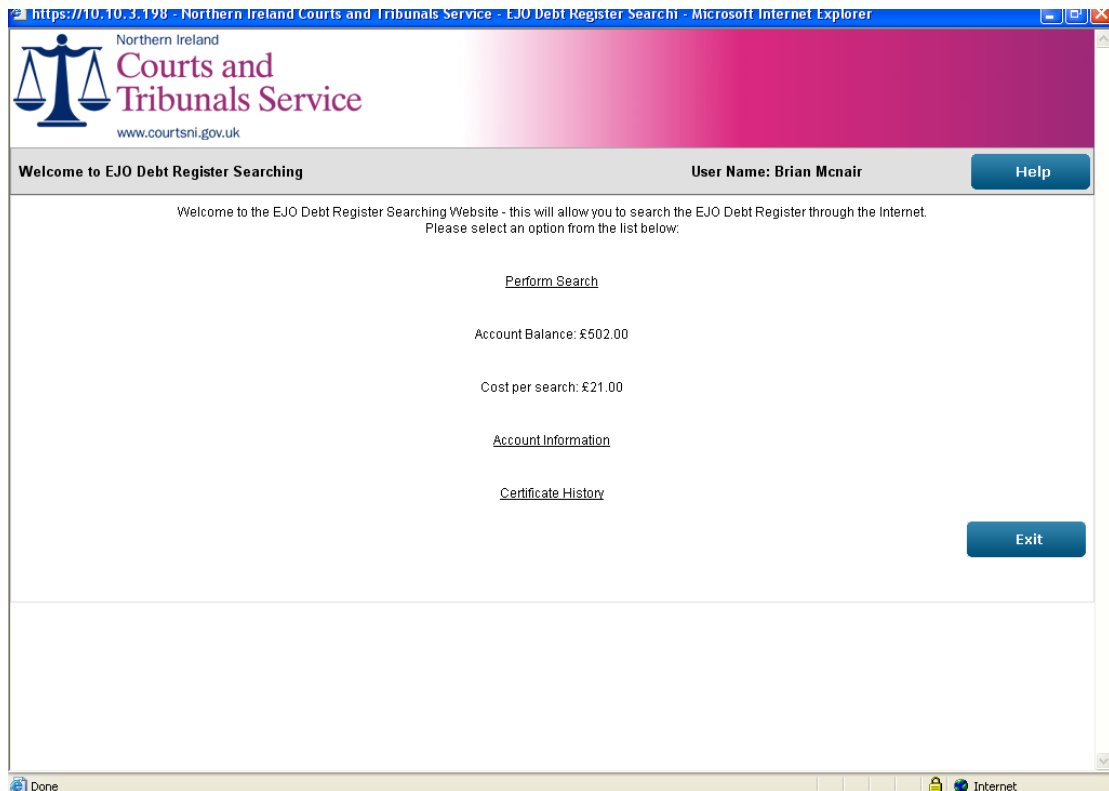
The page features several navigation and information boxes:

- Job Vacancies:** National Security Certificate Appeal Tribunal, 3 LAY MEMBERS, 3 LEGAL MEMBERS.
- Consultation Exercises:** Provision of In-Court Interpretation Services, Provision to allow the Public Prosecution Service to commence proceedings without recourse to a lay magistrate, A Proposal to Revise the Means Test for Criminal Legal Aid in Northern Ireland, Redrawing the Map: A Consultation on Court Boundaries in Northern Ireland, Increasing the Jurisdictional Limit of the County Courts in Northern Ireland.
- Information on Repossession** and **Media Centre** links.
- Juror Notices Online:** Have you received a Jury Notice advising you that you have been selected for jury service? You can now complete an online Form of Return using this link.
- Online Services:** For Small Claims, EJO debt register search, High Court Search and Copy Orders just login/register and this link will take you to our online services page.
- Customer Service:** This section outlines our commitment to customer service. You can view our customer service strategy, service standards and complaints procedures here.
- Community Programmes:** Our Community Programmes are used to promote education and understanding of the justice system. For information about the programmes follow this link.
- Court Lists** and **Fine Payments** are also visible at the bottom of the main content area.

When you have logged in you will proceed to the Welcome Page of the EJO Debt Register Searching Website.

Click on the **Online Services** icon at the bottom of the page. Scroll down through to services page to locate the **launch** button for **EJO: Debt Register Searching**.

EJO Debt Register Searching: Main Menu



As an Account Holder with a pre-paid account, you will be presented with the main menu displayed above.

You have three main options at this point, the first being to **Perform a Search**.

You can also elect to view your **Account Information** and **Certificate History**.

*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.


Payments to credit your prepaid account should be made payable to the 'Enforcement of Judgments Office' and sent to us at the following address:

Enforcements of Judgments Office
6th Floor
Bedford House
16-22 Bedford Street
Belfast
BT2 7FD

Alternatively, contact the team at ejoaccounts@courtsni.gov.uk

Account Information Page

This allows you to view the details of your account.



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Account Information [Help](#)

Account Details:

Username:	Brian McNair	Account Number:	0073
Balance Available (£):	502.00	Account Status:	ACT
LWS Num:	BMCNA02		

Personal Details:

Name:	BRIAN MCNAIR	Address:	BEDFORD HOUSE
Telephone Number:			ENFORCEMENT OF JUDGMENTS OFFICE
Fax Number:			16-22 BEDFORD STREE
Email Address:			BELFAST
		Postcode:	BT2 7FD

[Back](#)

Certificate History

When logged into the system, account holders will be able to view and print previous certificates created. **These certificates will be held for 30 calendar days from the date they were produced.**

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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	31/03/2010 11:53:54	Reprint	
Search Info	31/03/2010 09:05:00	Reprint	
Search Info	31/03/2010 09:03:20	Reprint	
Search Info	31/03/2010 09:01:08	Reprint	
Search Info	24/03/2010 17:28:17	Reprint	

Displaying Rows 1 to 5

Outcome of Search:	NIL TRACE CERTIFICATE
Forename(s):	0003
Surname/Company Name:	BROWN
Reference:	
Selected Debtor Numbers:	No Debtors were selected, a Nil Trace Certificate was generated.
Addresses:	Address ADDRESS NOT SUPPLIED

[Back](#)

javascript: __doPostBack('dgSHMainResults\$ctl06\$ctl00','')

Internet

To show the Search Criteria used and the outcome of individual searches click on **'Search Info'**.

If for any reason your search results are not generated or the system crashes before giving any results, the searching facility will allow you to **Re-Search** the Debt Register using your original search criteria. You can access this through the **'Certificate History'** section by clicking on **Re-Search**. This will not deduct a further fee from either your search voucher or account.

EJO: Debt Register Search – Step 1: Search Criteria

The screenshot shows the 'Debt Enquiry Search' form on the Northern Ireland Courts and Tribunals Service website. The form includes a header with the service logo and name, a 'Help' button, and a search criteria section. The search criteria section contains fields for Surname/Company Name, Forename(s), and Addresses. The Addresses section has two options: 'Find Address' (which uses House Number/Name and Postcode) and 'Enter Address' (which uses House Number/Name and Street Name). There is also a Reference field. The form is displayed in a browser window with a taskbar at the bottom showing 'Done' and 'Internet'.

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Debt 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" 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.

House Number/Name: Postcode: Find Address

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

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.

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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.

Please enter as much information as possible before performing the postcode search, " and then click "**Continue**" to confirm full address.

House Number / Name: *

Street: *

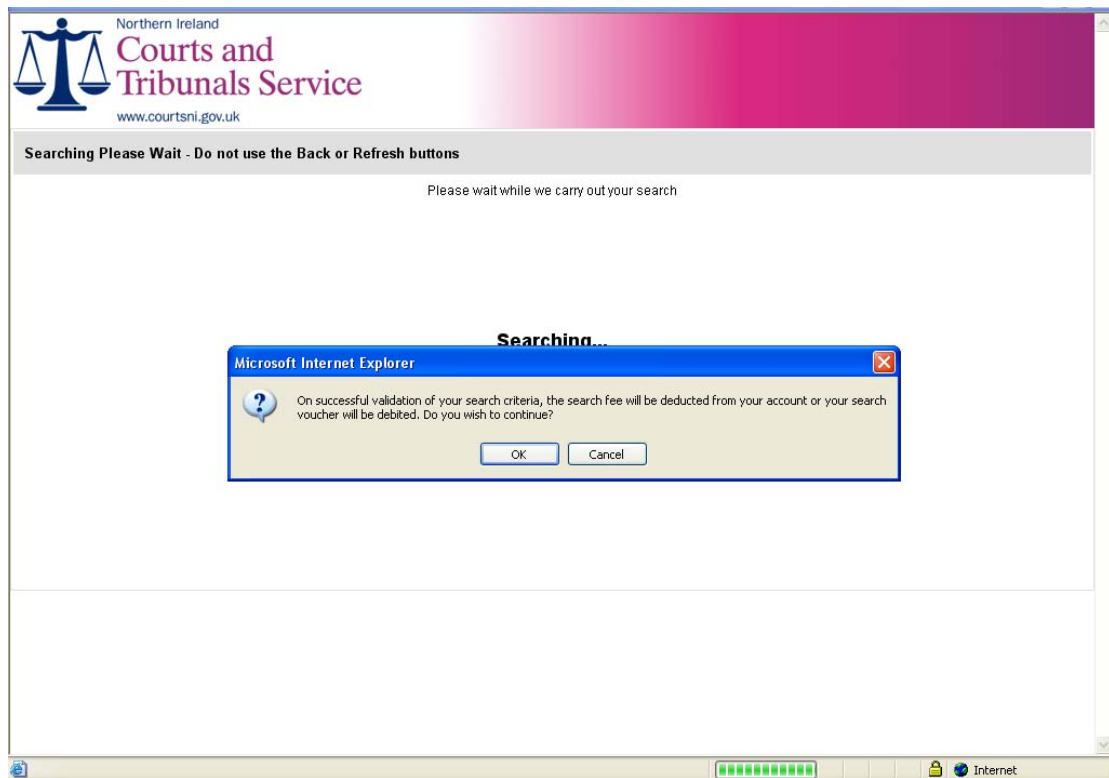
Town:

County:

Done Internet

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 account. 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

The screenshot shows the Northern Ireland Courts and Tribunals Service website. The header includes the logo and the text 'Northern Ireland Courts and Tribunals Service www.courtsni.gov.uk'. Below the header is a 'Search Results' section with a 'Help' button. The main content area contains instructions on how to use the search results, including a 'Select' button to highlight a row and 'Create Certificate' and 'Create Nil Trace' buttons. A table displays the search results, with one row highlighted. The table has columns for 'Debt Num', 'Name', 'Address', 'Names', 'Addresses', and 'Select'. The row shows '1050093' as the debt number, 'DEBTOR A' as the name, and '6 ROYAL AVENUE, BELFAST, COUNTY ANTRIM, BT1 1DA' as the address. There are 2 names and 3 addresses associated with this record. A 'Select' button is located to the right of the row. Below the table, it says 'Displaying Row 1'. At the bottom of the page, there are 'Create Certificate' and 'Create Nil Trace' buttons. The browser's status bar at the bottom shows 'Done' and 'Internet'.

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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"/>	1050093	DEBTOR A	6 ROYAL AVENUE, BELFAST, COUNTY ANTRIM, BT1 1DA	2	3	Select


Displaying Row 1

[Create Certificate](#) [Create Nil Trace](#)

Done Internet

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.

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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

List of All Names [Click here to view the additional Names](#) COUNTY ANTRIM,BT1 1DA DEBTOR A with Debtor Number: 1050093

Surname	Forename(s)	Correspondence
DEBTOR	A	Y
DEBTOR	A	N

Displaying Row 1

[Create Certificate](#) [Create Nil Trace](#)

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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

List of Address(es) that are known for: 6 ROYAL AVENUE,BELFAST,COUNTY ANTRIM,BT1 1DA DEBTOR A, Debtor Number: 1050093

Address	Correspondence
6 ROYAL AVENUE BELFAST COUNTY ANTRIM BT1 1DA	Y
4 RANDALL HEIGHTS KILKEEL NEWRY COUNTY DOWN BT34 4XU	N

Displaying Row 1

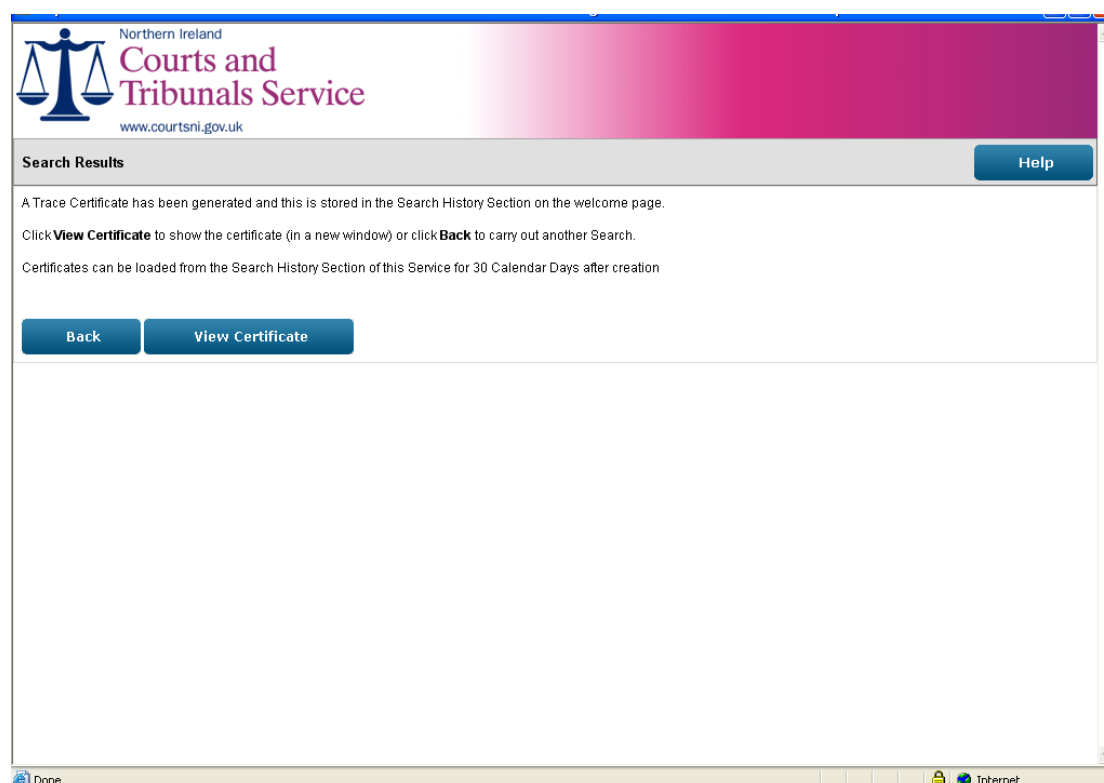
[Create Certificate](#) [Create Nil Trace](#)

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**. At all times 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.

