

# Interim costs certificate

To [Applicant][Petitioner][Respondent]  
[Co-Respondent][s solicitor]

In the	
<b>Case No.</b>	
<b>Applicant/ Petitioner</b> <small>(include Ref.)</small>	
<b>Respondent</b> <small>(include Ref.)</small>	
<b>Co-Respondent</b> <small>(include Ref.)</small>	
<b>Date</b>	

Upon application by the [applicant][petitioner][respondent][co-respondent] for [a detailed assessment hearing]  
[the issue of an interim costs certificate by agreement].

District Judge \_\_\_\_\_ has ordered that you must pay £ \_\_\_\_\_ to the  
[applicant][petitioner] [respondent][co-respondent] [within 14 days from the date of this order]  
[on or before \_\_\_\_\_ ] into court to await the issue of a final costs certificate.

## Take Notice

To the (applicant)(petitioner)(respondent)(co-respondent)

If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do.

### Address for Payment

### How to Pay

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DONOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the (applicant)(petitioner)(respondent)(co-respondent) or his representative.
- Make sure that you keep records and can account for all payments made.
- Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the (applicant)(petitioner)(respondent)(co-respondent) or his representative.

The court office at

is open between 10 am and 4 pm Monday to Friday. Address all communications to the Court Manager quoting the case number.