

Received at DASLS office on 24 March 2016

Dear Court users

Subject: Centralisation of Attachment of Earnings and Charging Order Applications

The purpose of this letter is to inform you about the up coming changes taking place in relation to Attachment of Earnings and Charging Order applications.

From the 6 April 2016, the Civil Procedure Rules that govern the process around applications for Attachments of Earnings and Charging Orders is changing. Please see the table below for details of where to send your application if you intend to submit your application after 6 April 2016.

Application Type	Address
Attachment of Earnings - Judgment Debt	Postal County Court Money Claims Centre (CCMCC) PO Box 527 Salford M5 0BY Email: ccmcc-attachmentofearnings@hmcts.gsi.gov.uk
Attachment of Earnings – Maintenance	AE maintenance applications will continue under the existing rules.
Charging Order - Judgment Debt, Liability Order and Securities	Postal County Court Money Claims Centre (CCMCC) PO Box 527 Salford M5 0BY Email: ccmcc-chargingorders@hmcts.gsi.gov.uk
Charging Order - interest in a fund in court	The court hearing centre where the order of judgment was made.

Please note: For any Attachment of Earnings cases that are transferred out of the CCMCC to the South West Region, the administration will be dealt with centrally at Weston Super Mare County Court – contact details below. Hearings will not be affected and will continue to take place at the local Court office.

SW Region AE Centre
North Somerset Courthouse
The Hedges
St Georges
Weston-Super-Mare
BS22 7BB
DX: 152361 Weston-super-Mare 5
Telephone:
Email: SWRegionAE@hmcts.gsi.gov.uk

New forms will not be available for download until 6 April 2016. Please check HMCTS form finder on or after 6 April 2016 to ensure you have the correct application forms.

<http://hmctsformfinder.justice.gov.uk/HMCTS/FormFinder.do>

Any applications issued at your local County Court before the 6th April 2016 will remain at the local Court through to completion.

Kind regards,

Johnny Walker

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