



## Writ of delivery Instruction form

To submit a transfer up request simply complete the following form, attach a copy of the judgment and post or email it to:

**The Sheriffs Office,**

Helix, 1st floor, Edmund Street, Liverpool, L3 9NG

**DX:** 14104 Liverpool

**E:** [client@thesheriffsoffice.com](mailto:client@thesheriffsoffice.com)

**T:** 0333 001 5100

**F:** 0333 003 5120

\*Required fields

### CONTACT DETAILS

Are you an existing client?\*

Yes

No

Are you a solicitor/barrister?\*

Yes

No

Title\*

First name\*

Surname\*

Company name

Your reference

Company registration number (if applicable)

Address\*

Town / city\*

County\*

Postcode\*

Telephone\*

DX (if applicable)

### CLAIMANT DETAILS

Is the claimant VAT registered?\*

Yes

No

Title\*

First name\*

Surname\*

Address\*

Town / city\*

County\*

Postcode\*

Telephone\*

Mobile\*

Email address\*

### DEFENDANT DETAILS

Defendants name\*

Address\*

Town / city\*

County\*

Postcode\*



### DESCRIPTION OF GOODS

E.g Serial numbers, vehicle registration numbers.

**Estimated value of goods\***

**The goods are located**

at the address of the defendant

or at the address of a third party

**If the goods are with a third party please disclose the address**

**Address\***

**Town / city\***

**County\***

**Postcode\***

### AUTHORISATION

I authorise The Sheriffs Office to obtain (if applicable) and enforce a High Court writ of delivery. I have provided the following (please choose appropriate option below)

**High Court order**

**County court judgment**

**Date of order / judgment**

/ / (day/month/year)

**Court claim number**

**Court name**

#### Option 1

£80 by invoice and a copy of the order

or a PBA Number with a covering letter authorising  
The Sheriffs Office on your behalf and a copy of the order.  
Please provide your PBA number here:

#### Option 2

**A sealed writ of delivery (please send this with this instruction form)**

I have read the terms and conditions, available at  
[thesheriffsoffice.com/terms](https://thesheriffsoffice.com/terms)

I agree to the terms and conditions and confirm that to the best of my knowledge the contents of the form are true.

Please send me your newsletter, details of eBooks, webinars and events.  
I acknowledge that I can unsubscribe at any point by clicking on the  
“unsubscribe” link in the email. Please read our [privacy policy](#).

**Signature\***

**Date\***