Introduction

The Petty Debt bulk application form allows you to submit multiple applications and make a single payment for all the fees.

Before you complete the form ensure you have the following:

- The names of the cases and claim amounts
- A valid email address
- · A valid debit or credit card

Once you have completed the form and made the required payments, we will send the following to you by email:

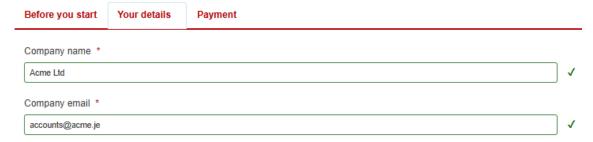
- A payment receipt
- A schedule of the cases.

To complete the form:

Step 1 – Enter your details

Enter the name of the company or organization and a valid email address. If you are applying as an individual, just enter your name and email address.

Pay your court fees for Petty Debts



Step 2 – Enter your full name and email address.

Enter your full name a valid email address. The payment receipt and schedule of claims will be sent to this email address, so you must ensure that the address is entered correctly.



Step 3 – Add the claims

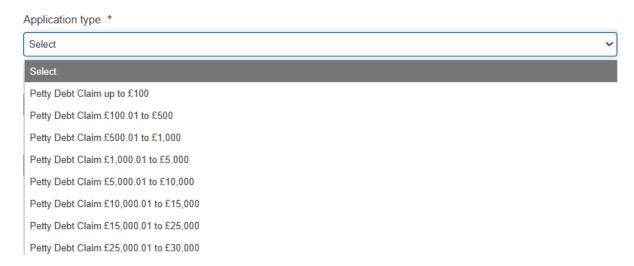
Click the Add application button.

The claim entry screen will be displayed:



Step 4– Select the type of claim

Select the correct transaction type for the claim you are about to enter.



Depending on the value of the claim selected, the relevant fee will be shown at the bottom of the input form.

Step 5 – Add the details of the claim

Add the case name, and claim amount:



If the details are correct, click Add application. Otherwise, edit the details or click Cancel.

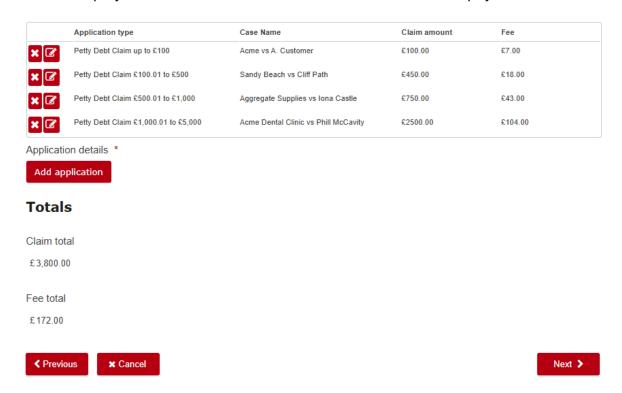
When you add a claim, it will be displayed on the form:



You can delete or edit a claim using the appropriate icon on the left of the claim details.

Step 6 Add further claims

Click Add application to add more claims. As these are added, they will be listed. The form will display the total of the claimed amounts and the total fee payable.



Step 7 Review the claims

When you have finished entering the claims, carefully check the details. If you need to make any changes or delete anything, use the edit and delete icons.

When ready to proceed, click Next.

Step 8 – Confirm your details

The Confirm details screen will be shown:

Pay your court fees for Petty Debts

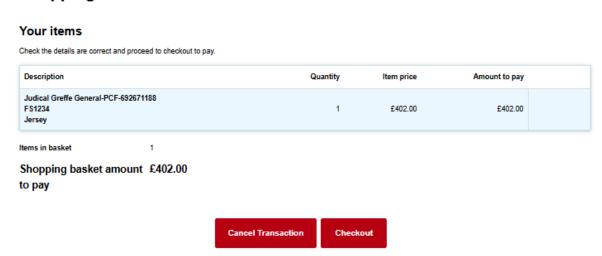


To correct any errors click Previous. To cancel the whole batch, click Cancel. To proceed click Submit.

Step 9 – Review your shopping basket.

The shopping basket screen will be displayed:

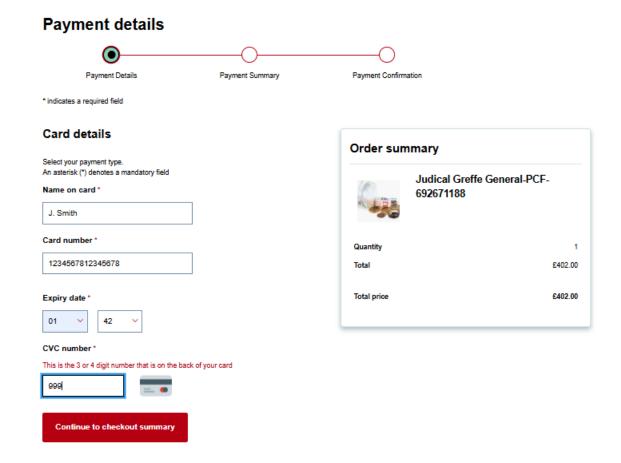
Shopping basket



To cancel the batch, click Cancel Transaction. To proceed, click Checkout.

Step 10 - Checkout.

The Payment detail screen will be displayed:

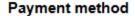


Step 11 -Enter your payment card details

Enter your debit or credit card details and click Continue to checkout summary.

If the card details are correct, the payment Summary screen will be displayed:

Payment Summary



Visa Debit ending in 0003

Edit payment method

Review items



Judical Greffe General-PCF-692671188

Quantity

Total price £402.00

Order total £402.00

Confirm payment

Step 12- Confirm payment

Click Confirm payment to proceed.

Whilst the payment is being made, the Authorising your payment screen will be displayed.

Authorising your payment

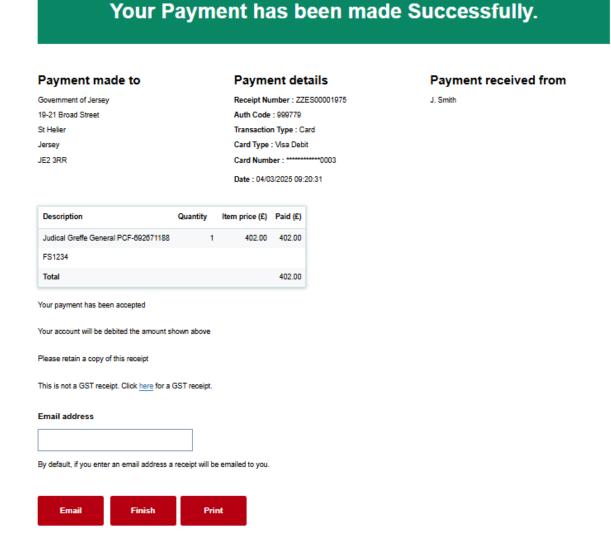
Please wait

We are processing your payment. Please do not refresh or close this page.



If the payment is successful, the Standard Receipt screen will be displayed:

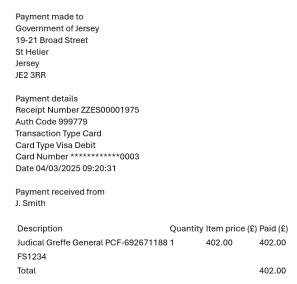
Standard Receipt - You MUST Click 'Finish' to Complete Your Transaction



Step 13 – Obtaining a copy of the card payment receipt.

If you require a copy of the debit/credit card payment receipt for your records, you can enter your email address and click Email, click Print to download a copy, or both.

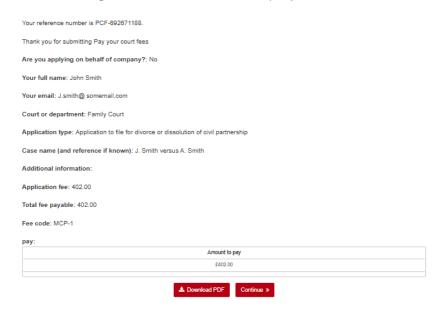
Note: this is <u>not</u> the Court receipt. It is just a receipt for the card payment:



Step 14 - Click Finish.

You must click Finish to continue.

The following confirmation will be displayed:



A copy of the Court receipt will be emailed to the address entered on the first screen along with a schedule of the claims entered.

If you also wish to download a copy of the Court receipt, click Download PDF.

Remember to send a copy of the Court receipt with your application along with the schedule of claims and keep a copy for your own records. If you have any queries, please quote the Reference number shown on the receipt.

Step 15 – Completing the transaction.

Click Continue to complete the transaction.