



Royal Court of Jersey
Family Division

PROCEDURE FOR ENFORCING
WAGE ARREST ORDER

Judicial Greffe
Royal Court House
Royal Square
St Helier
JE1 1JG
Tel: 01534 441300
Fax: 01534 441399
www.gov.je/familycourt

In order to enforce a wage arrest order, an Applicant will need to engage the services of the Viscount's Department.

The Act of Court, together with an administration fee of £20.00, payable only in the form of Treasury Stamps, which are available from the States Treasury at Cyril Le Marquand House in the Parade, will need to be delivered by the Applicant to the Viscount's Department at Morier House, Halkett Place, St Helier together with a letter of instruction (see draft letter below).

If the Viscount does succeed in enforcing the Act of Court, the Applicant may be required to make additional payments to the Department. These additional costs, including the original £20.00 fee, are normally recoverable from the debtor by the Viscount.

In the event that the Viscount is not able to enforce the judgement, the Applicant will be asked to go to the Viscount's Department to collect the paperwork, and if in the meantime the Viscount has been successful, the Viscount will ask for additional stamps. It may not be possible to enforce the order in the amount ordered by the Court, as the Viscount is obliged to take the debtor's personal circumstances into account.

The Viscount
Morier House
Halkett Place
St Helier
JE1 1DD

Dear Sir,

I enclose a copy of an Act of the Family Division, case number..... dated together with the administrative fee, and request that you attempt to enforce it against [insert name] by making an arrest on *[his/her] wages.

The debtor is:

- Name.....
- Address.....
.....
- Telephone numbers.....
- Employer's name and address.....
.....
- Bank Account/s details of debtor (if known).....
- Other information.....

Yours faithfully,
[Signature]

.....
.....

(Contact No).....

(Date).....

*delete as appropriate