



MAGISTRATE'S COURT (CIVIL) FALKLAND ISLANDS

N.92

REQUEST FOR ADMINISTRATION ORDER

County Court Rules 1981 Order 39, rule 2(1)

Case Reference:	MC/ENF/	<i>For court use</i>
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- Read the notes for guidance (form N270) before completing this form.

PART A: STATEMENT OF MEANS

Please complete the following statement of means as fully as possible. Continue on a separate sheet if necessary.

1. Personal Details

Surname:	
Forenames:	

- | | | | |
|-------------------------------|---|----------------------------------|----------------|
| <input type="checkbox"/> Mr | <input type="checkbox"/> Ms | <input type="checkbox"/> Married | Age: |
| <input type="checkbox"/> Mrs | <input type="checkbox"/> Other: <i>(please specify)</i> | <input type="checkbox"/> Single | Date of Birth: |
| <input type="checkbox"/> Miss | | <input type="checkbox"/> Other | |

Address:

2. Dependants *(people you look after financially)*

Number of children in each age group:

Under 11:		11-15:		16-17:		18 & over:	
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Other Dependants: *(give details)*

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3. Bank Account & Savings

<input type="checkbox"/>	I have a bank account		
<input type="checkbox"/>	The account is in credit by:	£	:
<input type="checkbox"/>	The account is overdrawn by:	£	:
<input type="checkbox"/>	I have savings. The amount in the account is:	£	:
<input type="checkbox"/>	I have other savings & investments (<i>give details below</i>)		

4. Employment

I am employed as:	
My employer is:	
Address of Employer:	
Address of Employer's head office (<i>if different to above</i>):	
My works number/ pay reference is:	
Jobs other than main job:	
I am self employed as:	
Annual turnover is:	
<i>Give details of contracts and other work in hand:</i>	
Any sums due for work done:	

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4. Employment continued

<input type="checkbox"/> I am unemployed	I have been unemployed for: <div style="display: flex; justify-content: space-around; width: 100%;"> Years Months </div>	<input type="checkbox"/> I am job seeking
Do you have reason to believe that you may be able to obtain employment within the next three months?		
<input type="checkbox"/> I am a pensioner		

5. Property

I live in			
<input type="checkbox"/> My own property	<input type="checkbox"/> Jointly owned property	<input type="checkbox"/> Rented property	<input type="checkbox"/> Lodgings
If rented is it			
<input type="checkbox"/> Government?	<input type="checkbox"/> Private?		
Amount due under a mortgage/charges against the property: £			
Value of the property: £			

6. Income

My usual take home pay: <i>(including overtime, bonuses, commission etc)</i>	£	per week/month	Any other benefits or assistance:	£	per week/month
My Pension:	£	per week/month		£	per week/month
Others living in my home give me:	£	per week/month		£	per week/month
Welfare assistance:	£	per week/month			
My partner contributes to the expenses in section 7:	£	per week/month			
Others: <i>Give details</i>	£	per week/month			
	£	per week/month			
TOTAL INCOME:	£	per week/month			

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7. Regular expenses and arrears

See the notes for guidance before completing any part of this section.

	(a) Regular payments <i>Enter the amount you usually spend or must pay for each item, weekly or monthly (please complete each entry write n/a if not applicable)</i> <i>Weekly/Monthly</i>	(b) Total arrears <i>If you are in arrears with any of the items in the regular payments column (a), enter the total arrears owed in column (b) . Full details should be given in the list of creditors (see notes for guidance)</i>	(c) Regular arrears payments <i>If you are paying off the arrears shown in column (b) show how much you are paying weekly or monthly in column ©. Do not include these amounts as regular payments in column (a)</i> <i>Weekly/Monthly</i>
Rent	£	£	£
Mortgage/home loan	£	£	£
Second mortgage/secured loan	£	£	£
Life insurance/endowment	£	£	£
Home contents insurance	£	£	£
Service charge	£	£	£
Maintenance/ child support	£	£	£
Fuel	£	£	£
Gas	£	£	£
Electricity	£	£	£
Court fines	£	£	£
Telephone line	£	£	£
Internet	£	£	£
Child care	£	£	£
Food and household essentials	£	£	£
Clothing	£	£	£
Laundry	£	£	£
Others <i>(e.g hire purchase)</i>	£	£	£
	£	£	£

7a Total <u>expenses</u>: £	per week/month	7b Total <u>arrears</u>: £	per week/month
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PART C: OFFER OF PAYMENT

You do not have to make an offer of payment as the court will fix a rate for you to pay based on the information you have given on this form. If you do make an offer, it should be one you can afford to pay.

I offer to pay by instalments of £..... per week/month

Please tick if you object to the court making an attachment of earnings order and give your reasons in the space below.

If you wish the court to take anything else into account when making an order, please give details

PART D: DECLARATION *(to be signed and sworn or affirmed before a commissioner for oaths with copies of judgments)*

I ask the court to make an administration order.

I _____ *(full name)*

Of _____

_____ *(address)*

Declare on oath/affirm that to the best of my knowledge, the names of all creditors, and the debts I owe them, are truly recorded in the list of creditors and that the information I have given in my application and the statement of means is true.

Signature: _____

Sworn/affirmed before: _____

Signed: _____

Date: _____