

EXAMINATION NOTICE – INDIVIDUAL

COURT DETAILS

Court [Local Court](#)
#Division [Small Claims Division](#)
#List [Delete or leave blank](#)
Registry [Write the court where statement of claim filed](#)
Case number [Write the case number given when statement of claim filed](#)

TITLE OF PROCEEDINGS [This section should be completed with the same details as in the 'TITLE OF PROCEEDINGS' section of the statement of claim form.](#)

[First] plaintiff [\[name\]](#)

#Second plaintiff #Number of plaintiffs (if more than two)

[First] defendant [\[name\]](#)

#Second defendant #Number of defendants (if more than two)

ISSUING DETAILS

Issued for [\[name\] \[role of party eg plaintiff\] Write your name, then 'Plaintiff' \(judgment creditor\)](#)

#Legal representative [\[solicitor on record\] \[firm\] Delete or leave blank](#)

#Legal representative reference [\[reference number\] Delete or leave blank](#)

Contact name and telephone [\[name\] \[telephone\] Write your name and telephone number](#)

Contact email [\[email address\] Write your email address \(if you have an email address that can be used to contact you\)](#)

NOTICE TO JUDGMENT DEBTOR

[\[name\] \[role of party eg defendant\] Write the name of the defendant \(judgment debtor\)](#)

Address [Write the address of the defendant](#)

The court gave judgment against you on [\[date\] write the date of judgment. Call the court if you do not know the date.](#) The judgment is still unsatisfied.

You must:

- [#Complete the financial statement at the end of the document about your current income, assets and liabilities. Keep this sentence. Delete the '#' symbol.](#)

- #Make copies of the documents and things that you have been asked to produce and attach the copies to the examination notice. [Keep this sentence if you want the judgment debtor to provide copies of documents.](#) Then Delete the '#' symbol. [If you don't want the documents, delete this sentence.](#)
- Sign the examination notice.
- Send the signed examination notice and the copies of the documents and things to the judgment creditor at the judgment creditor's address for service by [date]. [The judgment debtor must be given at least 28 days to return the completed form. Write a date that allows at least 28 days plus a 4 extra business days for the notice to get to the judgment debtor in the post.](#)

If you do not comply, you may be ordered to attend court to provide this information to the court. If you are required to attend court to provide this information, additional costs will be incurred.

You can get further information on how to respond to this notice from:

- A legal practitioner.
- LawAccess NSW on 1300 888 529 or at www.lawaccess.nsw.gov.au.
- The court registry for limited procedural information.

SIGNATURE

#Signature of legal representative

[Delete or leave blank](#)

#Signature of or on behalf of party if not legally represented

[Sign here when you have completed the form](#)

Capacity

[eg solicitor, authorised officer, role of party] [Write 'Plaintiff \(judgment creditor\)'](#)

Date of signature

[Write the date you signed this form](#)

Financial Statement

INCOME (weekly unless otherwise stated) You should leave this section blank. It will need to be completed by the defendant/judgment debtor. Go down to section headed 'Documents to be produced'.

Your average weekly income after tax from salary or wages	\$	_____
Social security benefits/pensions (include family payments etc)	\$	_____
All other income (eg self-employed income, interest, dividends, rent or trust distributions)	\$	_____
TOTAL	\$	_____

EMPLOYMENT DETAILS You should leave this section blank.

What is the name of your employer?

What is the address of your employer?

SUBURB

POSTCODE

Is your salary or wage paid by your employer into an account in a bank or financial institution?

If you answered yes to the previous question, identify the institution, branch, BSB and account number.

PROPERTY OWNED BY YOU You should leave this section blank

		CURRENT VALUE
Home	PROPERTY ADDRESS	\$ _____
	VALUE OF EQUITY, IF ANY \$	_____
Other property	PROPERTY ADDRESS	\$ _____
	VALUE OF EQUITY, IF ANY \$	_____
Funds in banks/ financial institutions, including funds held in off-set accounts	INSTITUTION, BRANCH, BSB AND ACCOUNT NUMBER	\$ _____
	INSTITUTION, BRANCH, BSB AND ACCOUNT NUMBER	\$ _____
Investments	NAME AND TYPE OF INVESTMENT	\$ _____
Motor vehicle	YEAR MAKE	\$ _____
	MODEL REGISTRATION NO	_____
Household contents		\$ _____

Other personal property

DESCRIPTION AND LOCATION

\$

TOTAL VALUE OF PROPERTY OWNED BY YOU

\$

[Add extra lines, if necessary, so that all details of income and assets are disclosed.]

LIABILITIES You should leave this section blank. It will need to be completed by the defendant/judgment creditor

Average weekly expenses:

Other liabilities:

ITEM	WEEKLY AMOUNT
Food	\$
Household supplies	\$
Mortgage/rent	\$
Gas	\$
Electricity	\$
Heating fuel	\$
Rates/levies	\$
Telephone	\$
Motor vehicle	
• Petrol	\$
• Maintenance	\$
• Registration/insurance	\$
Medical/hospital funds	\$
Other insurance (specify)	\$
Fares	\$
Clothing and shoes	\$
Entertainment/hobbies	\$
Education/childcare expenses, including fees and levies	\$
Medical/chemist /pharmaceutical	\$
Hire purchase payments	\$
Credit cards	\$
Other necessary commitments, including weekly payments on other liabilities, listed above (specify)	\$
TOTAL WEEKLY EXPENSES	\$

LIABILITIES	NAME OF BANK/INSTITUTION	TOTAL AMOUNT OWED
Home mortgage		\$
Other loans		\$
Credit cards		\$
Credit cards		\$
Other liabilities (specify)		\$
TOTAL		\$

[Add extra lines, if necessary, so that all details of weekly expenses and liabilities are disclosed.]

Does anyone contribute to paying these liabilities (eg your spouse/partner)? Yes No

If yes, give the person's details:

Name of person	
Amount of contribution per week	

Do you have any dependants? Yes No

If yes, give details:

ADDITIONAL QUESTIONS REGARDING FINANCIAL CIRCUMSTANCES [Leave this section blank. It will need to be completed by the defendant/judgment debtor](#)

Do you have any income, assets or liabilities not disclosed in this examination notice?

If you answered yes to the previous question, give details of the other income, assets (including their location) or liabilities.

What arrangements are you prepared to make to pay this debt?

#Additional questions

DOCUMENTS TO BE PRODUCED

Copies of the following documents must be attached by the judgment debtor and returned with this notice to the judgment creditor.

- 1 [\[\] List the documents that you want the defendant \(judgment debtor\) to send you. This could include documents that will show you the judgment debtor's financial position such as pay slips, pay summaries, income tax assessments, bank statements, credit card statements, loan statements. You should also give dates or periods for the documents you want. For example, income tax assessment for for the financial year ending June 20xx, bank statements for the period October 20xx to December 20xx](#)

- 2 [\[\]](#)

SIGNATURE OF JUDGMENT DEBTOR

The information contained in the financial statement in this examination notice is true.

I have attached copies of the documents that I have been asked to produce.

Signature Leave blank. To be signed by defendant

Date of signature Leave blank.

Telephone Leave blank.

(Include your telephone number if you consent to being contacted by the [#judgment creditor #judgment creditor's solicitor] to clarify any of the information you have provided in this notice.)