

## EXAMINATION NOTICE – INDIVIDUAL

### COURT DETAILS

Court	Local Court
#Division	Small Claims Division
Registry	Blacktown
Case number	SC20xx/766

### TITLE OF PROCEEDINGS

Plaintiff	<b>Meena Vishwana</b>
Defendant	<b>Fiona frame trading as Fantastic Florists</b>

### ISSUING DETAILS

Issued for	<b>Meena Vishwana, plaintiff (judgment creditor)</b>
Contact name and telephone	Meena Vishwana 02 2222 1111
Contact email	Meena.vishwana@chillmail.com

### NOTICE TO JUDGMENT DEBTOR

Fiona Frame, defendant (**judgment debtor**)

Address            Shop 7 Blacktown Mall  
                         108 Black Street  
                         Blacktown NSW 2148

The court gave judgment against you on 22 January 20xx. The judgment is still unsatisfied.

You must:

- Complete the financial statement at the end of the document about your current income, assets and liabilities.
- Make copies of the documents and things that you have been asked to produce and attach the copies to the examination notice.
- 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 **23 February 20xx**.

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](http://www.lawaccess.nsw.gov.au).
- The court registry for limited procedural information.

## SIGNATURE

Signature of or on behalf of party ***Meena Vishwana***  
if not legally represented

Capacity Plaintiff

Date of signature 25 January 20xx

# Financial Statement

## INCOME (weekly unless otherwise stated)

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)	\$	_____
<b>TOTAL</b>	\$	_____

## EMPLOYMENT DETAILS

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

		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	\$ _____
<b>TOTAL VALUE OF PROPERTY OWNED BY YOU</b>		<b>\$ _____</b>

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

## LIABILITIES

Average weekly expenses:

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)	\$
<b>TOTAL WEEKLY EXPENSES</b>	<b>\$</b>

Other liabilities:

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

[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:

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## ADDITIONAL QUESTIONS REGARDING FINANCIAL CIRCUMSTANCES

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 Payslips for the last 4 weeks.
- 2 Tax return for the year ending June 20xx.
- 3 Current bank statement for any accounts held by you.
- 4 Current statements for any credit cards or loans in your name.

## 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

Date of signature

Telephone

(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.)