

## EXAMINATION NOTICE – INDIVIDUAL

The first section of the form will already be filled out by the judgment creditor. Go down to section headed Financial Statement.

### COURT DETAILS **The judgment creditor should have completed this section**

Court

#Division

#List

Registry

Case number

### TITLE OF PROCEEDINGS **The judgment creditor should have completed this section**

[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 **The judgment creditor should have completed this section**

Issued for **[name]** [role of party eg plaintiff] (**judgment creditor**)

#Legal representative [solicitor on record] [firm]

#Legal representative  
reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

### NOTICE TO JUDGMENT DEBTOR **The judgment creditor should have completed this section**

[name] [role of party eg defendant] (**judgment debtor**)

Address

The court gave judgment against you on [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.
- #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 [date].

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** **The judgment creditor should have completed this section**

#Signature of legal representative

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

Capacity

[eg solicitor, authorised officer, role of party]

Date of signature

## Financial Statement **You will need to complete this section**

### INCOME (weekly unless otherwise stated)

Your average weekly income after tax from salary or wages	\$	Write your average weekly salary after tax
Social security benefits/pensions (include family payments etc)	\$	Write the amount of Centrelink pensions/benefits/family payments you receive
All other income (eg self-employed income, interest, dividends, rent or trust distributions)	\$	Write amount of other income you receive
TOTAL	\$	Add up the amounts and write the total

### EMPLOYMENT DETAILS

What is the name of your employer?

Write the name of your employer

What is the address of your employer?

Write your employer's address

SUBURB

POSTCODE

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

Write yes or no

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

Write the name of your bank, branch, BSB and account number

### PROPERTY OWNED BY YOU

		CURRENT VALUE
Home	PROPERTY ADDRESS Write your address if you own or are buying a home	\$ Write the value of house/unit
	VALUE OF EQUITY, IF ANY \$ Write the value of the property less the amount you owe on the mortgage	
Other property	PROPERTY ADDRESS Write the address of any other property owned by you	\$ Write the value of land/house/unit
	VALUE OF EQUITY, IF ANY \$ Write the value of the property less the amount you owe on the mortgage	
Funds in banks/ financial institutions,	INSTITUTION, BRANCH, BSB AND ACCOUNT NUMBER	\$ Write the balance in your account on day you sign this form

including funds held in off-set accounts	Write the name of your bank, branch, BSB and account number	
	INSTITUTION, BRANCH, BSB AND ACCOUNT NUMBER	\$ Write the balance in your account on the day you sign this form
Investments	If you have another bank account, write the name of the bank, branch, BSB and account number	
	NAME AND TYPE OF INVESTMENT	\$ Write the value of your investment
Motor vehicle	Write the name of any shares or other investment	
	YEAR Write the year model MAKE Write the make eg. Ford	\$ Write the value of your vehicle (write 'estimate' after value if you are not sure)
Household contents	MODEL Write the model eg. Fiesta REGISTRATION NO Write the registration number eg. XYZ 123	
	List all the furniture and goods at your house	\$ Write the value of household contents (write 'estimate' next to value if you are not sure)
Other personal property	DESCRIPTION AND LOCATION Describe any other property (eg boats, caravans, artworks, jewellery) and location	\$ Write the value of other personal property (write 'estimate' next to value if you are not sure)
<b>TOTAL VALUE OF PROPERTY OWNED BY YOU</b>		\$ Add up the value of your property and write the total

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

## LIABILITIES

Average weekly expenses:  
Write the weekly amount you spend on each of the items, in the weekly amount column

Other liabilities:  
Write the name of the bank/institution and the total amount owed

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)	\$

LIABILITIES	NAME OF BANK/INSTITUTION	TOTAL AMOUNT OWED
Home mortgage		\$
Other loans		\$
Credit cards		\$
Credit cards		\$
Other liabilities (specify)		\$
<b>TOTAL</b>		<b>\$ Add up the amounts and write the total</b>

<b>TOTAL WEEKLY EXPENSES</b>	<b>\$Add up the amounts and write the total</b>
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[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

Tick yes or no

If yes, give the person's details:

Name of person	Write the name of the person who contributes to paying your liabilities
Amount of contribution per week	Write the amount they pay

Do you have any dependants?  Yes  No

Tick yes or no

If yes, give details:

### 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  You must attach copies of each document listed here

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

Sign in this space once you have completed the form

Date of signature

Write the date you signed this form

Telephone

Write your telephone number

(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.)