

EXAMINATION NOTICE – CORPORATION

COURT DETAILS

Court

#Division

#List

Registry

Case number

TITLE OF PROCEEDINGS

[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] (**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

[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.
- The court registry for limited procedural information.

SIGNATURE

#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

INCOME

Estimated gross annual income of business \$ _____

Nature of business _____

ASSETS

		CURRENT VALUE
Real estate	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	_____
Sundry debtors	The company is owed money by the following people/ companies for the reasons shown:	
	DEBTOR	_____
	NATURE OF DEBT	\$ _____
	DEBTOR	_____
	NATURE OF DEBT	\$ _____
	DEBTOR	_____
	NATURE OF DEBT	\$ _____
Tools and equipment	DESCRIPTION AND LOCATION	\$ _____
TOTAL VALUE OF ASSETS		\$ _____

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

LIABILITIES

Average annual expenses:

ITEM	AMOUNT
Wages	\$
Materials	\$
Mortgage/rent	\$
Gas	\$
Electricity	\$
Heating fuel	\$
Rates/levies	\$
Telephone	\$
Motor vehicle	
• Petrol	\$
• Maintenance	\$
• Registration/insurance	\$
Other insurance (specify)	\$
Superannuation	\$
Workers compensation	\$
Tax	\$
Credit cards	\$
Hire purchase payments	\$
Other necessary commitments, including payments on other liabilities, listed above (specify)	\$
TOTAL EXPENSES	\$

Other liabilities:

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

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

ADDITIONAL QUESTIONS REGARDING FINANCIAL CIRCUMSTANCES

Does the company 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 is the company 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

2

SIGNATURE ON BEHALF OF JUDGMENT DEBTOR

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

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

Signature

Capacity

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.)