



Northern Ireland

Courts and  
Tribunals Service

www.courtsni.gov.uk

# Means Enquiry Form

*serving the community through the administration of justice*

## Please complete this form

The Court will consider your financial circumstances if you are to be fined.

Completing this form will help the Court to set your fine at a level you can pay.

This will also help the Court to decide whether you should be allowed time to pay the fine or to pay by instalments.

If you do not receive a fine, this form will be destroyed in a secure manner.

The information you give on this form may be used by the Northern Ireland Courts and Tribunals Service to enforce collection of any court-ordered penalty imposed against you.

If you need help completing this form, or with your legal rights, you can contact:

- A solicitor; or
- Citizens Advice  
www.citizensadvice.co.uk

If you need help managing your debt you can contact Consumer Credit Counselling Service by phoning 0800 027 4990, or through their website at www.cccs.co.uk

## Fine Payment Record

If your case is listed on or after 25 April 2011, the court may take into account your previous record of paying fines (if any). If you would like to see a copy of your fine payment record before your court hearing please contact the Northern Ireland Courts and Tribunals Service, Customer Service Centre, The Courthouse, Bishop Street, Londonderry, BT48 6PQ,  
T: 028 7126 1329  
E: customerservicecentre@courtsni.gov.uk

If you are to be fined a copy of your fine payment record will be provided to you at court.

## Your legal obligations

This is an official request from the Clerk of Petty Sessions. Please complete this means enquiry form and return it to the court, either by posting it to the court where your case is to be heard, or by bringing it with you on the morning of court.

It is an offence when responding to an official request to:

- make a false statement
- knowingly fail to disclose material facts.

You should **provide evidence** of your financial circumstances e.g. payslips, benefit statements, bills. Therefore, please send copies of these along with your completed form, or bring them with you on the day of your hearing.

\* \* \* \* \*

This document will be made available in a wide range of alternative formats. Requests for alternative formats should be made to the:

Communications Group  
Northern Ireland Courts and Tribunals Service  
Laganside House  
23-27 Oxford Street  
Belfast BT1 3LA

Please use  
BLOCK CAPITALS  
and black ink

## MEANS ENQUIRY FORM

Causeway IPC URN

Date of hearing \_\_\_ / \_\_\_ / 2 0 \_\_\_

Place of hearing

### 1. Personal Details

First name(s)

Surname

Address

Postcode

Date of Birth

Home Telephone Number

Mobile Telephone Number

National Insurance Number

### 2. Financial circumstances

#### If you are employed –

Please state your net income (take home pay)

£ \_\_\_\_\_ per week/month

#### If you are not employed –

Are you in receipt of benefits? Yes  No

Please state your total benefits

£ \_\_\_\_\_ per week/month

Please state which benefits you receive in the box opposite

#### Outgoings -

Please state the total value of your essential outgoings (include e.g. housing costs, food, child care, loan repayments)

£ \_\_\_\_\_ per week/month

#### Savings -

Please state your total savings

£ \_\_\_\_\_

#### Children -

Number of dependent children

### 3. Declaration

I understand that if I knowingly make a statement which is false or knowingly fail to disclose any relevant fact, I will be liable to criminal prosecution.

Signed \_\_\_\_\_ Date \_\_\_\_\_