

Dear Customer,

Important Update – Issuing Writs of Control

In our communications issued on the 12 March we requested that applications for Writs of Control are sent to the Civil National Business Centre (CNBC) for processing from the 31st March 2025.

This update is to clarify which type of application for a Writ we are requesting be sent to the CNBC and to explain why this is important.

Which Applications? Combined Requests

The type of application we are requesting be sent to the CNBC for processing are those where a Judgment Creditor makes a combined request for a certificate of judgment and issue of a Writ of control in form N293a (“Combined Request”).

By way of explanation where a judgment creditor has a County Court Judgment and is entitled to transfer the proceedings to the High Court for enforcement they may make a Combined Request pursuant to part 83.10 of the Civil Procedure Rules.

The CNBC currently deal with Combined Requests with authority to act as an office of the Northampton District Registry so any Writ of Control will be issued by the Northampton District Registry. The CNBC are working towards being designated as a District Registry of the High Court to continue its aim of centralising this type of work.

Any application made following the issue of the Writ of Control (e.g. a stay) will be quickly sent to the appropriate High Court District Registry to be determined by a Judge.

Please note this only covers Combined Request applications and does not cover other types of application for a Writ or other High Court enforcement which should not be sent to the CNBC.

Why the CNBC are doing this

This is part of our ongoing commitment to improve services and ensure a seamless experience for our users. One of the ways we are achieving this is by our ongoing efforts to streamline service delivery through centralisation. By acting as a hub for processing this type of application the CNBC is able to reduce waiting times for users and enable court hearing centres to focus resources on core administrative tasks, and facilitating court proceedings.

The CNBC are therefore requesting that from 31st March 2025 all Combined Request applications are sent to the CNBC for processing.

The following addresses should be used to submit your applications for Writs of Control for CCJs directly to the CNBC:

- **Mailbox:** Writs.CNBC@justice.gov.uk
- **District Registry to be noted: Northampton District Registry**
(This must be entered as such or the form will be returned)
- **Address:**
Civil National Business Centre (CNBC)
St. Katharine's House
21-27 St. Katharine's Street
Northampton
NN1 2LH
- DX: 702885 Northampton 7

Yours sincerely,

Christopher Kane
Deputy Head of Operations - Civil