

Instruction with the form Court order for payment

If you have a claim against another party, the amount of which does not exceed USD 5,586, you can submit a so-called Court order for payment to the Common Court of Justice.

To help you with the submission, a form has been designed that you can fill in on the computer.

Once you have filled in all information, you can print out the form, sign it and submit it to the Court in duplicate. You must provide the form with possible means of proof, a copy of your proof of identity and an extract from the civil register or an extract from the Chamber of Commerce of the other party.

If the other concerns a (semi) government organization, this can be omitted.

The court fee to be paid is USD 28.

The following information must be entered in the form:

- your first names, name, address and -or place of residence
- email address and telephone number
- the first names, the name and the office address of any lawyer or other authorized representative (optional)
- the name and address (domicile) of the other party
- possibly email address and telephone number
- the amount to be claimed
- what you want and why (justification)
- what evidence do you have for your point of view

Evidence

Make copies of supporting documents that support your story. Number them and add them.

For example, letters or agreements. You can also ask witnesses to write down their story (witness statement).

The form must be submitted in duplicate. Do not forget to sign the form.

Attention: Beware, litigation is a risk. If the court agrees with the other party, you can be ordered to pay the costs of the other party.