Form 45 (version 5)  
[Civil Procedure Act 2005 s 133, UCPR 36.11 #UCPR 36.10]

# [#REGISTRATION #FILING] OF (#CERTIFICATE OF) JUDGMENT/ORDER

|  |  |
| --- | --- |
| **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) |  |
| **FILING DETAILS** | |
| Filed for | **[name]** plaintiff |
| #Legal representative | [solicitor on record] [firm] |
| #Legal representative reference | [reference number] |
| Contact name and telephone | [name] [telephone] |
| Contact email | [email address] |
| **DETAILS OF JUDGMENT/ORDER** | |

A copy or certificate of the judgment/order is attached.

|  |  |  |
| --- | --- | --- |
| Original amount of judgment/order | |  |
| Payments made or credits accrued since judgment/order made | |  |
| Interest accrued since judgment/order made[[1]](#footnote-1) | |  |
| #Registration #Filing fee[[2]](#footnote-2) | |  |
| #Interest rate (if other than prescribed rate in UCPR Sch 5) | |  |
| Total amount to be enforced as at date of [#registration #filing][[3]](#footnote-3) | |  |
| **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 |  | |

|  |  |
| --- | --- |
| **AFFIDAVIT OF APPLICANT WHEN REGISTERING A COSTS ASSESSMENT CERTIFICATE** | |
| Name |  |
| Address |  |
| Occupation |  |
| Date |  |

I [#say on oath #affirm]:

1. # I am the plaintiff.

# I am [give details of the capacity of the person making the affidavit and the facts that qualify the person to make the affidavit].

1. (a) Of the costs specified in the attached certificate or certificates, the following amounts only have been paid:

|  |  |
| --- | --- |
| **Date of payment** | **Amount paid** |
|  |  |
|  |  |
|  |  |
| Total paid: |  |

*OR*

(b) None of the costs specified in the attached certificate or certificates have been paid

|  |  |
| --- | --- |
| #SWORN #AFFIRMED at |  |
| Signature of deponent |  |
| Name of witness |  |
| Address of witness |  |
| Capacity of witness | [#Justice of the peace #Solicitor #Barrister #Commissioner for affidavits #Notary public] |
| And as a witness, I certify the following matters concerning the person who made this affidavit (the **deponent**):   1. #I saw the face of the deponent. [OR, delete whichever option is inapplicable]   #I did not see the face of the deponent because the deponent was wearing a face covering, but I am satisfied that the deponent had a special justification for not removing the covering.[[4]](#footnote-4)   1. #I have known the deponent for at least 12 months. [OR, delete whichever option is inapplicable]   #I have confirmed the deponent’s identity using the following identification document: | |
|  | Identification document relied on (may be original or certified copy)[[5]](#footnote-5) |
| Signature of witness |  |

Note: The deponent and witness must sign each page of the affidavit. See UCPR 35.7B.

[on separate page]

[The following sections are required only for external judgments, as defined in UCPR 36.13(1), ie not required for costs assessor's certificate filed in the proceedings to which it relates under UCPR 36.10(1)(a).]

|  |
| --- |
| **#PARTY DETAILS** |

[Include only if more than two plaintiffs and/or more than two defendants.]

**PARTIES TO THE PROCEEDINGS**

|  |  |
| --- | --- |
| **Plaintiff[s]** | **Defendant[s]** |
| [name] [role of party eg first plaintiff] | [name] [role of party eg first defendant] |
| [repeat as required for each additional plaintiff] | [repeat as required for each additional defendant] |

|  |
| --- |
| **#FURTHER DETAILS ABOUT FILING PARTY** |

**[First] plaintiff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address [The filing party must give the party's address.] | #[unit/level number] | | #[building name] | |
| [street number] | [street name] | | [street type] |
| [suburb/city] | [state/territory] | | [postcode] |
| #[country (if not Australia)] | | | |
| #Frequent user identifier | [include if the plaintiff is a registered frequent user] | | | |

[repeat the above information as required for the second and each additional plaintiff where applicable]

**#Legal representative for plaintiff[s]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | [name of solicitor on record] | | | |
| Practising certificate number |  | | | |
| Firm | [name of firm] | | | |
| #Contact solicitor | [include name of contact solicitor if different to solicitor on record] | | | |
| Address | #[unit/level number] | | #[building name] | |
| [street number] | [street name] | | [street type] |
| [suburb/city] | [state/territory] | | [postcode] |
| DX address |  | | | |
| Telephone |  | | | |
| Fax |  | | | |
| Email |  | | | |
| #Electronic service address |  | | | |

**#Contact details for filing party acting in person or by authorised officer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| #Name of authorised officer |  | | | |
| #Capacity to act for plaintiff |  | | | |
| Address for service [The filing party must give an address for service. This must be an address in NSW unless the exceptions listed in UCPR 4.5(3) apply. State "as above" if the filing party’s address for service is the same as the filing party's address stated above.] | #as above  #[unit/level number] | | #[building name] | |
| [street number] | [street name] | | [street type] |
| [suburb/city] | [state/territory] | | [postcode] |
| #Telephone |  | | | |
| #Fax |  | | | |
| #Email |  | | | |

1. Interest from the date of the certificate must not be claimed where the registration is of a costs assessor’s certificate. [↑](#footnote-ref-1)
2. Registration/filing fee must not be claimed where the registration is of a costs assessor’s certificate. [↑](#footnote-ref-2)
3. Where the registration is of a costs assessor’s certificate this amount should be the same as the amount of the certificate. [↑](#footnote-ref-3)
4. The only "special justification" for not removing a face covering is a legitimate medical reason (at April 2012). [↑](#footnote-ref-4)
5. "Identification documents" include current driver licence, proof of age card, Medicare card, credit card, Centrelink pension card, Veterans Affairs entitlement card, student identity card, citizenship certificate, birth certificate, passport or see [Oaths Regulation 2011](http://www.legislation.nsw.gov.au/viewtop/inforce/subordleg+697+2011+cd+0+N) or refer to the guidelines in the NSW Department of Attorney General and Justice's "[Justices of the Peace Handbook](http://www.jp.nsw.gov.au/Documents/jp%20handbook%202014.pdf)" section 2.3 "Witnessing an affidavit" at the following address: http://www.jp.nsw.gov.au/Documents/jp%20handbook%202014.pdf] [↑](#footnote-ref-5)