

**REPUBLIC OF TRINIDAD AND TOBAGO
SUPREME COURT OF JUDICATURE**

Prescribed Forms

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FORM 3A—APPLICATION TO PAY BY INSTALMENTS *Rule 8.15 (1)(c).*

(HEADING AS IN FORM 1)

The applicant,..... A.B. (full name), of.....(full address)
owes the claimant the amount of \$.....claimed on the claim form and cannot pay the amount in one
lump sum.

The applicant applies to the court for an order to pay the amount due by instalments of \$.....per
week/month and provides the following information:

1. Marital status: Married Single Other (specify)
2. Age:
3. Dependants: children: (state names and ages)
4. Other dependants (state names and give details)
5. If employed, state nature of employment and name and address of employer.
6. If self-employed, give particulars of annual receipts of the business and particulars of the expenses of the business.
7. Give details of any job other than main job.
8. Give details of—
 - (a) contracts and other work in hand; and
 - (b) any sums due for work done.
9. If unemployed, say how long unemployed, when last employed, nature of employment and total income received.
10. Pensioner: Yes/No
11. List cash assets and other assets.
12. I live in my own property jointly owned property rented property
lodgings other (specify)
 - (a) My usual take home pay is; or \$.....
 - (b) My pension is \$.....
 - (c) Other income \$.....
 - Total Income \$.....
13. My regular expenses are as follows:
 - (a) Mortgage \$.....
 - (b) Rent \$.....
 - (c) Electricity \$.....
 - (d) Water and sewerage rates \$.....
 - (e) Cooking gas \$.....
 - (f) Telephone \$.....
 - (g) Hire—purchase repayments \$.....
 - (h) Food \$.....

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(i) School fees	\$.....
(j) Travelling expenses	\$.....
(k) Children's clothing	\$.....
(l) Maintenance payments	\$.....
(m) Others (do not include court orders and debts listed in 14, 15 and 16	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
Total Expenses	\$.....

14. I am in arrears as follows:

(a) Rent arrears	\$.....
(b) Mortgage arrears	\$.....
(c) Water and sewerage rates arrears	\$.....
(d) Electricity arrears	\$.....
(e) Telephone arrears	\$.....
(f) Maintenance arrears	\$.....
(g) Others	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
Total Arrears	\$.....

15. I am making court ordered payments
as follows: [specify particulars of case(s)]
and instalments or amounts ordered
to be paid

\$.....

16. I have loans and credit card debts as follows:

.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

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Of the above payments, I am behind with payments
(please list)

.....
.....
.....
.....

I declare that the details I have given above are true to the best of my knowledge.

Dated.....

Signed..... Applicant

NOTICE

The application will be heard by [the Judge in Chambers] [Master xxxxx] on
the day of , at a.m./p.m.
at [xxx xxx xxx]

If you do not attend this hearing an order may be made in your absence.

or

The [Judge in Chambers] [Master] will deal with this application by—

NB: This notice of application must be served as quickly as possible on the respondent to the application.

The **court office** is at [xxx.xxx.xxx] Telephone number xxx-x, Fax xxx.xxxx.

The office is open between [8.00 a.m.] and [4.00 p.m.] Mondays to Fridays except public holidays and court holidays.
