

USING THE COUNTY COURT BULK CENTRE

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You will learn how to

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Use a software package specially written to make CCBC files
Issue claims, judgments and warrants electronically
Select interest and penalty charges attaching to the claim
Transmit data files securely to the County Court Bulk Centre
Enforce judgments using warrants and other methods of enforcement
Transmit notifications for debts which are paid, withdrawn or discontinued
Liaise with the CCBC in relation to defences and determinations.
Run reports and maintain quality case management notes
Import CSV data from other systems to enable legal action
Export debtor data out to Microsoft Excel
Timescales and deadlines while using the CCBC
Review the new XML proposals from the MoJ

Course benefits

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Speed up interaction with the Court Service for simple trade debts
Save Court fees, charge interest and other penalties
Leverage the reach of your receivables function
Improve productivity and organisation cash flow

Who should attend

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Credit Managers, Financial Controllers, Credit Controllers, Legal Administrators
in organisations where using the County Court is a regular necessity.
Solicitors who issue proceedings on behalf of clients
Accountants who advise organisations on best systems practice

Hands-on training

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Store receivable data in order to issue legal proceedings
Manipulate data in Excel to create a suitable file for CSV import
Setting up Claimants correctly
Setting up Claims and Warrant sequences ready to use
Folder management
Issuing Claims in bulk ready to send to the CCBC
Issuing Judgments including admissions ready to send to the CCBC
Issuing Warrants of Execution ready to send to the CCBC
Issuing Paid, Discontinued, Written off and Withdrawn data to the CCBC
Viewing the data files in Microsoft Notepad.
Printing completed forms N1CPC
Printing CCBC Advice notes
Emailing data and advice notes
Using the CJSM (Secure government email) to transmit data files
What to do with regard to defences, determinations and allocation questionnaires
Importing CSV data
Exporting to XLS and CSV
Running progress reports
Free month's software licence to take away and test on CD

Course content

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Overview of identity of the debtor
Overview of the simple trade debt
County Court case progress flow
Claim, judgment and enforcement
Court forms

Court procedures and flowcharts
The CCBC and CPC rules
Using software to effect the file build process
File transmission process
Liaison with the CCBC in Northampton

2012 Half-day course dates

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15th May
3rd July
4th September
13th November

2013 Half-day course dates

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15th Jan
12th Mar
14th May

Cost: £195+VAT including refreshments and lunch
Software: Free 30 day licence to take away on CD
Location: Jurys Inn Hotel, Brighton, BN1 4DJ
Duration: 09:00 to 13:00
Trainer: Richard Gill FCCA

Call us on 01273 324133 or email m.scott@deltacm.co.uk to book a place.

Website: www.civilprocedurerules.co.uk

Course details, see: http://www.civilprocedurerules.co.uk/CCBC_course.htm

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