

## Who can offer you further help and information?

Your Housing Officer  
Oxbode Office  
Tel: 505359

Deansway TA  
C/O Gill Shelley, 11  
Deans Way

White City TA  
C/O Chairperson,  
Oxbode Housing Office

White City Project  
110 Finlay Road  
tel: 423881

Citizens Advice Bureau,  
Money Advice  
75-81 Eastgate Street  
tel: 528017

Gloucester Law Centre  
75-81 Eastgate Street  
tel: 423492

Housing Benefits Team  
Herbert Warehouse,  
The Docks  
Tel: 522232

Shelter  
Messenger House  
35 St Michaels Square  
Tel: 310748

Debt Advice Helpline  
(free service)  
Tel: 0800 980 2800

### Oxbode tenant Board representatives:

Mr Clive Mitchell  
57 Deans Way  
Gloucester  
Tel: 01452 504218

Mr Dave Eaketts  
3 Hazelton Close  
Gloucester  
Tel: 01452 421769

## Would you prefer an Oxbode tenant Board representative to help you?

We now have a number of tenants on our Board and there are two active Tenants' Associations.

If you want, they can act as a link between yourself and Oxbode, find out information for you and arrange and come to any meetings as your helper.

This person can be involved as little or as much as you want and would sign a confidentiality form so that any information would remain only between you, your representative and Oxbode.

### New ways to pay your rent

- **Cash, cheque**- at our office
- **Use your Swipecard**  
At any Post Office or shop with a Paypoint sign. Contact us if you would like a swipe card.
- **Standing order or direct debit**  
This pays your rent automatically from your Bank Account. Contact us if you would like a standing order or direct debit set up.
- **Debit or credit card payments**  
You can now phone 24 hours a day and pay any amount you wish by Switch or any credit card automatically to your rent account. Phone this number **0870 2436040**, have your card ready and follow the instructions.

# OXBODE HOUSING ASSOCIATION

A Charitable Housing Association

COUNTY CHAMBERS  
STATION ROAD  
GLOUCESTER  
GL1 1DH

This leaflet gives you information about your Court Case

## Going to Court



**You have not made satisfactory payments to reduce your arrears and your case has been enrolled in Gloucester County Court.**

### **What this means for you**

Your case will be heard before a Judge who will make a decision whether to evict you (called a possession order) or make you pay your weekly rent plus an amount towards your arrears (called a suspended possession order).

### **The Court procedure**

The Court will send you a letter (called a summons) telling you the date and time of your hearing.



There is also a form sent (called the defence form) that you can complete. You can give details of the money you have coming in and going out. You can also make an offer of how much you are able to pay each week. This must be your weekly rent plus an amount towards your arrears.

If you send this form (called the defence form) to the Court it will be included in your hearing. We are also sent a copy and if we agree to the amount you are offering this will be the amount stated in your Court order.

### **Going to your Court Hearing**

You can attend and hear what the Judge has to say. Remember it is a formal hearing and you will be able to speak only when the Judge asks you to.



If you do not want to attend then returning the Court form (called the defence form) before your hearing will ensure that your payment offer is given to the Judge.

### **After the Court hearing**

#### **If the Court decides to evict you**

If the Court decide you are to be evicted (called a possession order) you will be given 28 days to leave your home.

If you have not left by the required date, a Bailiff and Oxbode will come and forcibly evict you and the locks will be changed. You will need to visit Gloucester City Council Homeless Team for advice and help.

#### **If the Court grants a Suspended Possession Order**

It will state the amount you must pay each week. **You will be able to stay in your home as long as you make every payment without fail.**

### **Keeping to your Court Order**

You must keep to the conditions of your court order. We will check your account every week and you must make every payment without fail.

**Remember**, this means that at Christmas, school holidays, or if you are ill your payments must be made without fail. If you want to change when you pay you must get our agreement first. If you simply stop paying without letting us know we will apply for your eviction.

If you miss just one payment we can automatically apply for you eviction and this will be granted by the Judge without another hearing.



**Please contact Sara Taylor or Chris Winter, before your Court hearing date...**

Don't bury your head in the sand. Your rent problems won't just disappear. I can visit you at home during the day, or if you work, I can see you in your lunch hour or after work between 5-7pm.

**Remember**, we will reduce your arrears by £15.00 if you get help from Citizens Advice Bureau, free Money Advice Service, 75-81 Eastgate Street tel: 528017