

**MAGISTRATES COURT OF WESTERN AUSTRALIA  
CIVIL JURISDICTION  
FACT SHEET 24**

**MEANS INQUIRY  
INFORMATION FOR THE JUDGMENT CREDITOR**

**What is a means inquiry?**

An inquiry conducted in Court to determine the judgment debtor's means to the pay the judgment debt.

The Court having regard to:

- the judgment debtor's income, assets and liabilities and, if applicable, the income, assets and liabilities of their spouse, de facto partner and dependants;
- whether there are, or will be, any earnings that can be appropriated from an employer;
- whether there is, or will be, a debt owing to the judgment debtor by another person;
- the existence, location and value of any property that can be seized and sold.

May make an instalment order or time for payment order

**How do I apply for a means inquiry?**

Complete and lodge a **Form 6 - Application or request to a Court** and pay the prescribed application fee (if not previously paid).

This form is available on the Magistrates Court website: [www.magistratescourt.wa.gov.au](http://www.magistratescourt.wa.gov.au).

On the application, you should indicate if you need the judgment debtor to produce any records to the means inquiry..

The Court will fix a date, time and place for the means inquiry hearing and will notify you of this.

If you receive a notice to attend a hearing and you are aware of a risk to yourself or others in relation to the matter, you should contact the Court at which you are required to attend.

**How is a means inquiry summons served?**

It must be served to the judgment debtor, in person, not less than five days before the hearing.

It can be served by a bailiff. The Court can arrange for a bailiff to serve your claim. Bailiffs are officers of the Court who are located throughout the State. You must prepay the service fee.

Alternatively, you can make arrangements to serve the means inquiry summons yourself.

See Fact Sheet:  
**No. 8 - Serving a Court Document**

**Location of means inquiry**

A means inquiry must be held at the Court registry where the judgment was given.

You can apply for the means inquiry hearing to be conducted at another registry of the Court. Complete and lodge a **Form No. 7 - Application**

See Fact Sheet:  
**No. 21 - Application**

**Failure to attend a means inquiry hearing**

As the judgment creditor, you must attend the means inquiry.

If you do not, the Court has the power to award costs against you.

If the judgment debtor does not attend the hearing, the Court order the issue of an warrant to have the judgment debtor arrested and brought before the Court. Complete and lodge a **Form 6 - Application or request to a Court** and pay the prescribed bailiff fees.

See Fact Sheet:  
**No. 35 - Warrant for Arrest**

A person who has been summoned to attend Court and:

- a) does not obey the summons; or
- b) refuses to be sworn or answer any lawful questions;

is guilty of a contempt of Court.

See Fact Sheet:  
**No. 37 - Contempt of Court**

At the means inquiry hearing, you are responsible for examining the judgment debtor to enable the Court to determine if they have the means to pay the judgment

**What enforcement orders can be made at or after a means inquiry?**

debt.

To help you do this, an **examination statement** is attached.

The following enforcement orders can be made:

- ❖ time for payment order;
- ❖ instalment order; or
- ❖ earnings appropriation order.

**Time for payment order**

This requires the judgment debtor to pay the debt in full immediately or on, or before, a date set by the Court.

**Instalment order**

This requires the judgment debtor to pay the debt by regular amounts set by the Court.

**Earnings appropriation order**

This requires an employer, who pays the judgment debtor, to pay a portion of those earnings to you.

Before an earnings appropriation order can be issued an instalment order (see above) must have been disobeyed and cancelled.

See Fact Sheet:  
[No. 34 - Earnings Appropriation Order](#)

**Payments**

You must provide the judgment debtor with details of where payments can be made. The Court cannot accept payments on your behalf.

It is recommended that you provide a receipt for each payment to reduce disputes about payment.

***This is a guide only. The content is subject to change. If you are unsure about any of the information in this fact sheet, contact your nearest registry or seek legal advice.***

## EXAMINATION STATEMENT

### GENERAL INFORMATION

1.

Occupation	
Employed by	
Business address	
Telephone number(s)	

2.  tick [✓] appropriate box

Unemployed	
Pensioner	
Registered at Centre Link:	

3.  tick [✓] appropriate box

Single		Married		Separated	
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4.  tick [✓] appropriate box

Have a dependant *wife/husband/de facto spouse .....dependant children	
Do not have a dependant *wife/husband/de facto spouse ... ..dependant children	

5.  tick [✓] appropriate box

Paid weekly	
Paid fortnightly	
Paid monthly	

### INCOME

Wages/salary/benefit (net)

Judgment debtor	\$	
Spouse	\$	
De facto	\$	
<b>Total</b>	<b>\$</b>	

Money in bank, building society, credit union and other

Judgment debtor	\$	
Spouse	\$	
De facto	\$	
<b>Total</b>	<b>\$</b>	
Income from investments	\$	
Other income	\$	
Money owed to the judgment debtor	\$	

<b>TOTAL OF INCOME</b>	<b>\$</b>	
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**EXPENDITURE**

When obtaining the following information it is advisable that you obtain details of the debt.

tick [✓] appropriate box

		<b>Weekly</b>	<b>Fortnightly</b>	<b>Monthly</b>
Rent	\$			
Board	\$			
Mortgage payment	\$			
Maintenance for dependants	\$			
Food	\$			
Electricity	\$			
Gas	\$			
Telephone	\$			
Water	\$			
Rates and taxes	\$			
Clothing	\$			
Medical	\$			
Vehicle expenses	\$			
School expenses	\$			
Day care	\$			
Bus / Train / Taxi fares	\$			
Other Court Orders	\$			
Credit Cards	\$			
Hire purchase	\$			
Other debts owing	\$			
<b>TOTAL OF EXPENDITURE</b>	<b>\$</b>			

**ASSETS**

House / unit / other real property  
(give addresses)

	\$
	\$
	\$

Motor vehicles (car, utility, motor cycle, trucks etc)

Make & model		Reg. No.		\$
Make & model		Reg. No.		\$
Make & model		Reg. No.		\$

Home contents  tick [✓] appropriate box

Television		\$
Video recorder		\$
DVD player		\$
Furniture		\$
Dishwasher		\$
Microwave		\$
Fridge		\$
Washing Machine		\$
Collection of coins, stamps etc		\$
Other collectables		\$
Interest in business or company		\$

Other assets  
(give details)

	\$
	\$
	\$
<b>TOTAL OF ASSETS</b>	\$

**LIABILITIES**

Debt	Owed to	Balance
Mortgage		\$
Court orders		\$
Credit card (1)		\$
Credit card (2)		\$
Personal loan (1)		\$
Personal loan (2)		\$
Other		\$
<b>TOTAL OF LIABILITIES</b>		\$