

Consent to Judgment (Civil Cases)

The Consent Form (pursuant to Section 17(1) of Chapter 97 of the District Court Procedure Act, Revised Edition 2000) is a legal document used when a Defendant agrees to the claim made against them and wishes to settle the matter without a formal trial before a Magistrate.

By signing this form, the Defendant officially admits to the debt or claim and proposes a structured payment plan that is agreeable to both parties.

Why use a Consent Form?

- **Avoid Court Hearings:** It allows the matter to be resolved legally without the need for a full trial.
- **Agreed Payment Terms:** The Defendant can set up a bi-weekly or monthly payment schedule that fits their financial situation, provided the Plaintiff accepts.
- **Reduced Stress:** It provides a clear, documented path to settling the debt and closing the case.

Important Requirements

- **Timeline:** A Consent Form must be signed and filed with the Court at least two (2) days prior to the scheduled court hearing.
- **Legal Effect:** Once signed and filed, this document carries the same weight as a court order. If the Defendant fails to keep up with the agreed payments, the Plaintiff may proceed with enforcement actions (distress).
- **Witnessing:** The form must be signed by the Defendant and witnessed, then signed and stamped by the Magistracy Department to be valid.

How to File

- **Negotiate:** Contact the plaintiff to ensure both the Plaintiff and Defendant agree on the total sum (including costs) and the payment frequency.
- **Complete the Form:** Fill in the Suit Number, names of both parties, and the specific payment terms.
- **Submit:** Bring the completed form to the Clerk of Court at the respective Judicial District office for official filing.
- **Get Assistance:** If you need help understanding or filling out the form, you may visit the office to meet with a bailiff who can assist you with filing the form accurately.

**Office Hours for Filing are: 8:00am-12:00pm and 1:00pm-2:30pm
(Monday-Thursday)**