

**IN THE HIGH COURT OF JUSTICE****Queen's Bench Division****Claim No: L00BP152****WITNESS STATEMENT OF Claire Sandbrook**

I, Claire Sandbrook, of **Shergroup Limited**, being a High Court Enforcement Officer, **make this statement in response to the Court's direction dated 02<sup>nd</sup> March 2026.**

**1. Introduction**

I am the High Court Enforcement Officer instructed in this matter by the Claimant, Mark John Mayo. I make this statement in accordance with the Court's direction that the Claimant and I file and serve a witness statement by 4:30 PM on 6 March 2026 confirming details regarding the issuance of a writ under Part 3 of Form N293A.

**2. Issuance of Writ under Form N293A**

Upon review of the court records and instructions received from the Claimant, I confirm that a form N293A in Part 3 was issued by Barnstaple County Court in respect of this claim.

**3. District Registry from which the Writ was issued**

A writ was issued from the High Court Kings Bench Division.

**4. Justification for issuing a further Writ from the Central Office**

I can confirm that, in this matter, only Writ WC000101/2026 was issued from the Central Office under my name.

**5. Statement of Truth**

I believe that the facts stated in this witness statement are true.

Signed: 

Name: Claire Sandbrook

Date: 6<sup>th</sup> March 2026

Witness: Claire Louise Sandbrook

Number: 1st

Made: 8 March 2026

**CLAIM NUMBER:** L00BP152

**WRIT NUMBER:** C000101/2026

**ORDER:** EN30/2026

**IN THE HIGH COURT OF JUSTICE**

**KING'S BENCH DIVISION**

**BETWEEN:**

**(1) Mark John Mayo**

*Claimant*

and

**(1) Miss E**

*Defendant*

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**WITNESS STATEMENT OF CLAIRE LOUISE SANDBROOK**

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*(Filed pursuant to paragraph 6 of the Order of Master Dagnall dated 2 March 2026)*

1. I am **Claire Louise Sandbrook**, an Authorised High Court Enforcement Officer (HCEO) authorised under the Courts Act 2003 and the High Court Enforcement Officers Regulations 2004. I am a director and the authorised HCEO of Shergroup Limited, whose registered address is 20 St Andrew Street, London EC4A 3AG. I am duly authorised to make this statement on behalf of Shergroup Limited.

2. I make this witness statement pursuant to paragraph 6 of the Order of Master Dagnall dated 2 March 2026 (Order EN30/2026), which requires the Claimant and the HCEO to file and serve a witness statement addressing: (a) whether the Writ in Part 3 of the Form N293A was issued; (b) if so, from what District Registry; and (c) the justification for issuing a (further) Writ from the Central Office.

3. I acknowledge at the outset that this witness statement is filed out of time. I do apologise to the Court for the late filing of this statement and ask the Court to receive it notwithstanding the delay. The Order required filing by 4:30pm on 6 March 2026. The reason for the delay is as follows. The Order of Master Dagnall was served on Shergroup by email from the Defendant on 2 March 2026 at 18:42, addressed to (among others) my own mailbox. My mailbox is managed by my assistants and does receive a high volume of correspondence across multiple active cases. This correspondence is delegated to a trained administrative team. Due to a gap in our internal process, the sealed Order of 2<sup>nd</sup> March 2026 was not matched to Case SLC325354 and brought to the attention of the case handler until the morning of 5 March 2026. Once this had been resolved, the case was put on hold on 5<sup>th</sup> March 2026. The step was confirmed to all parties by 13:01 on 5

March 2026. I can also confirm that despite the delay in recording the Order of 2<sup>nd</sup> March 2026, which I will look into with my senior team, no step was taken in the enforcement of the Writ of Control by my office.

#### **Whether the Writ in Part 3 of the Form N293A was issued**

4. Yes. The Writ of Control based on Part 3 of Form N293A was issued. Shergroup Legal prepared and submitted a Form N293A Combined Certificate of Judgment to Barnstaple County Court on 30 January 2026, consolidating three costs orders made in these proceedings totalling £5,498.80.
5. Barnstaple County Court sealed the N293A Combined Certificate of Judgment on 9 February 2026. The Certificate directed the Writ of Control to me as the authorised HCEO.
6. Shergroup Legal then submitted the sealed Writ to the King's Bench Division of the High Court (Central Office) for sealing by email to KBENFORCEMENT@JUSTICE.GOV.UK on 17 February 2026. The Writ was sealed by the Central Office and assigned Writ reference WC000101/2026, with a teste date of 20 February 2026.

#### **From what District Registry the Writ was issued**

7. The Writ was not issued from a District Registry. I have confirmed that Barnstaple County Court does not have an associated District Registry of the High Court. The appropriate office for the issue of a Writ of Control is governed by CPR rule 83.9(1), which provides as follows: where the proceedings in which execution is to issue are in a District Registry, that Registry is the appropriate office; in any other case, the appropriate office is the Central Office of the Senior Courts. CPR rule 83.9(2) further provides that issue of a Writ of Control takes place on its being sealed by a court officer of the appropriate office. Since Barnstaple County Court has no associated District Registry, the proceedings do not fall within any of the other specified categories in CPR rule 83.9(1). The Central Office of the Senior Courts was therefore the prescribed appropriate office under CPR rule 83.9(1)(d). The Writ was submitted to and sealed by the Central Office of the King's Bench Division of the High Court in London, and the reference WC000101/2026 is a Central Office Writ reference confirming this.

#### **Justification for issuing the Writ from the Central Office**

8. The requirement to issue from the Central Office in circumstances such as these is expressly prescribed by CPR rule 83.9(1)(d), which provides that in any case not falling within the other specified categories (District Registry, Principal Registry of the Family Division, Admiralty and Commercial Registry, or Chancery Chambers), the appropriate office is the Central Office of the Senior Courts. Enforcement of a County Court costs judgment transferred to the High Court for execution by an Authorised HCEO, where the originating court has no District Registry, falls within this residual provision.

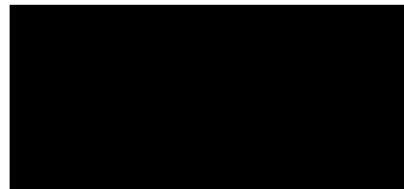
9. As there is no District Registry from which this Writ could or should have been issued, then the Central Office was the only appropriate issuing body for a Writ of Control to be executed by an Authorised HCEO in this case. Had a District Registry been connected to Barnstaple County Court I can confirm that my office would have applied to that office for the Writ of Control to be issued.

10. In this case, it is my understanding there were three separate costs orders made by Barnstaple County Court against the Defendant, totalling £5,498.80. The Form N293A is the prescribed form for consolidating multiple County Court judgments or orders into a single Combined Certificate of Judgment for transfer to the High Court for enforcement by an HCEO. Shergroup Legal used the N293A precisely for this purpose — to consolidate all three cost orders into one enforcement instrument. The result was a single Writ of Control, WC000101/2026. There was no pre-existing Writ of which this was a further or additional one. Only one Writ was ever issued in this case. The reference to a “further” Writ in paragraph 6 of the Order may reflect a question as to whether the Writ went beyond what the N293A authorised. It did not. The Writ of Control covers all three costs order which were consolidated in the N293A, totalling £5,498.80. This was confirmed by the Judgment Creditor on 30 January 2026.

### **Statement of Truth**

I believe that the facts stated in this witness statement are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Signed:



Full name:

Claire Louise Sandbrook

Position:

Authorised High Court Enforcement Officer

Organisation:

Shergroup Limited

Address:

20 St Andrew Street, London EC4A 3AG

Date:

8 March 2026