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# Memorandum of Entry: The Hidden Key to Proving What's Real and What's Bluff

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## Introduction — The Black Box of the System

Official-looking papers fall through letterboxes every day: “Notices of Enforcement,” “Warrants,” “Court Orders,” “Liability-something-or-other.” Some of them are genuine; many are not. And in the middle of this paper theatre sits the system’s backstage pass — the thing that lets you slip behind the curtain and see what’s really going on — the Memorandum of Entry.

Think of it as the black-box recorder of the legal world. It doesn’t shout or threaten; it simply records what truly exists. Was there really a court order? If so, there must be a written record — the Memorandum of Entry. And if it doesn’t, well — the so-called authority is just another wizard with no magic at all.

And here’s where it gets interesting. Her Majesty’s Courts and Tribunals Service (HMCTS) has openly confirmed what few people realise:

“...the written document [Notice of Liability Order] is not the definitive record of the order, it is a notification... The definitive record is the court register, which is now held purely digitally, and the only document which is a definitive record of the content of the register is a copy of that register, certified by a court officer... The gold standard would be a certified extract.”

(Freedom of Information response 910531, 16th December 2022)

**Source:** [https://www.whatdotheyknow.com/request/court\\_records\\_of\\_adjudication](https://www.whatdotheyknow.com/request/court_records_of_adjudication)

In plain English, that means the fancy printed “Notice of Liability Order” you receive through the door isn’t the real thing at all — it’s just a notification. The only true record of a court decision is the entry made in the magistrates’ register, and the certified extract of that entry is the “gold standard” proof that anything was ever lawfully decided. So don’t take the glossy letter as gospel; ask for the real thing — **the Memorandum of Entry**.

This article explains how it works and why it matters. The Memorandum of Entry lives in two worlds: inside the magistrates’ court, as the solemn note of decisions entered in the court register, and on the doorstep, as the written trace a bailiff — legally known as an enforcement agent — must leave after entering a home. Learn to recognise both, and you’ll never again mistake paperwork theatre for lawful authority.

## Chapter 1. Historic Background: Where “Memorandum of Entry” comes from

The phrase “Memorandum of Entry” has its roots in the way English courts have always kept their records.



Long before computers, magistrates' clerks were under a duty to record what happened in court. Not in flowery judgments, but in short notes in a register.

The rule is still on the books today. Magistrates' Courts Rules 1981, rule 66(1):

*"The clerk of the court shall enter, in a register kept for the purpose, a minute or memorandum of the substance of the adjudication."*

**Source:** <https://www.legislation.gov.uk/ukSI/1981/552/rule/66>

That register entry — the "minute or memorandum" — is the official proof that an order exists. If it wasn't written down, legally it might as well never have happened.

Over time, the phrase spilled over into enforcement practice. After an enforcement agent enters property, the UK law says they must leave a notice after entry. People started calling that, too, the "Memorandum of Entry," because it performs the same function: it is the written record of what really happened.

### FUN FACT BOX

## THE PENNY NOTEBOOK PROBLEM

In the 19th century, many court clerks scribbled their "memoranda of entry" in penny exercise books. These fragile notebooks often rotted, went missing, or ended up as kindling. As a result, archivists today sometimes struggle to trace old liability orders.

This chaos is partly why HMCTS now insists that the digital register is the permanent record and that a certified extract is the only "gold standard." The penny notebooks of yesterday gave the bureaucracy of today.

## Chapter 2. Two Faces of the Memorandum of Entry

A "Memorandum of Entry" isn't a document with that title sitting in a file somewhere.

It's simply a record of what happened — and depending in which world you're in, that record means two very different things.

- In the magistrates' court, it's the official entry the clerk must make in the court's register whenever a legal decision is made — the written evidence that an order or warrant truly exists.
- In the enforcement world, it's the written note an enforcement agent must leave behind after entering a home — the paper record of what they did inside.

One is the court's proof that authority was granted; the other is the agent's proof of how that authority was used.



Learn the difference and you'll know what to ask for — the proof that separates legal power from a handful of fairy dust.

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## 2.1 The Court MoE — The Court's Own Black Box

Every time a magistrates' court makes a decision, the clerk must record it in the official register. This isn't optional — it's written into "law" under Magistrates' Courts Rules 1981, rule 66(1):

*"The clerk of the court shall enter, in a register kept for the purpose, a minute or memorandum of the substance of the adjudication."*

That means:

- Liability orders → must be entered.
- Warrants of entry → must be entered.
- Committals, fines, or other orders → must be entered.

**Note:** A summons, by contrast, is not an adjudication — it's a procedural step before one — so it doesn't appear as a Memorandum of Entry.

Because His Majesty's Courts and Tribunals Service (HMCTS) confirms that a certified extract of the register is the "gold standard" proof of an order, asking for a record you doubt exists becomes the sharpest legal blade you can wield.

If a company insists that "the court issued an order," ignore the theatre and ask for the **certified extract**.

If they can't produce it, their supposed authority collapses on the spot.

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## 2.2 The Enforcement MoE — The After-Entry Receipt

This second version comes into play only when an enforcement agent (commonly called a bailiff) actually enters your private home.

If they never crossed the doorstep — if they just knocked, spoke through the door, or posted a letter — then no Memorandum of Entry duty arises. In those cases, the paper they leave behind is usually a "Removal Notice" or, more often, a piece of bluff mail dressed up to look official.

But the moment they set foot inside, the UK law becomes crystal clear.

Under Schedule 12, paragraph 28 of the Tribunals, Courts and Enforcement Act 2007, and Regulation 30 of the Taking Control of Goods Regulations 2013, the agent must leave behind a written record of what took place.

**Note:** Practitioners often call this the Memorandum of Entry, even though the regulations themselves simply call it a notice.

**Tribunals, Courts and Enforcement Act 2007, Schedule 12, paragraph 28:**



*“After entering premises to search for and take control of goods, the enforcement agent must provide a notice for the debtor, giving information about what the enforcement agent is doing. If the debtor is not there, the enforcement agent must leave the notice in a conspicuous place.”*

**Source:** <https://www.legislation.gov.uk/ukpga/2007/15/schedule/12>

### **Taking Control of Goods Regulations 2013, Regulation 30:**

*“Where an enforcement agent has entered premises to search for or take control of goods, he must provide a notice for the debtor containing the following information:*

- (a) the name and address of the debtor;*
- (b) the date and time of entry;*
- (c) the name of the enforcement agent;*
- (d) the details of the authority under which the enforcement agent acts; and*
- (e) what the enforcement agent did while at the premises.”*

**Source:** <https://www.legislation.gov.uk/uksi/2013/1894/regulation/30>

If goods are taken, Regulation 33 then requires an inventory, and this one must be signed by the agent:

*“Where goods are taken into control, the enforcement agent must provide an inventory of the goods, and the inventory must be signed by the enforcement agent.”*

**Source:** <https://www.legislation.gov.uk/uksi/2013/1894/regulation/33>

A small but important distinction:

- The Notice After Entry (Reg. 30) doesn't legally have to be signed, because it's a factual record, not a legal instrument.
- The Inventory (Reg. 33) does have to be signed, because it confirms the legal act of taking goods into control.
- By contrast, any warrant, statutory notice, or formal document giving authority for entry must always be signed by an authorised person - otherwise, it has no legal standing at all.

So, in short:

If an enforcement agent claims to have entered under legal authority, you don't need to argue — you can simply ask for the paperwork that proves it. Request the **Notice after Entry** (their written record of what took place) and, if they say they acted on a warrant, the Court's certified extract that shows it exists.

The moment those records can't be produced, the claim of authority collapses - because in the legal world, if it isn't written down, it isn't real.



### 2.3 Why It's Confusing but Powerful

It's confusing because the same phrase — Memorandum of Entry — is used for both a solemn court record and a bailiff's after-visit note.

It's convenient for councils and agents, who'd rather you didn't ask too many questions.

But it's powerful for you, because once you know the difference, you can cut through the bluff in seconds.

So, when you hear "Memorandum of Entry", remember:

### Court Memorandum of Entry vs. Enforcement Memorandum of Entry

Court Memorandum of Entry	Enforcement Memorandum of Entry
Made by the court clerk	Made by the enforcement agent
Covers liability orders, warrants, fines, committals, other adjudications	Covers an enforcement agent's physical entry into premises
Stored in the magistrates' court register	Left at the property or handed to the alleged debtor
Proof: certified extract of the court register	Proof: the notice itself (and a signed inventory if goods were taken)
Without it, the order doesn't exist	Without it, the entry is illegal

### 2.4 Two Faces, One principle

Whether it's written by a court clerk or an enforcement agent, the Memorandum of Entry serves one unbreakable rule: if power is claimed, it must be recorded.

That's the principle that joins its two faces — the Court MoE, proving that an order or warrant truly exists, and the Enforcement MoE, proving what happened when that authority was used.

Together, they form the paper spine of accountability.

One without the other is like a play without a script — lots of noise, but no story underneath.

So, if a company or agent claims to have acted on a court order but no Memorandum of Entry exists, they're not standing in honour at all.



They're performing theatre, hoping you won't ask to see the script — and that, in plain terms, looks less like enforcement and more like an attempt to extract money or belongings under false pretences.

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## **2.5 Should Hold Proof — and What You're Actually Asking For**

When you ask for proof that an order or warrant exists, what you're really asking for is a certified extract of the court register — the sealed or stamped copy of that entry.

If any company claims to have a liability order or warrant of entry, they should already hold that certified extract as the foundation of their authority.

If they refuse or can't produce it, their claim isn't supported by any legal record.

At that point, you can verify the truth directly with the magistrates' court itself — and if the entry doesn't exist, neither does their legal authority.

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## **2.6 What About the Other Courts?**

Strictly speaking, the phrase "Memorandum of Entry" belongs to the magistrates' courts only.

But the same rule — nothing is real until it's recorded — runs through every level of the judicial system.

Above the magistrates, the name changes, but the purpose never does.

- **County Court:**
  - The County Courts Act 1984, section 75 requires a Register of Judgments, Orders and Fines.
  - Each judgment, order, or warrant is entered there, and the official proof is a sealed copy of the order or a certified extract of that register.
  - There's also a public "Register of Judgments" for credit purposes, but that's separate.
  
- **High Court:**
  - The High Court keeps Writ Registers, Order Books, and Cause Books.
  - Writs of Control or Possession are entered into the Writ Register under the supervision of the Senior Master of the King's Bench Division.
  - The proof is the sealed writ or order itself, or a certified record from those books.
  
- **Crown Court:**
  - Criminal matters are recorded digitally in HMCTS's case-management systems (DCS/XHIBIT).
  - The certified digital record serves the same function — it's the official confirmation that the court acted.



## How Different Courts Record Their Decisions

Court Level	What the “Entry” Is called	Where it’s kept	Equivalent to Magistrates’ “Memorandum of Entry”?
Magistrates’ Court	Memorandum of Entry (Rule 66, MCR 1981)	Magistrates’ Court Register	✓ Direct term
County Court	Register of Judgments, Orders and Fines / Sealed Order	Court Register (CCA 1984 s.75)	✓ Functional equivalent
High Court	Writ Register / Order Book / Cause Book	Division Registry (Senior Master)	✓ Functional equivalent
Crown Court	Digital Case Record (XHIBIT / DCS)	HMCTS Digital System	✓ Functional equivalent

So, while the magistrates call it a Memorandum of Entry, higher courts give it other names.

The rule never changes: every genuine court decision must appear in that court’s official record, and only a sealed or certified document proves it.

### In summary:

- Court MoE = proof of lawful decision.
- Enforcement MoE = proof of lawful action.
- No MoE = no proof at all — and when someone acts without it, they’re not enforcing the law; they’re performing theatre.

So, if a company, council, or enforcement agent claims to hold a liability order or a warrant of entry, remember that you have every right to question and verify that claim.

Alongside challenging a claim (if you choose to do so), you can also request the certified extract of that entry — the “gold standard,” the court’s own record proving that any order or warrant was ever legally made and entered into the register.

If they can’t provide it, their story belongs in the same place as magical unicorns living on the moon — charming to imagine, but nowhere to be found in the real world.

### FUN FACT BOX

## THE FAKE COURT FIASCO

Not every “court” named in company letters or enforcement paperwork is a genuine, registered court. Some sound grand enough to fool anyone — but if they’re not officially recognised by His Majesty’s Courts and Tribunals Service, their so-called “orders” carry no legal standing whatsoever.

It’s a reminder that names can be printed, seals can be copied, but true legal authority can only come from a properly registered court. The rest is theatre with letterheads.



You can check whether a court is officially registered with His Majesty's Courts and Tribunals Service here:

<https://www.find-court-tribunal.service.gov.uk/>

## Chapter 3 — Requesting the Memorandum of Entry (and How to Use It)

Knowing what a Memorandum of Entry is gives you understanding; knowing how to ask for it gives you power.

In truth, you should never have to hunt for it.

Any council, company, or enforcement agent claiming to hold authority — whether through a liability order or a warrant of entry — must already have the paperwork to prove it, and must produce that proof when requested.

But when those claims start to sound theatrical, this chapter shows you how to pull back the curtain — how to ask, who to ask, and what to expect in return.

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### **3.1 Requesting the Memorandum of Entry from the Claimant**

Whenever a council, enforcement company, or any other organisation claims to act under the authority of a court order or warrant, that claim must be supported by evidence.

They cannot simply assert that “a court has authorised it.”

If they rely on such authority, they must already hold — and be ready to produce — a certified extract of that order or warrant, commonly referred to as the Memorandum of Entry.

Under the principles of transparency, accountability, and data-protection law, any organisation that processes or handles data in connection with enforcement has a legal duty to disclose the evidence it relies upon.

This applies equally to councils, utility providers, enforcement companies, and any other agents or contractors acting under court authority.

They must keep accurate records and produce copies of any court-issued documents that justify their actions.

Your first step is straightforward: exercise your right of access by submitting a Data Subject Access Request (DSAR).

The right applies whether the organisation is a data controller or data processor.

They are legally required to respond within one calendar month and to provide the information free of charge.



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### 3.2 If the Organisation Is a Data Controller

A data controller determines the purpose and manner of processing your data — for example, a council, creditor, or utility company that applies for or enforces a court order in its own name.

They are directly responsible for providing all information and evidence they rely upon, including certified extracts of orders and related records.

#### Example Letter — DSAR to Data Controller

To: The Data Protection Officer

[Name of Organisation]

[Address and Date]

Subject: Data Subject Access Request — Certified Extract of [Court Order / Warrant]  
(Memorandum of Entry)

Dear Sir or Madam,

This correspondence constitutes a Data Subject Access Request under Article 15 of the UK GDPR and section 45 of the Data Protection Act 2018.

[Name of Organisation] has claimed to hold or act under authority for enforcement concerning [name of entity as shown on correspondence] at [address as shown on correspondence].

Under its legal obligations of transparency and accountability as a data controller, the organisation is required to disclose the following information and records:

1. A certified extract (Memorandum of Entry) of the [court order / warrant] relied upon by [name of organisation];
2. The date, court name, and reference number associated with that [order / warrant]; and
3. Any accompanying document or instruction received from the court confirming that authority.

The information forms part of the records held and relied upon by the organisation and must therefore be provided in full and without charge within one calendar month of receipt of this request.

My regards,



By:

All Rights Reserved

FULL NAME

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### **3.3 If the Organisation Is a Data Processor**

A data processor acts only on the instructions of another party (the data controller).

For example, an enforcement company working under contract from a council or creditor may be a processor rather than a controller.

Even so, a processor cannot refuse a DSAR.

Under Article 28(3)(h) of the UK GDPR, processors must assist the controller in handling data-subject access requests.

That means they must either provide the data they hold (if authorised) or identify and forward the request to the controller without delay.

### **Example Letter — DSAR to Data Processor**

To: The Data Protection Officer

[Name of Organisation]

[Address or Email if known]

Subject: Data Subject Access Request — Enforcement Records and Certified Extract of [Court Order / Warrant] (Memorandum of Entry)

Dear Sir or Madam,

This correspondence constitutes a Data Subject Access Request under Article 15 of the UK GDPR and section 45 of the Data Protection Act 2018.

[Name of Organisation] has undertaken or participated in enforcement activity concerning [name of entity as shown on correspondence] at [address as shown on correspondence].

Whether acting as a data controller or a data processor, your organisation is required to provide or facilitate disclosure of the following information and records:

1. A certified extract (Memorandum of Entry) of the [court order / warrant] relied upon by [name of organisation];



2. The date, court name, and reference number associated with that [order / warrant]; and
3. Any accompanying document or instruction received from the court or creditor confirming that authority.

If [name of organisation] acts solely as a data processor, you remain bound by Article 28(3)(h) UK GDPR to assist the data controller in fulfilling this request and to forward or coordinate disclosure without delay.

This request must be complied with in full and without charge within one calendar month of receipt of this request.

My regards,

By:

All Rights Reserved

FULL NAME

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### **3.4 What to expect:**

An organisation making such a claim should respond with either:

- A certified or stamped extract confirming the [order / warrant] relied upon; or
- A clear written statement identifying the controller or confirming that no such record exists.

If the reply states “no record found” or fails to include certified proof, the claimed authority is not established.

At that stage, the matter can be verified directly with the Magistrates’ Court (see next section).

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### **3.5 Verifying the Record with the Magistrates’ Court**

If a council, company, or enforcement firm fails to provide certified proof of any order or warrant they claim to rely on, the next step is to verify the record directly with the Magistrates’ Court.

This allows you to confirm, from the original source, whether an entry actually exists.

A Memorandum of Entry is the official court record showing that a decision, order, or warrant was made.

Only the court holds this register — so if the organisation’s evidence appears incomplete, inconsistent, or missing, a short written request to the court will clarify the matter.



You are entitled to request either:

- A certified extract from the court register showing the entry (this may involve a small fee), or
- A written confirmation that no such entry exists.

A “no record found” reply means the court has no entry for the order or warrant — confirming that someone’s “authority” turned out to be little more than a puff of official-sounding hot air.

**Note:** Unlike a DSAR made to a company or council, which concerns your personal data, the court’s register is a judicial record.

It forms part of the court’s official case register, not a record of data processing, and therefore falls outside the scope of the UK GDPR.

Because of this, the court is not required to provide it free of charge.

Instead, a small administrative fee may apply for producing a certified extract (the official stamped copy of the entry).

However, you can first write to ask whether any entry exists, and request that the court confirm in advance if a fee will be required before issuing the certified copy.

### **Tip — If You Only Want Confirmation**

If you simply want to know whether an entry exists before paying for an official certified extract, you can adapt the request below like this:

“Before producing a certified copy, please first confirm whether any entry appears in the court’s register in relation to the above matter, and whether any fee would apply if a certified extract were requested.”

This approach often gets you a free written confirmation from the court that either:

- “No entry is found,” or
- “An entry exists and a fee of £[amount] applies for a certified extract.”

Only once you know that a record exists would you then decide whether to pay for the certified document.

### **Example Letter — Request to Magistrates’ Court for Certified Extract (Memorandum of Entry)**

To: The Court Manager / Justices’ Clerk

[Name of Magistrates’ Court]

[Address or Email if known]



Subject: Request for Certified Extract of [Court Order / Warrant] — Court Register  
(Memorandum of Entry)

Dear Sir or Madam,

I request a certified extract from the court register under Rule 66(1) of the Magistrates' Courts Rules 1981.

Correspondence received from [name of organisation] claims that this court issued a [court order / warrant] concerning [name of entity as shown on correspondence] at [address as shown on correspondence].

Please confirm whether any such [order / warrant] has been issued.

If so, please provide a certified extract of the register (Memorandum of Entry) showing the date, parties, and nature of the adjudication.

If no such record exists, confirm this in writing.

My regards,

By:

All Rights Reserved

FULL NAME

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## Chapter 4 — Power, Paperwork, and Perspective

Knowledge really is a strange thing.

Most people think it hides in libraries, in offices, or in thick folders stamped “official.”

But once you’ve followed this far, you know better: real knowledge lives in the hands of the person who asks the right question and demands the right proof.

You’ve now seen that every impressive-sounding “authority” — councils, companies, enforcement agents — is just another actor on the stage until they produce their script: the paperwork.

Once you ask for it, the lights come on, the music stops, and the performance changes entirely.

If you ever doubted your position, remember this:

- the Memorandum of Entry isn’t mystical, secret, or unreachable.
- it’s simply the record that separates truth from theatre.

And the moment you know how to request it — calmly, clearly, and in writing — you hold the power that keeps everyone honest.



So, keep your letters sharp, your records tidy.

Because once you understand how the system really works, it's hard not to smile when someone waves "authority" around without evidence.

You'll know exactly what to say:

**"Show me the paperwork."**

Every time you do, you teach the party you are dealing with to behave a little better.

And that, quietly and steadily, is how ordinary people change the balance of power — one document, one question, and one bit of knowledge at a time.

### FUN FACT BOX

## THE FAKE POLICE STATION

In 2011, residents in Kunming, China, discovered a fully operational fake police station — complete with officers, uniforms, flashing lights, and stacks of impressive-looking "official" documents.

It looked entirely legitimate until a real investigator asked for the supporting paperwork.

Not a single record could be verified.

Within days, the building was empty, the signs were gone, and the "officers" vanished without a trace.

Turns out, even fake authority can only last until someone asks for proof.

### **Moral of the story:**

The moment you ask for the paperwork, the illusion collapses.

### **Closing Note**

Thank you for reading — and for caring enough to learn what most people never question.

Every time you share this knowledge, you make it harder for misinformation, intimidation, or empty claims to stand unchallenged.

The more people that know how to ask for proof, the fewer places false authority has to hide.

Keep your curiosity alive, keep your paperwork close, and never underestimate the quiet power of a well-written letter.

Because in the end, the system doesn't run on force — it runs on documents.

**For more information, videos, courses, books and learning, visit**  
[www.thesovereignproject.live](http://www.thesovereignproject.live)