

Notice of change of solicitor

Note:

You should tick either box A **or** B as appropriate **and** box C. Complete details as necessary.

Name of court	Claim No.
Name of Claimant <i>(including ref.)</i>	
Name of Defendant	

I (We) give notice that

A ☐ my solicitor *(insert name and address)*

has ceased to act for me and I shall now be acting in person.

B ☐ we *(insert name of solicitor)*

have been instructed to act on behalf of the claimant (defendant) in this claim
in place of *(insert name and address of previous solicitors)*.

C ☐ I (we) have served notice of this change on every party to the claim (and on the former solicitor).

Address to which documents about this claim should be sent (including any reference)

	If applicable	
	Telephone no.	
	Fax no.	
	DX no.	
	Your ref.	

Postcode

E-mail	
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Signed

(Claimant)(Defendant)(’s solicitor)(Litigation friend)

Position or
office held

If signing on behalf of firm or company

Date

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.