Request for payment out of money in court to satisfy a Part 36 offer

CFO 201
(12.11)

Full account name

Name of court

Claim number

CFO account number

On what date did you accept an offer to settle under Part 36?

How much money is to be paid out of court? £ :

A) Is permission of the court required to accept this offer? ☐ Yes ☐ No

B) Is the claimant a child or protected party? ☐ Yes ☐ No

C) Is the claimant in receipt of services funded by the Legal Services Commission as part of the Community Legal Service. ☐ Yes ☐ No

Either:

D) ☐ The money was paid into court under Part 36 of the Civil Procedure Rules **before 6 April 2007**

OR

E) ☐ Form CFO 202 is attached

continued overleaf ➥

Notes

A) Permission of the court to accept a Part 36 offer is required if any of the following apply:

- The offer was made by one or more, but not all, defendants and rule 36.12(4) of the Civil Procedure Rules (CPR) applies.
- CPR 36.15(3)(b) applies, further deductible benefits have been paid to the claimant since the date of the offer and the relevant period has expired.
- An apportionment is required under CPR rule 41.3A (claims under Fatal Accidents Act 1976 and Law Reform (Miscellaneous Provisions) Act 1934).
- The trial has started.
- The offer was made before 6 April 2007 (unless the parties have agreed liability for costs or a further offer has been made since 6 April 2007).

B) An order of the court is required before a settlement in favour of a child or protected party is valid (rule 21.1(2)) and the order will deal with the payment out of any money in court (CPR 21.10). Form CFO 200 must be used.

C) You must indicate whether you have ever been in receipt of services funded by the Legal Services Commission.

D) You need to fill in the defendant('s solicitors) bank details. You will find these on Form N242A, notice of payment into court, which the defendants sent to you when they deposited the money in court.

How to contact the Court Funds Office

Customer Helpline
0845 223 8500

Email
enquiries@cfo.gsi.gov.uk

Address
Court Funds Office
Glasgow
G58 1AB

Court Funds Office
DX 501757
Cowglen

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Claimant's details

Name (or name of Solicitor)

I am the Claimant/Claimant's solicitor

Address

Postcode

Ref.

If payment is to be made to a bank outside of the UK

Iban no.

Swift/BIC code

Name of bank

Address

Postcode

Account name

Account no.

Sort code

Defendant's details

Name (or name of Solicitor)

Defendant/Defendant's solicitor

Address

Postcode

Ref.

If payment is to be made to a bank outside of the UK

Iban no.

Swift/BIC code

Name of bank

Address

Postcode

Account name

Account no.

Sort code

Signature

This form should be signed either by the claimant or, if a solicitor is on record, a partner in the solicitors' firm.
If the claimant signs the form their signature must be witnessed.

Signed

Date

Partner's name

Name of firm

Signature of witness

The witness should know the payee personally and be a professional person or a person of standing in the community. It must not be signed by a relative of the payee. See attached list of acceptable witnesses.

I certify that the person has signed the form in my presence and to the best of my knowledge is the person to whom the sum is due.

Signed

Date

Name

Address

Occupation

Postcode

List of acceptable witnesses

(09.11)

Accountant

Airline pilot

Articled Clerk of a limited company

Assurance agent of recognised company

Bank/Building Society official

Barrister

Chairman/Director of limited company

Chiropodist

Commissioner of Oaths

Councillor (local or county)

Civil Servant (permanent)

Dentist

Director/Manager of a VAT-registered charity

Director/Manager/Personnel Officer of a VAT-registered company

Doctor

Engineer (with professional qualifications)

Financial services intermediary (eg. a stockbroker or insurance broker)

Fire service official

Funeral director

Insurance agent (full time) of a recognised company

Journalist

Justice of the Peace

Legal secretary
(fellow or associate member of the Institute of Legal Secretaries and PAs)

Licensee of public house

Local Government Officer

Manager/Personnel Officer (of a limited company)

Member, associate or fellow of a professional body

Member of Parliament

Merchant Navy officer

Minister of a recognised religion (including Christian Science)

Nurse (RGN and RMN)

Officer of the armed services (active or retired)

Optician

Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)

Person with honours (an OBE or MBE, for example)

Pharmacist

Photographer (professional)

Police Officer

Post Office official

President/Secretary of a recognised organisation

Salvation Army officer

Social worker

Solicitor

Surveyor

Teacher, lecturer

Trade union officer

Travel agent (qualified)

Valuer or auctioneer
(fellows and associate members of the incorporated society)

Warrant Officers and Chief Petty Officers

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