Management of a protected beneficiary's fund

(where the award is £10,000 or more but less than £30,000)
(Pre-Investment hearing)

CFO 320PB
(12.11)

The litigation friend should complete only Parts A to E, where applicable, before the hearing and bring the form to the hearing.

Part A

Full case title

Claimant

Defendant

Name of the court where the hearing is to be held

Claim number

What is the date of the investment hearing?

Have you read the fact sheet that accompanies this form?

☐ Yes ☐ No

Does the protected beneficiary have a regular income?

☐ Yes ☐ No

If Yes, state the amount per year

£ :

Does the protected beneficiary have an income tax liability?

☐ Yes ☐ No

Does a legal aid charge apply?

☐ Yes ☐ No

If Yes, please enter your legal aid reference below

Litigation friend solicitors' details

Name

Address

Postcode

Solicitors reference

Part B

You should ensure that the information requested in Part B is completed accurately. The Court Funds Office will use the details provided to set up the protected beneficiary's account.

Full name of protected beneficiary

Protected beneficiary's date of birth

Full name of litigation friend

Address

Postcode

Contact telephone number

E-mail address

Address of protected beneficiary if different to that of litigation friend

Postcode

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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Part C

Only complete **Part C** if a 'one off' immediate payment or the setting up of a regular payment is required from the fund. You must state how much you require and why you need it. It is for the judge to approve or reject any such requests at the investment hearing.

Subsequent payments or regular payments can only be made through an **application to the court** (not the Court Funds Office). If you do not require an immediate payment or wish to set up a regular payment, please go to **Part D**.

☐ **One off payment** - please provide your bank details below

Amount required

£ ☐☐☐☐☐☐☐☐☐ : ☐☐

This payment is required for

evidence of costs may be required

☐ **Regular payment** - please provide your bank details below

Amount required

£ ☐☐☐☐☐☐☐☐☐ : ☐☐

This payment is required for

evidence of costs may be required

To be paid

☐ Monthly ☐ Every 6 months

☐ Quarterly ☐ Annually

Please state the **day of the month** that money should reach your account (ie. 21st).

☐ day of the month

Bank details - only complete when a payment is requested

Name of bank

Address

Postcode

Account name

Account no.

Sort code

Please provide a copy bank statement or letter from your bank dated within the last three months confirming the bank details provided on this form.

Part D

Only complete **Part D** if you are representing a protected beneficiary and:

- The award is £10,000 or more but less than £30,000, and
- The award is likely to remain in court for five years or more.

Please read the accompanying factsheet before completing this section.

The percentage of the fund invested in the Equity Index Tracker Fund will depend on whether income is likely to be required from the fund.

Is the award of £10,000 or more and likely to remain in court for five years or more?

☐ Yes ☐ No If No, please go to Part E

When managing the investment: (tick only **one** box)

☐	I would like up to 65% of the fund invested in the Equity Index Tracker Fund. The remainder should be held on the special account earning interest only. I will not require access to the fund for the next 10 years.	ONE
☐	I would like 50% of the award invested in the Equity Index Tracker Fund. I may require access to the fund within 5 to 10 years.	TWO
☐	There will be a regular requirement to access the fund as detailed in **Part C** of this form.	THREE
☐	I would like all the money to be placed in the special account.	FOUR

Statement: I understand that as a result of the judicial decision, some of the fund may be invested in the Equity Index Tracker Fund and I am content for this to happen.

☐ Yes ☐ No

If No, please give reasons

Note: Ticking the 'No' box does not guarantee the money will not be invested – the information provided is to help the judge make a decision. The final decision rests with the judge.

Part E

Name of litigation friend

Signature

Date

To be completed by the judge

Section 1 — May be completed by court staff

Full case title

Claimant

Defendant

Claim number

In attendance at the hearing

Current funds in court

£ :

Total to be invested

£ :

Section 2 — Only to be completed by the judge

Full name of protected beneficiary

Protected beneficiary's date of birth

Section 3 — Only to be completed by the judge

One off/regular payments – please refer to Part C

☐ One off payment of

£ :

☐ Regular payment of

£ :

To be paid

☐ Monthly ☐ Every 6 months

☐ Quarterly ☐ Annually

Please state the **day of the month** that money should reach the account.

day of the month

Has a copy bank statement/letter been provided?

☐ Yes ☐ No

Section 4 — Only to be completed by the judge

Investment instructions – please refer to Part D

Money may only be invested in the EITF where the protected beneficiary has between £10,000 and £29,999.99 held in court and the money is likely to be invested for five years or more.

Investment policy

☐ Capital growth	ONE
☐ Capital growth and income	TWO
☐ Maximum income	THREE
☐ Place all funds on special	FOUR

Income directions – to manage any interest or dividend payments gained from the investment

☐ Re-Invest in special account ☐ Pay litigation friend

☐ Special instruction (specify in box below)

Please see Handbook for Judges and use this box to detail your instructions

Signature

Name of judge

Date