Request for deposit

CFO 100
(12.11)

If you are paying in for the benefit of more than one claimant, you must complete a seperate form for each claimant

Full case name, as it appears on the court order or claim form

Name of court in which your claim is proceeding

Claim No.

Has a previous deposit been made in this case? ☐ Yes ☐ No

Does this case involve: ☐ a child ☐ a protected beneficiary ☐ N/A

How much are you paying into court? £ :

Complete only **one** of the following sections

1. Has the court ordered you to pay money into court? If Yes, give the date of the order and attach a sealed copy of the order to this form. If you do not have a sealed copy of the order, then you must get the court to seal this form.

Date of court order

2. Are you paying money into court in support of a defence of tender?
If Yes, complete this section and attach a copy of the defence and a sealed copy of the claim form.

On behalf of

against the claim of

3. Only complete this section if the other two sections above are not applicable, such as in the case of a refund of an over payment.

My reason for paying money into court is:

Signed

Date

Name (or name of Solicitor)

I am the Claimant/Defendant/Claimant's solicitor/Defendant's solicitor

Address

Postcode

Ref.

Name of the other side

Address

Postcode

Ref.

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

How to pay
Cheques must be made payable to:
Accountant General of the Senior Courts

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