Management of a child's fund (Pre-Investment hearing)

CFO 320
(12.11)

The litigation friend should complete only Parts A to E, where applicable, before the hearing and should **bring the child's original birth certificate or certified copy with the form to the hearing. Please complete one form per child.**

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 child have a regular income?

☐ Yes ☐ No

If Yes, state the amount per year

£ :

Does the child 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 child's account and will administer the fund until the child reaches 18 or the court directs otherwise.

Full name of child

Child's date of birth

Full name of litigation friend

Address

Postcode

Contact telephone number

E-mail address

Address of child 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 the child that you are representing is **under 13 years of age and** the award is **£10,000 or more**. Please read the accompanying fact sheet before completing this section.

The percentage of the fund invested in the Equity Index Tracker Fund will depend on the number of years until the child reaches 18 and the investment policy decided.

Is the child under 13 years of age with an award of £10,000 or more?

☐ Yes ☐ No

If you answer 'No' to the above question please go to Part E at the bottom of this form to sign and date.

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

☐	I would like up to 70% of the fund invested in the Equity Index Tracker Fund. The remainder should be held on the special account earning interest only.	ONE
☐	I would like some of the fund invested in the Equity Index Tracker Fund. I may require access to the fund whilst it is held in court.	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 child

Child's date of birth

Full name and date of birth confirmed?

☐ Yes ☐ No

Birth certificate witnessed?

☐ Yes ☐ No

Majority direction given?

☐ Yes ☐ No

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

Money may only be invested in the EITF where the child has £10,000 or more held in court and five years or more until majority.

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

Name of judge

Signature

Date