

# Notice of change of legal representative

## Note:

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

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

I (We) give notice that

A ☐ my legal representative *(insert name and address)*

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

B ☐ we *(insert name of legal representative)*

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

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

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	
--------	--

Signed

(Claimant)(Defendant)(’s legal representative)  
(Litigation friend)

Position or  
office held

If signing on behalf of firm or company

Date

For further details of the courts [www.gov.uk/find-court-tribunal](http://www.gov.uk/find-court-tribunal)

When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.