

Full account name

Case number

CFO account number

If more than one person has changed their name a form CF0301 must be completed for each person.

The change of name is for:

- | | |
|---|---|
| <input type="checkbox"/> me as litigation friend | complete question A, C and D . Then sign page 2 |
| <input type="checkbox"/> me as a deputy | complete question A, C and D . Then sign page 2 |
| <input type="checkbox"/> for protected beneficiary/Court of Protection client | complete question B, C and D . Then sign page 2 |
| <input type="checkbox"/> for a child under the age of 18 | complete question B, C and D . Then sign page 2 |

A. Litigation Friend/Deputy

What is your new name?

What is your old name?

B. On behalf of an adult or a child under 18

What is their new name?

What is their old name?

What is your name?

C. When did the name change?

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D. How did the name changed? You must attach a certified copy of the relevant document to this form.

- ☐ Marriage
 ☐ Deed poll
 ☐ Other (please specify)

continued overleaf 

How to contact the Court Funds Office

Customer Helpline

0300 0200 199

Email

enquiries@cfo.gsi.gov.uk

Address

Court Funds Office	Court Funds Office
Sunderland	DX 328004
SR43 3AB	Sunderland 19

For full details of how your information is used please see our privacy notice at <https://www.gov.uk/government/collections/court-funds-office-forms> or contact CFO who will provide you with a copy.

Declaration

- ☐ I declare that I am the person named in the attached document.
- ☐ I am signing on behalf of the person named in the attached document.

If the person named is a child/protected beneficiary or Court of Protection client the Litigation Friend or Deputy must sign on their behalf.

Signed	<div></div>	Date	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Name	<div></div>	Address	<div></div>
Telephone no.	<div></div>	Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

Signature of witness

Your signature must be witnessed by a person before whom an affidavit may be sworn. See below for list of acceptable witnesses.

Signed	<div></div>	Date	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Name	<div></div>	Address	<div></div>
Occupation	<div></div>	Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Telephone no.	<div></div>		

List of acceptable witnesses

- | | |
|--|--|
| Commissioner for Oaths | Any Justice of the Peace |
| Persons specified in the Legal Services Act 2007 (for example, a practicing solicitor) | Certain officials of any county court appointed by the judge of that court for that purpose (please contact your local court for more details) |
| Certain officials of the Senior Courts | |
| A circuit judge or district judge | |