

# Request for payment out of money in court to satisfy a Part 36 offer

CFO 201  
(01.19)

Full account name


Name of court

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Claim number

--

CFO account number

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On what date did you accept an offer to settle under Part 36?

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How much money is to be paid out of court?

£										:		
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A) Is permission of the court required to accept this offer?

☐ Yes

☐ No

B) Is the claimant a child or protected party?

☐ Yes

☐ No

C) Is the claimant in receipt of services funded by the Legal Services Commission as part of the Community Legal Service or under arrangements made for the purposes of Part 1 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

☐ Yes

☐ No

Either:

D) ☐ The money was paid into court under Part 36 of the Civil Procedure Rules **before 6 April 2007**

**OR**

E) ☐ Form CFO 202 is attached

continued overleaf ➡

## Notes

**A)** Permission of the court to accept a Part 36 offer is required if any of the following apply:

- The offer was made by one or more, but not all, defendants and rule 36.12(4) of the Civil Procedure Rules (CPR) applies.
- CPR 36.15(3)(b) applies, further deductible benefits have been paid to the claimant since the date of the offer and the relevant period has expired.
- An apportionment is required under CPR rule 41.3A (claims under Fatal Accidents Act 1976 and Law Reform (Miscellaneous Provisions) Act 1934).
- The trial has started.
- The offer was made before 6 April 2007 (unless the parties have agreed liability for costs or a further offer has been made since 6 April 2007).

**B)** An order of the court is required before a settlement in favour of a child or protected party is valid (rule 21.1(2)) and the order will deal with the payment out of any money in court (CPR 21.10). Form CFO 200 must be used.

**C)** You must indicate whether you have ever been in receipt of services funded by the Legal Services Commission or the Legal Aid Agency.

**D)** You need to fill in the defendant(s) solicitors bank details. You will find these on Form N242A, notice of payment into court, which the defendants sent to you when they deposited the money in court.

## How to contact the Court Funds Office

### Customer Helpline

0300 0200 199

### Email

enquiries@cfo.gsi.gov.uk

### Address

Court Funds Office  
Sunderland  
SR43 3AB

Court Funds Office  
DX 328004  
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.

Name (or name of Solicitor)	<input type="text"/>
I am the	Claimant/Claimant's solicitor
Address	<input type="text"/>
	Postcode <input type="text"/>
Ref.	<input type="text"/>
If payment is to be made to a bank outside of the UK	
Iban no.	<input type="text"/>
Swift/BIC code	<input type="text"/>

Address

Postcode

Account name

Account no.

Sort code

Name (or name of Solicitor)	<input type="text"/>
Defendant/Defendant's solicitor	
Address	<input type="text"/>
	Postcode <input type="text"/>
Ref.	<input type="text"/>
If payment is to be made to a bank outside of the UK	
Iban no.	<input type="text"/>
Swift/BIC code	<input type="text"/>

Address

Postcode

Account name

Account no.

Sort code

This form should be signed either by the claimant or, if a solicitor is on record, a partner in the solicitors' firm. If the claimant signs the form their signature must be witnessed.

**Signed**

Date \_\_\_\_\_

**Partner's  
name**

Name of firm

The witness should know the payee personally and be a professional person or a person of standing in the community. It must not be signed by a relative of the payee. See attached list of acceptable witnesses.

**I certify that the person has signed the form in my presence and to the best of my knowledge is the person to whom the sum is due.**

**Signed**

Date \_\_\_\_\_

Name

**Address**

## Occupation

Postcode

Accountant	Nurse (RGN and RMN)
Airline pilot	Officer of the armed services (active or retired)
Articled Clerk of a limited company	Optician
Assurance agent of recognised company	Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
Bank/Building Society official	Person with honours (an OBE or MBE, for example)
Barrister	Pharmacist
Chairman/Director of limited company	Photographer (professional)
Chiropodist	Police Officer
Commissioner of Oaths	Post Office official
Councillor (local or county)	President/Secretary of a recognised organisation
Civil Servant (permanent)	Salvation Army officer
Dentist	Social worker
Director/Manager of a VAT-registered charity	Solicitor
Director/Manager/Personnel Officer of a VAT-registered company	Surveyor
Doctor	Teacher, lecturer
Engineer (with professional qualifications)	Trade union officer
Financial services intermediary (eg. a stockbroker or insurance broker)	Travel agent (qualified)
Fire service official	Valuer or auctioneer (fellows and associate members of the incorporated society)
Funeral director	Warrant Officers and Chief Petty Officers
Insurance agent (full time) of a recognised company	
Journalist	
Justice of the Peace	
Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)	
Licensee of public house	
Local Government Officer	
Manager/Personnel Officer (of a limited company)	
Member, associate or fellow of a professional body	
Member of Parliament	
Merchant Navy officer	
Minister of a recognised religion (including Christian Science)	

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