

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 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

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.



