

Notice of change of solicitor

For office use only

Case no.

Full name of person to whom the application relates
(this is the person who lacks, or is alleged to lack, capacity)

Please read first

- You must complete this notice and file it with the court if you:
 - are changing the solicitor who is acting for you;
 - have been conducting the proceedings in person and are now appointing a solicitor to act on your behalf; or
 - have had a solicitor acting on your behalf and now intend to act in person.
- You may have to pay a fee when you make an application. Refer to the leaflet COP44 Court of Protection – Fees for details
- If you are applying for an order declaring that the solicitor acting for another party has ceased to act, then you need to use the COP9 application notice.
- You must provide a copy of this notice to every other party to the proceedings. If applicable, you must also provide a copy to the solicitor who is ceasing to act for you.
- The court will not consider that a change has occurred until you have filed this notice.
- Please continue on a separate sheet of paper if you need more space to answer a question. Write the case number, your name, the name of the person to whom the application relates, and the number of the question you are answering on each separate sheet.
- For assistance in completing the form please see guidance notes and website:
www.gov.uk/court-of-protection
- Court of Protection staff cannot give legal advice. If you need legal advice please contact a solicitor.

Section 1 - Your details (party changing solicitor)

1.1 ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Other _____

First name

Middle name(s)

Last name

Address
(including
postcode)

Telephone no.

1.2 What is your role in these proceedings?

☐ Applicant (the person who filed the COP1 application form)

☐ Respondent

☐ Other (please provide details)

Section 2 - Change of solicitor

2.1 I give notice that:

☐ I am changing the solicitor who is acting for me.

☐ I have been conducting the proceedings in person but am now appointing a solicitor to act on my behalf.

☐ I have had a solicitor acting on my behalf but now intend to act in person.

2.2 Details of solicitor being appointed (if applicable)

Name of solicitor

Name of firm

Address
(including postcode)

Telephone no.

Fax no.

DX no.

E-mail address

2.3 Details of solicitor who will cease to act (if applicable)

2.4 Which address should official documentation be sent to?

☐ Your address

☐ Solicitor's address

☐ Other address (please provide details)

2.5 Please tick to confirm:

☐ I have provided a copy of this notice to every other party to the proceedings and to my former solicitor (if applicable).

Section 3 – Signature

Signed

**Name
of firm**

Name

**Position or
office held**

Date

Please return the completed certificate to the Court of Protection