Form 100 – Request for Lodgment

Please use BLOCK CAPITALS Before completing this form, please read the Notes for guidance Claim Number											
CAPITA In the	{ FORMTEXT }	Division C		The High Court/ District Registry/County Court	{ MERGEFIELD TK_PICOURTDETS_						
			P	Please ensure that you answ below otherwise this form	er the relevant question(s) may be returned to you.						
LINK	RGEFIELD NAME_FORENAME_1 } { GEFIELD LINKNAME_SURNAM - V -	/IE_1 Has a pr	Has a previous lodgment been made in this action?								
TK_F "" "{	MERGEFIELD PIDEF1DETAIL_tkDEF1CONAM MERGEFIELD PIDEF1DETAIL_tkDEF1FOREN RGEFIELD	AME } Section 2	Has a Certificate of Total Benefit been issued under Section 22 of the Social Security Act 1989?								
	PIDEF1DETAIL_tkDEF1SURNAI ERGEFIELD	ME }" If YES, a	copy of the	Certificate must accompa	ny this form { FORMCHECKBOX } a						
TK_F	PIDEF1DETAIL_tkDEF1CONAM	E }" } Does this	Does this case involve: patient { F								
applicable { FORMCHECKBOX } I ask the Accountant General to receive into court for lodgment to the above account											
£ { FORMTEXT } which is paid in (complete relevant section below)											
1	Under order dated { FORMTE XT }	FORMTE FORMTE XT }		copy attach guidance)	ed (see Notes for						
On behalf of {FORMTEXT} Against the claim of {FORMTEXT} with the defence setting up tender.											
For the following reason { FORMTEXT }											
Signed	d	Dated	{ FORMTE }/{ FORM								
Name	(1150055151.0		l	Name & address of	other side / their solicitors						
(or name of solicitors	PRACTICEINFO_PRACT	ICE_NAME }		{ FORMTEXT	}						
Postal Addres	{ MERGEFIELD PRACTICEINFO_POSTA	L_TOWN }		{ FORMTEXT	}						
DX Addres	{ MERGEFIELD PRACTIONS	-		{ FORMTEXT	}						
I am the (Solicite for the)	or {FORMTEXT}			{ FORMTEXT	}						
ioi tiie)	Rof { MERGEF	IELD MATTER_FEE_EAI ELD client_no }/{ MERGE			{FORMTEXT}						
All payments into court are made to: Court Funds Office, 22 Kingsway, London, WC2B 6LE or via DX to: DX:149780 Kingsway 5. Cheques must be made payable to: ACCOUNTANT GENERAL OF THE SENIOR COURTS											
For CFO use											
	Date Stamp/Seal	CFO Account	t Number	Placed To	Bank Date/Receipt Number						

Date Input

FAS code Initials

Lodgment approved				

Court Funds Office Form 100 (Court Funds Rules 15 &16) (October 2009)

Form 100 – Notes for Guidance

Completing the form

- At the top of the Form 100, you must give the name of the county court in which the claim is proceeding. If the claim is in the High Court you must give the name of the District Registry and specify the Division of the High Court, i.e. Queen's Bench, Chancery, Admiralty or Family in which the claim is proceeding
- The **Full Action Title** is the name of the case as it appears on the order or order for payment into court
- The Claim Number is the reference number given by the court on the top right hand corner of the order
- You must answer each of the three questions by ticking the appropriate box and, if applicable, submit a copy of a Certificate of Total Benefit or Certificate of Deduction with your form.
- The form must specify the amount being paid into court
- If you are paying in for the benefit of more than one claimant, a Form 100 per claimant is desired
- Only complete one box marked 1, 2, and 3
- must be completed when funds are paid into court pursuant to an order. A sealed copy of the order must be provided with the form. If you are unable to obtain a sealed copy of the order, then ensure that the Form 100 is sealed by the relevant court instead
- should only be completed if the defendant is paying money into court in support of a defence of tender. A copy of the defence and a copy of the claim form should be submitted
- should only be completed when none of the other boxes is applicable, such as in the case of a refund of an over-payment

The form must be signed and dated by the person making the payment into court. You must also include your name and address and reference and those of the other side or their solicitor(s) if they have one.

You must serve a copy of the form on the other party as notice that funds have been paid into the Court Funds Office and file a copy of the form with the court

Where to send the payment.

The payment, completed form and other documents must be sent to the:

Court Funds Office, 22 Kingsway, London WC2B 6LE, or by the DX system to the:

Court Funds Office, DX 149780 Kingsway 5

DO NOT SEND OR TAKE PAYMENTS TO THE COURT UNLESS YOU ARE A LITIGANT IN PERSON WITHOUT A BANK ACCOUNT.

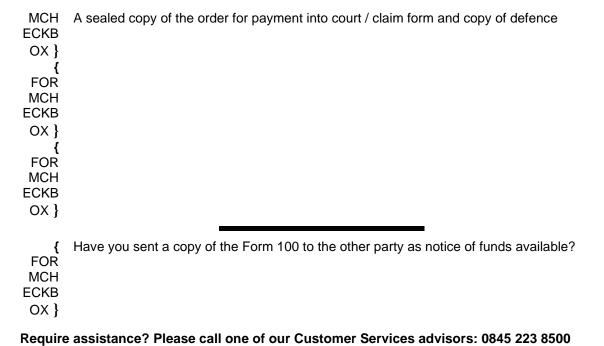
Cheques must be signed, dated within the last 6 months and be made payable to the:

'Accountant General Of The Senior Courts'

If you intend to lodge cash, please ensure you have a valid photo ID such as a passport or driving licence.

Checklist - have you enclosed the:

{ Cheque / Banker's Draft FOR Completed Form(s) 100



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