

Notice of acceptance and request for payment (Part 36)

In the

Claim No.

Claimant
(including ref.)

Defendant
(including ref.)

On _____ I accepted the payment(s) into court totalling £ _____
net of CRU benefits in settlement of (the whole of) (part of) (certain issue(s) in) my
claim as set out in the notice of payment into court received on _____

I declare that:-

- ☐ the claim has been accepted [within 21 days] [after 21 days but costs have been agreed] [less than 21 days before trial but costs have been agreed]
- ☐ the payment into court was not made in defence of tender
- ☐ the offeree is not a child or patient
- ☐ payment into court was not made under the Fatal Accidents Act 1976 and/or the Law Reform (Miscellaneous Provisions) Act 1934
- (If any of the above declaration have not been made, the money in court can only be paid out by order of the court)*
- ☐ the claimant [is] [is not] a person in receipt of legal aid under section 9 of the Access to Justice Act 1999
- ☐ a copy of this notice has been served on the defendant('s)(solicitor) named below and the court and I request payment of this money held in court to be made to:

Claimant or Solicitor's full name _____

Address _____

Ref. No. _____

Postcode _____

Name of bank _____

Account number _____

Sort code _____

Defendant('s)(Solicitor) full name _____

Address _____

Ref. No. _____

Postcode _____

Name of bank _____

Account number _____

Sort code _____

For CFO use

A/c
No.

Schedule
number

Date
received

Withdrawn

Init's

Date

Init's

Date

Write
on/off

Date

Init's

Claimant's Cheque

Cheque issued stamps

Init's

Defendant's Cheque

Signature

Note: Before signing this form please read the notes for guidance overleaf. Incorrectly signed forms may be returned unactioned.

Signed _____

Date _____

SOLICITOR'S DETAILS

Partner's name (PLEASE PRINT) _____

Name of firm _____

Solicitor for the _____

WITNESS DETAILS

Witnessed by _____

Occupation of witness _____

Date _____

Solicitor or Witness
address

Notes for guidance on completion of N243A/Form 201

This form amalgamates form N243A (Notice of acceptance of payment into court (Part 36)) and the Court Funds Office Form 201 (Request for Payment). In order to request payment out of funds in court, send the N243A/Form 201, signed and completed in accordance with these notes for guidance to the **Court Funds Office, 22 Kingsway, London, WC2B 6LE or DX 149780 Kingsway 5**. A copy of this form should also be sent to the court and to the defendant's solicitors.

- When completing the N243A/F201, please ensure that you tick all of the boxes under the heading: '**I declare that**'. If you do not tick all of the boxes, the Court Funds Office will not be able to process your request for payment and will have to return the form to you.
- In cases, where you are accepting the payment into court, following a top-up payment, the defendant's solicitors' bank details should be completed in the boxes provided, to enable the Court Funds Office to pay the interest due to the defendants. You may find these on the N242A, notice of payment into court, which the defendants sent to you when they lodged the money in court.
- The amount accepted should be net of Compensation Recovery Unit benefits (CRU).
- The form should be signed either by the claimant or, if a solicitor is on record, a partner in the solicitor's firm. Under the Court Funds Rules 1987, the Court Funds Office reserves the right to request a partner's signature on the N243A/Form 201 in accordance with audit recommendations.
- If the claimant signs the form their signature must be witnessed. The witness must know the payee and be a professional person or a person of standing in the community, e.g. Bank or Building Society official, Police Officer, Civil Servant, Minister of Religion, Teacher, Accountant, Solicitor, Doctor etc. It **MUST NOT** be signed by a relative of the payee.
- The Court Funds Office will only issue payment upon receipt of a properly completed N243A/Form 201 with an original signature. Faxed copies of the form and photocopies of signatures will not be accepted and will be returned to sender.