

Notice of change of solicitor

Note: You should tick either box A or B as appropriate **and** box C. Complete details as necessary.



In the	
Claim No.	
Claimant (including ref.)	
Defendant	

I (We) give notice that

A ☐ my solicitor (*insert name and address*)



has ceased to act for me and I shall now be acting in person.

B ☐ we (*insert name of solicitor*)

have been instructed to act on behalf of the claimant (defendant) in this claim

(in place of (*insert name and address of previous solicitors*)

)

C ☐ I (we) have served notice of this change on every party to claim (and on the former solicitor).

Address to which documents about this claim should be sent (including any reference)

		if applicable	
		fax no.	
		DX no.	
Postcode		e-mail	

Signed

(Claimant)(Defendant)(’s solicitor)(Litigation friend)

**Position or
office held**

If signing on behalf of firm or company

Date

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.