

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.