Form 100 – Request for Lodgment

Please use BLOCK											
CAPIT	ALS Before o	completing this for	this form, please read the Notes for guidance The High			ourt/ District	Claim Number { MERGEFIELD				
the	{ FORMTEXT }		Division Of		Registry/Co		TK_PICOURTDETS_				
				Р			er the relevant question(s) may be returned to you.				
Claim	Full Action Title						(please tick)				
LINK MEF }		AME_1	Has a pre	Yes { FORMCHECK ? BOX } No { FORMCHECK BOX }							
{ IF { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME }= "" "{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1FORENAME } { MERGEFIELD			Has a Cer Section 22	Yes { FORMCHECK BOX } No { FORMCHECK BOX }							
TK_I	PIDEF1DETAIL_tkDEF1SURN ERGEFIELD	AME }"	If YES, a	copy of the	Certificate	must accompa	ny this form				
	PIDEF1DETAIL_tkDEF1CONA	ME }" }	Does this	<pre>{ FORMCHECKBOX } a FORMCHECKBOX } not ble { FORMCHECKBOX }</pre>							
l ask t	the Accountant General to re	ceive into cou	rt for lodgme	ent to the ab	ove accou		sie (1 Grimorizondex)				
£	. 1	which is paid in	_								
1	Under order dated { FORMTE XT }	FORMTE XT }	FORMTE XT }			copy attache	ed <i>(see Notes for</i>				
On behalf of { FORMTEXT } Against the claim of { FORMTEXT } with the defence setting up tender.											
For the following reason { FORMTEXT }											
Signe	d		Dated	{ FORMTE }/{ FORM							
Name					Nar	ne & address of	other side / their solicitors				
(or nam of solicitor	PRACTICEINFO_PRAC	CTICE_NAME }				{ FORMTEXT }	,				
Postal Addres	(MEDGEEIEI D DDAC		JSE }			{ FORMTEXT }					
DX	{ MERGEFIELD PRACT	TICEINFO_COL				{ FORMTEXT }					
Address I am th	e	TIOLINI O_DX_			ا آ						
(Solicit						{ FORMTEXT }	·				
	Ref { MERGE	FIELD MATTE FIELD client_no	R_FEE_EAR }/{ MERGEF	NER_ID }/{ IELD matter	_no }	Ref	{ 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	Location	FO Account	Number	Placed B S		Bank Date/Receipt Number				

Date Input

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.

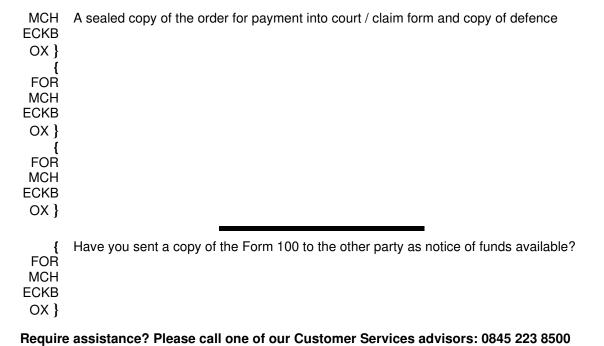
Cheques must be signed, dated within the last 6 months and be made payable to the:

'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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