## Form 100 – Request for Lodgment

Please use <b>BLOCK</b> CAPITALS  Before completing this form, please read the Notes for guidance  Claim Number								
In the	FORMTEXT }	1 3	Division O		The High Court/ D Registry/County C		{ MERGEFIELD TK_PICOURTDETS_1	
				Р			the relevant question(s) ay be returned to you.	
Full Action Title  Claimant { MERGEFIELD LINKNAME_FORENAME_1 } {     MERGEFIELD LINKNAME_SURNAME_1 }			Yes FORMCHEC Has a previous lodgment been made in this action? BOX } No FORMCHEC				(please tick) Yes { FORMCHECK BOX } No { FORMCHECK BOX }	
			Has a Certificate of Total Benefit been issued under Section 22 of the Social Security Act 1989?  FORMCHE BOX } N FORMCHE BC			Yes { FORMCHECK BOX } No { FORMCHECK BOX }		
			If YES, a copy of the Certificate must accompany this form  a child { FORMCHECKBOX }  Does this case involve: patient { FORMCHECKBOX } no  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)								
4	ated	{ RMTE FORM (T } XT				opy attached uidance)	(see Notes for	
On behalf of { FORMTEXT }  Against the claim of { FORMTEXT } with the defence setting up tender.								
For the following reason { FORMTEXT }								
Signed _			Dated	{ FORMTE }/{ FORMT				
Name (or name of	{ MERGEFIELD PRACTICEINFO_	ME }			ame & address of other side / their solicitors  { FORMTEXT }			
solicitors) Postal Address	{ MERGEFIELD P { MERGEFIELD PRACTICEINFO_	_HOUSE }		{ FO	RMTEXT }			
DX Address	{ MERGEFIELD P				{FO	RMTEXT }		
I am the (Solicitor for the)	{ FORMTEXT }			{FO	{ FORMTEXT }			
ioi ilio)			ATTER_FEE_EAF nt_no }/{ MERGEF		_no }	Ref { F	FORMTEXT }	
All payments into court are made to: <b>Court Funds Office, 22 Kingsway, London, WC2B 6LE</b> or via DX to: <b>DX:149780 Kingsway 5</b> . Cheques must be made payable to: ACCOUNTANT GENERAL OF THE SENIOR COURTS								
For CFO use								
	Date Stamp/Seal	Lo	CFO Account	Number	Placed To	В	ank Date/Receipt Number	

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.

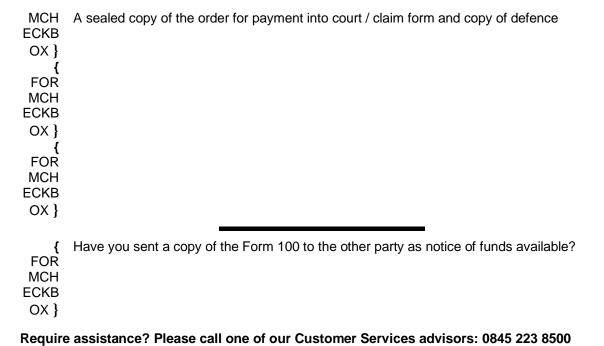
Cheques must be signed, dated within the last 6 months and be made payable to the:

#### '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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