

Notice of change of legal representative

In the

Claim no.

Name of claimant *(including ref.)*

Name of defendant

Note:

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

I (We) give notice that

A my legal *representative (insert name and address)*

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

B we (*insert name of legal representative*)

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

in place of (*insert name and address of previous legal
representative*)

C I (we) have served notice of this change on
every party to the claim (and on the former
legal representative)

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

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Postcode:

If applicable

Telephone no.	
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Fax no.	
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DX no.	
Your ref.	

Email

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Signed

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Position or office held

If signing on behalf of firm or company

Date

For further details of the courts ww.gov.uk/find-court-tribunal

When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number