



Coronavirus – Information for Queen’s Bench Division Court Users (Bulletin 4)

QUEEN’S BENCH MASTERS HEARINGS AND QB ACTION DEPARTMENT COURT FUNDS OFFICE (“CFO”)

Deposits into Court Funds Office

During the current period of restrictions, the CFO has introduced the facility to accept deposits electronically, to be used only in the most urgent cases, because of pressure on CFO staff during the present time. The process is as follows:

Deposits via BACS (by request only)

- The following documents relating to the deposit to be submitted by email to the CFO email address enquiries@cfo.gov.uk

(1) The completed deposit form (Form 100) signed electronically;

(2) A sealed copy of the order directing the deposit or other form of authority to deposit (for example, if depositing in defence of tender a sealed copy of the claim form & a copy of the defence is required);

(3) If the direction relating to the deposit into CFO is contained within a schedule to the order, please also send an email qbenforcement@justice.gov.uk requesting that the court send confirmation to the CFO that the schedule to the order contains the direction to deposit the funds at the CFO (this is required because the court has no facility at present to button seal schedules to orders, as it would normally do so the CFO can be assured that the direction was made by the court).

- The documents filed will be checked by the CFO. If in order CFO will open a nil balance account and send the BACS details to the sender to enable them to make the deposit. The CFO will endeavour to send the email by 1pm to allow for the depositor to make the deposit by the 3pm BACS deadline. This email will not necessarily be sent on the same day that the request is received as CFO have a number of processes to complete first.
- If the documents sent are incomplete or more clarity is required, they will be returned to sender by email with details of what is required. The request will then need to be resubmitted.



- Normal procedures will continue to apply if a deposit via BACS is not requested specifically. This means that if a deposit is received without prior approval it will be rejected.

Payments out of Court Funds Office

During the current period of restrictions, the CFO has introduced the facility to release funds electronically, to be used only in the most urgent cases, which will be decided by the Judiciary.

Children's Funds

- Completed CF320's with the sealed approval order should be emailed to qbchildrensfunds@justice.gov.uk.
- Children's Funds will carry out a full check of the documents. If all is well, the paperwork will be authenticated in line with the CFO agreed digital process and sent to CFO to create an account.
- If the paperwork is incomplete then it will be returned to the sender by email with details of what they need to do. Any amendments will be accepted by email as long as the email clearly sets out and confirms what amendments have been made.
- Requests for payments from a children's funds account may be made by email by the litigation friend and will be responded to by email. Please ensure that the request specifies the purpose of the payment and if a quick response is required because a payment is imminent.

All Other Requests for Payments Out From Court Funds for QB Cases

- A completed CFO200 accompanied by the sealed order granting permission for payment out of court should be sent to qbenforcement@justice.gov.uk.
- QB Enforcement will carry out a full check of the documents. If all is well, the paperwork will be authenticated in line with the CFO agreed digital process and sent to CFO for the release of funds into the requested bank account.
- If the paperwork is incomplete it will be returned to the sender by email with details of what they need to do. Any amendments will be accepted by email as long as the email clearly sets out and confirms what amendments have been made.