

## Full account name

Name of court

\_\_\_\_\_

Case number

\_\_\_\_\_

CF0 account number

\_\_\_\_\_

Full name of  
witness

\_\_\_\_\_

Address

Postcode | | | | | | | | |

Postcode | | | | | | | |

Occupation

\_\_\_\_\_

I submit that I am entitled to receive either: all ☐ or amount £  of the funds standing to the credit of the above account, together with interest on it because:

[illegible]

Please complete one of the appropriate statements (1- 7) below

- 1 I was/I represent the claimant in this matter, which was settled by way of order/acceptance dated [redacted] which is enclosed. However, I did not receive the full sum due to me because [redacted]

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\_\_\_\_\_

**OR**

- 2 I was/I represent the defendant in this matter, and paid the funds into court. The case was subsequently settled by way of order/acceptance dated  /the claim was discontinued by way of notice dated . However, I did not receive the monies lodged because

**OR**

continued overleaf ➡

## Customer Helpline

0300 0200 199

Email

enquiries@cfo.gov.uk

Address

Court Funds Office	Court Funds Office
Sunderland	DX 328004
SR43 3AB	Sunderland 19

## How to pay

Cheques must be made payable to:  
Accountant General  
of the Senior Courts

For full details of how your information is used please see our privacy notice at <https://www.gov.uk/government/collections/court-funds-office-forms> or contact CFO who will provide you with a copy.

3 I am the personal representative of the claimant/defendant/beneficiary, who died on

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I enclose a sealed copy of the grant of probate/letters of administration to the estate. I believe that the aforementioned was entitled to the monies in court, which were not paid to him/her and are now due to the estate because

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**OR**

4 I am the beneficiary in this matter and enclose an office copy of the will and grant of probate/letters of administration to the estate proving my entitlement. The funds were not claimed because

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**OR**

5 I am the freeholder/landlord/mortgagee of the property or their representative/beneficiary of their estate and am entitled to the funds. The funds were not claimed because

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**OR**

6 I was/I represent the depositor of the funds under the following Act \_\_\_\_\_ and am entitled to receive the monies because

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**OR**

7 Other reason

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**And**

I agree to answer any enquiries which the court may make or direct relating to the application of the monies or securities

### Statement of truth

I believe that the facts stated in this witness statement are true.

Signed

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Date

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Name

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## NOTES FOR GUIDANCE

This note is provided to assist those attempting to claim funds in court where the relevant papers are no longer held at the originating court and an application to the Senior Master of the King's Bench Division is required. It is not intended to cover every circumstance and every witness statement does not have to follow exactly the wording provided as long as the points below are adhered to.

If you wish to use this note as a guide, a soft copy is available. E-mail your request to [enquiries@cfo.gov.uk](mailto:enquiries@cfo.gov.uk)

1. The witness statement should give the full name of the witness, his place of residence or, if he is making the statement in his professional, business or other occupational capacity, the address at which he works, the position he holds and the name of his firm or employer, his occupation, or if he has none, his description, and the fact that he is a party to the proceedings or is an employee of such a party if it be the case: Civil Procedure Rules Practice Direction 32 para 18.1
2. A witness statement must indicate which of the statements are made from the witness's own knowledge; which of the statements in it are matters of information or belief, and the source for any matters of information or belief: CPR PD 32 paras 18.2
3. An exhibit used in conjunction with a witness statement should be verified and identified by the witness and remain separate from the witness statement: CPR PD 32 para 18.3. Where a witness refers to an exhibit or exhibits, he should state 'I refer to the (description of exhibit) marked '(A)': CPR PD 32 para 18.4
4. A witness statement is the equivalent of the oral evidence which that witness would, if called, give in evidence; it must include a statement by the intended witness that he believes the facts in it are true: CPR PD 32 para 20.1. Proceedings for contempt of court may be brought against a person if he makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth: CPR 32.14(1).
5. A statement of truth verifying a witness statement must be signed by the witness: CPR PD 22 para 3.

**Please note that with effect from 1<sup>st</sup> June 2024** you will not be able to put in a claim for any account which has been dormant for 30 years or more. All such accounts will be closed and the right to claim extinguished. If you are claiming an account which is within 12 months of the last claim date you will need to contact the Court Funds Office at [UCM-claiminprogress@cfo.gov.uk](mailto:UCM-claiminprogress@cfo.gov.uk) with the title of the account, case number and account number stating that you have made a claim to the court with the date the claim was submitted. This will prevent the account being closed whilst the claim is in progress.