

The Judicial Factor

Client Claim Form

Please read the guidance overleaf before completing this form

1. Your details

Name
Address

Post code
Tel
Email

2. Name of firm that you are claiming from

Firm

3. Your claim

- What is the total value of your claim £
- Please provide full details of the money which you are claiming for
- Details of any security

4. Other information

If you have any documents which you think would help your claim, please list them here and enclose a copy of each.

Client Claim Form

5. Declaration

I submit this claim and confirm that the particulars of the claim are true, complete and accurate, to the best of my knowledge and belief.

Signature of claimant/solicitor

Signature of co-claimant (if applicable)

Date

Date

6. Transferring the money to your new solicitor

If you would like the money to be sent to someone other than yourself, please complete the name and address below.

You may want the money transferred to your new solicitor's firm.

Name

Address

Post code

Signature of claimant/solicitor

Signature of co-claimant (if applicable)

Date

Date

Please return the form by post along with supporting documents to:

The Judicial Factor Atria One, 144 Morrison Street, Edinburgh EH3 8EX (or LP1, Edinburgh-1 if sending by Legal Post)

Claim form guidance

1. Your details

Please insert the full name and address of the person who is claiming the money.

2. Name of solicitor firm being claimed from

Please insert the name of the firm of solicitors that you are claiming from.

3. Your claim

a. Value of claim

Please insert the full amount being claimed for. If you do not know the full amount, please give a description so we can calculate this sum.

b. Details of claim

Please explain why this sum was held by the firm, including the date it was incurred, and attach any documentary evidence.

c. Details of any security

A security is a legal document which establishes ownership. If you hold such a document which relates to the claim, please provide details, including the date it was granted and the amount or value.

4. Other information

If you have any documents which you believe would help your claim, such as receipts or correspondence from your former solicitor, please send us copies and list them on the application form.

5. Declaration

The claim form should be signed by the person claiming the money or their new solicitor. If the funds held by the firm were in a joint account (such as a husband and wife or a partnership) then both parties should sign. If the claim form is only signed by a solicitor, the money will only be paid directly to the client.

6. Transferring the money to your new solicitor

If you wish to have the funds transferred to your new solicitor and not directly to you then you must also sign this section. This authorises the payment to be made to your new solicitor's firm.

If you want the money to go directly to you, you do not have to fill in this section.

GDPR, Data Protection Act 2018. *For information about how we use your personal data see our privacy statement at <https://www.lawscot.org.uk/for-the-public/client-protection/when-firms-close-down-or-are-in-trouble/> or if you have difficulty accessing our privacy policy, contact us at the above address.*