

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

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

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

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

OR

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

OR

7 Other reason

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

Date

Name

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

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 1st 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 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.