

For office use only
Case no.

# Acknowledgment of service/ notification

**If you do not wish to take part in the court proceedings, you do not need to complete this form.**

Full name of person to whom the application relates  
(this is the name of the person who lacks, or is alleged to lack, capacity)

**Failure to answer any of the relevant sections may result in you not being joined as a party or having your views taken into account.**

## Section 1 – Your details (the person served/notified)

1.1 Your details     Mr.     Mrs.     Miss     Ms.     Other \_\_\_\_\_

First name

Middle name(s)

Last name

1.2 Address (including postcode)

Telephone no.	Daytime	<input style="width: 615px; height: 22px;" type="text"/>
	Evening	<input style="width: 615px; height: 22px;" type="text"/>
	Mobile	<input style="width: 615px; height: 22px;" type="text"/>

E-mail address

1.3 Is a solicitor representing you?  Yes  No

If Yes, please give the solicitor's details.

Name

Address  
(including  
postcode)

Telephone no.

Fax no.

DX no.

E-mail address

1.4 Which address should official documentation be sent to?

- Your address
- Your solicitor's address
- Other address (please provide details)

1.5 What is your role in these proceedings?

- Person to whom the application relates
- Respondent\*
- Person notified that the application form has been issued

\*You are a respondent if you have been served with a copy of the COP1 application form.

## Section 2 – Application to be joined as a party

if you are the person to whom the application relates or a person notified that the application form has been issued and you wish to apply to be joined as a party, you must complete this section.

2.1 Do you wish to be joined as a party to proceedings?  Yes  No

2.2 If Yes, Please state your interest in the proceedings.

2.3 You must file evidence of your interest in the proceedings either now, or you can send it later. If you are sending it later it must reach the court within 28 days of the date on which you were given notice. Use form COP24 witness statement to provide your evidence.  Evidence attached

## Section 3 – Acknowledgment of service/notification

3.1 I,  consent to the application  
 oppose the application  
 seek a different order  
 seek a different direction

3.2 Please provide brief reasons including the order or directions you are seeking, or if you consent, provide any relevant information you would like the court to consider.

3.3 If you oppose the application or seek a different order, you must file any evidence on which you intend to rely now, or you can send it later. If you are sending it later it must reach the court 28 days of the date on which you were served or given notice. Use form COP24 witness statement to provide your evidence.

Evidence attached

### Section 4 – Attending court hearings

4.1 If the court requires you to attend a hearing do you need any special assistance or facilities?

Yes  No

If Yes, please say what your requirements are. If necessary, court staff may contact you about your requirements.

### Section 5 – Signature

Signed

\*Person served/notified('s solicitor)('s litigation friend)

Name

Date

Name of firm

Position or office held

\* Please delete the options in brackets that do not apply.