



December 2022

[Dear Sir / Madam]

Subject: Changes to the upfront notification process for Property and Affairs (P&A) Deputyship applications to the Court of Protection.

I am writing to update you changes to applications to the Court of Protection for a Property and Affairs Deputyship Order.

From January 2023, the new upfront notification process will become the standard process for all Property and Affairs deputyship applications, following a successful pilot. A new Practice Direction and new [Court of Protection forms](#) will be available on GOV.UK.

Benefits of the new process include:

- less paperwork to complete and faster processing times
- increased initial engagement reducing delays caused by objections
- forms CoP20a and COP20b no longer need to be completed
- a new easy to use online service that supports better accuracy of applications

Changes from January 2023

New Property and Affairs Deputyship applications received by the court after 1 January 2023 must follow the new notification process using the new forms.

We are phasing the release of the online service to ensure a smooth transition for our users.

This means:

- the online service will be available for solicitors/professional users to use from 2 January 2023.
- personal applicants will be able to pay and apply online from February 2023

From 1 February 2023, Property and Affairs Deputyship applications that do not follow the new upfront notification process will be returned to the applicant.

An introduction to the new process

Applicants should notify 3 people who know the person affected by the application, for example, relatives, a social worker or doctor. Applicants should gather the responses before submitting their application. Applicants should send responses and all recordings of notifications to the court with their application.

There are new forms to use for upfront notifications, the COP14PADEP and COP15PADEP. These forms are both notification and acknowledgement forms combined.

The forms should be returned to the applicant or agent within 14 days of notification where possible. The applicant should then send/upload all acknowledgement forms whilst making the application to the court. After 14 days from notification, the court will assume agreement to the order being made if no acknowledgement form is returned to the applicant and no COP5 is filed by those notified.

If you would like further information, please contact the Civil & Family Business Support team (Civil_and_FamilyBusinessSupport@justice.gov.uk).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Adam Lennon', written in a cursive style.

Adam Lennon
Deputy Director and Service Owner
Family and Court of Protection Jurisdiction