

**Need more help?** Would you like some more information, or to speak to a member of our team? Simply pop in, pick up the phone or drop us an email to discuss how we can help you and your family or business. **T:** 0113 290 0380 **E:** info@pudseylegal.com **www.pudseylegal.com**



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### First initial consultation

This can either be at our offices, at your home, or over the telephone - whichever suits you best. We'll ideally need to meet the person who will be the subject of the application (the person who has lost the capacity to manage their own affairs). The meeting will last one hour. We'll listen carefully to your situation and wishes and then explain, in simple terms, your options, what lies ahead, as well as how we charge for our work. If you decide to proceed with an application we'll either complete the necessary forms at the initial meeting or at a subsequent meeting to suit you.

2

### Assessment of capacity

We'll write to the person's G.P. or treating psychiatrist to inform them of our application and ask them to comment upon this and the person's mental capacity.

3

### Application to the Court of Protection (COP)

Subject to everything being in order, we'll apply to the Court of Protection for you to be appointed as the person's Deputy. This application can take up to four months to complete.

5

### Payment

We kindly request that you pay our fees as soon as the application has been completed.

4

### Appointment

Once appointed, we'll advise you as to your duties and responsibilities, which are on-going. We'll always be at hand in the future to assist you through this difficult process.

## Ready for the next step?

We've tried our best to illustrate the normal stages involved in making an application to the court of protection – but please note that every case is different. We'll always advise you individually and make you aware of any extra stages required where we can.