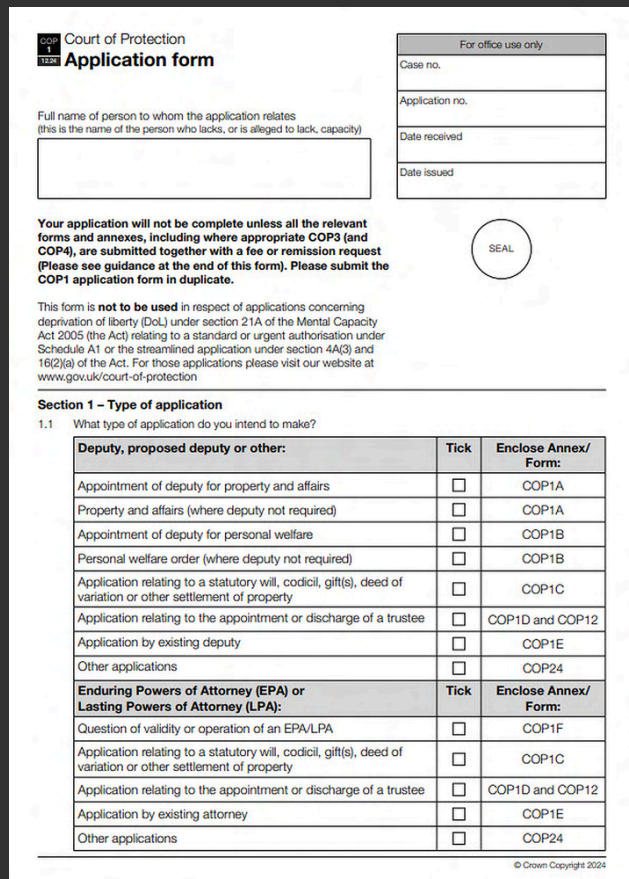


CoP Workflow

Court of Protection

If your firm uses Court of Protection forms and is not using a clear workflow, FormEvo can help you save time and improve risk management.



Court of Protection Application 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)

Your application will not be complete unless all the relevant forms and annexes, including where appropriate COP3 (and COP4), are submitted together with a fee or remission request (Please see guidance at the end of this form). Please submit the COP1 application form in duplicate.

This form is **not to be used** in respect of applications concerning deprivation of liberty (DoL) under section 21A of the Mental Capacity Act 2005 (the Act) relating to a standard or urgent authorisation under Schedule A1 or the streamlined application under section 4A(3) and 16(2)(a) of the Act. For those applications please visit our website at www.gov.uk/court-of-protection

Section 1 - Type of application

1.1 What type of application do you intend to make?

Deputy, proposed deputy or other:	Tick	Enclose Annex/ Form:
Appointment of deputy for property and affairs	☐	COP1A
Property and affairs (where deputy not required)	☐	COP1A
Appointment of deputy for personal welfare	☐	COP1B
Personal welfare order (where deputy not required)	☐	COP1B
Application relating to a statutory will, codicil, gift(s), deed of variation or other settlement of property	☐	COP1C
Application relating to the appointment or discharge of a trustee	☐	COP1D and COP12
Application by existing deputy	☐	COP1E
Other applications	☐	COP24
Enduring Powers of Attorney (EPA) or Lasting Powers of Attorney (LPA):	Tick	Enclose Annex/ Form:
Question of validity or operation of an EPA/LPA	☐	COP1F
Application relating to a statutory will, codicil, gift(s), deed of variation or other settlement of property	☐	COP1C
Application relating to the appointment or discharge of a trustee	☐	COP1D and COP12
Application by existing attorney	☐	COP1E
Other applications	☐	COP24

© Crown Copyright 2024

Busy **Court of Protection** lawyers can complete complex forms accurately and efficiently thanks to workflow bundles, such as the CoP Workflow, which link all associated forms and schedules through automatic population and automated calculations – **saving significant time and reducing the risk of errors** across related form bundles.

The workflow supports multiple parties, including:

- Up to 4 applicants or proposed deputies.
- Up to 4 attorneys.
- Up to 4 people to notify.
- Up to 2 witnesses.
- Up to 2 trustees.
- The person to whom the application relates.

The data entry form includes copy buttons for names, addresses, phone numbers, and other repeated details – avoiding re-keying and speeding up data entry.

Forms can be added to the bundle as required, or selected all at once. Individual forms can be shared with clients view-only, or with editing enabled where appropriate.



Ross Walker, Onboarding and Training Manager at FormEvo gives a brief overview of our Premium Forms and workflows.

[Watch](#)

By eliminating repeated entry of case information, firms can save hours of time using this workflow-led approach.

Key features and benefits

- Add or remove relevant schedules for each matter, with brought-forward data updating automatically to support a smooth process.
- Set up templates for common matters to improve practice consistency.
- Work on multiple forms and schedules simultaneously.
- Print all linked forms and schedules in a single batch.
- Use a linked navigation panel to reduce the time spent locating forms and schedules for each matter.

Additional workflow tools include:

- Set reminders or deadlines once a notified date is confirmed
- Bookmarks for easy navigation.
- Completion checkboxes to track progress across each form.
- Create a separate CoP4 for each applicant
- Create a separate CoP15PADep, with suggested text, shareable with clients for completion and return
- Create a separate CoP15PADep, with suggested text, shareable with clients for completion and return

“FormEvo can integrate with many case management systems, document management systems, and even your searches provider. Data mapping is simpler than with traditional on-premise applications through the use of common field naming conventions.