



Legal Aid
Agency

Claim for assessment of costs or payment of costs following detailed assessment in civil cases

Including civil applications arising
from criminal proceedings

Please indicate if:

- Claim for costs to be assessed by the LAA.
 Claim for costs assessed by the court
 The case was funded under an Exceptional
Case Funding determination.

- Mental Health/Court of Protection
 VHCC/HCC

For Official Use Only

Tag No: / /

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Type of Case:

Your client's details

Our case reference number: _____

Title: _____ First name: _____ Surname: _____

Date of birth: / /

Does this claim cover more than one certificate? If so, give the other case reference numbers and the percentage apportionments between the cases:

Your details

Account number: Roll number:

Name of firm: _____

Your case reference: _____

Contact name for enquiries: _____ Tel no.: _____

E-mail address for enquiries: _____

Previous advice and other related claims

Did your client receive advice under legal help, family help (lower) or help with family mediation in this matter? Yes No

Date Legal Help form signed: / /

If prior to 1st October 2007, please confirm the total costs plus disbursements reported, including VAT. If on or after 1st October 2007, please confirm amount you received in payment, excluding any settlement fee(s) but including VAT: £ _____

Does this claim include the costs of all other providers that have been instructed?

Including both pre-certificate and post-certificate costs Yes No, please give reasons:

Is this the final bill on this certificate? Yes No

If yes, please note the case will closed and you will be unable to submit further claims.

Case information

Date of issue of proceedings: _____ / _____ / _____

Date of final work on the case, excluding bill preparation: _____ / _____ / _____

Name(s) of court(s) or proposed court: _____

Outcome of case

Outcomes

4 When answering the following questions, please use the relevant codes referred to in the Certificate Outcomes Checklist. This checklist is available on GOV.UK.

4 Please complete for all claims including any interim claims.

1. At what stage did case end?
2. How did case end?
3. What was the result?
4. Was ADR proposed or used?
5. Were significant wider public benefits achieved?

Recoveries

Indicate which, if any, of the following were awarded:

Costs Damages Property

4 If any of the above were awarded you must also complete pages 8 and 9. Please note if property was recovered or preserved you should also submit the CIVADMIN 1 form if a statutory charge decision has not already been made.

Was a wasted costs order made? Yes No

If yes, please attach a copy and complete pages 9 & 10.

Late Submission (only when the Claim is to be assessed by the LAA, and the certificate was issued pre 1/10/07)

a) The Date from which the three-month time period for late submission runs: _____ / _____ / _____

b) If the time period has already expired please provide an explanation for the delay:

Bill to be assessed by the Legal Aid Agency

Details of work being claimed

Your file will not be required other than where provided in the published reject guidance. Give details of the case, including any factors in support of time spent in attendance and preparation:

If you are seeking an enhanced rate or uplift, state percentage sought and give full reasons (if the enhancement is claimed as a member of the Resolution Accredited Specialist Scheme, Law Society's Children Law Accreditation Scheme or Family Law - Advanced Accreditation Scheme please also sign the declaration below)

Panel Membership Declaration

I declare that I am a member of:

- Please tick
- i) The Resolution Specialist Accreditation Scheme, The Law Society's Family Law Advance or Accreditation Scheme
- ii) in relation to work done under a certificate which includes proceedings relating to children, the Law Society's Children Law Accreditation Scheme

Signed: _____ Date: ____ / ____ / ____
(Panel Member Solicitor)

Name: _____

Signed: _____ Date: ____ / ____ / ____
(Panel Member Solicitor)

Name: _____

All Panel Members must sign the declaration. If there is not enough space, please copy the page, sign and attach to the claim.

Bill to be assessed by the Legal Aid Agency

Schedule of time spent 4 Complete in chronological order adding further details on ROT, DOT or OOT work on the next page.

	Fee earner Initials	Date dd mm yy	Code	Preparation		Hearing hrs : mins	Travel hrs : mins	Waiting hrs : mins	Rate £ : P	Basic Claim £ : P	Enh/ uplift %	Claim £ : P	For Office Use Only
				Attendance or conference	Examining/ drafting documents hrs : mins								
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Total times

Total costs

TOTAL

: **A**

For total costs extract "Attendance" figures from "Claim" column and enter in "Total Costs" box at bottom of "Attendance or Conference" column. Repeat for "Preparation of Document", "Hearing", "Travel" and "Waiting" columns and total these costs. The total of these costs should match total in box A.

Cost details

4 Complete page in full for Costs Claims to be assessed by the LAA: for Claims where costs have been assessed by the court, complete Your Claim, Counsel's Claim and the Certification.

	Item rate	Number	Enhancement claimed	£ : p	For Office Use Only
Letters out					
Letters in					
Phone calls					
Total					

Your Claim and VAT

	NET	VAT	For Office Use Only
Profit costs			
Experts costs			
Other disbursements			
Cost of detailed assessment			
Total			
Grand total (NET + VAT)			

Counsel's Claim

No of counsel claiming	Total counsel's fees	VAT counsel's fees	Total counsel's claim	For Office Use Only

4 Please confirm the amount due to each counsel and provide a completed CF1a.

Account number						
Amount						

4 Please ensure you have provided all necessary documentation as detailed in our published claim checklists. Your file will not be required other than where provided in the published claim checklists.

Certification

I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the Legal Aid Agency.

If costs are to be assessed by the Legal Aid Agency I certify that, where the legally aided client has a financial interest, a copy of the bill has been provided to the client with an explanation of their rights and that either 21 days have passed since the copy was so provided or the client has confirmed in writing (copy attached) that s/he will not be making any representations in relation to the bill.

If costs were assessed by the court I certify that a copy of the bill has been provided to the legally aided client pursuant to the Standard Civil Contract Specification with an explanation of their financial interest in the assessment and the steps which can be taken to safeguard that interest. They have not requested that the authorised court officer be informed of their interest and have not requested that notice of the assessment appointment be sent to them.

Signed: _____ Date: ____/____/____

(Authorised Litigator. The solicitor or litigator instructed must have a valid practising certificate. The LAA will not pay for any work done during any period in which the litigator does not have a practising certificate.)

Name: _____

Details of costs awarded in favour of your client

4 You should attach copies of any orders made

Pre-certificate costs awarded: £ _____ : _____

During certificate costs awarded:
(legal aid prescribed rates) £ _____ : _____

During certificate costs awarded:
(Market Rates) £ _____ : _____

Are legal advice and assistance, and/or Legal Help costs included in the pre-certificate costs awarded?

Yes

No

If yes, tell us the amount: £ _____ : _____ Interest on all costs: £ _____ : _____

Date interest commenced or commences: ____ / ____ / ____

Please provide a breakdown where interest has been calculated:

Amount recovered to date: £ _____ : _____

4 Please complete if recovery has not been made in full.

Date order was served: ____ / ____ / ____

Address of service: _____

Does the court order say leave of the court is required before enforcement can take place?

Yes

No

Has a determination of the debtor's means been undertaken by the court?

4 If a determination has been made a copy of the order must be attached.

Yes

No

If yes, give the amount: £ _____ : _____

Has any offer been made by the debtor? Yes No

If so, give details:

Details of monies/property awarded

4 You should attach copies of any judgments made and form CIVADMIN1 if this has not already been sent.

Value of award: £ _____ : _____ Amount recovered to date: £ _____ : _____

Debtor's details

4 The last known address of debtor is required

4 If all costs and damages have been recovered, completion of this section is unnecessary.

Title: _____ Initials: _____ Surname or Organisation: _____

First name: _____ Date of Birth: ____/____/____

National Insurance no: _____

Address: _____

_____ Postcode: _____

Phone (work): _____

Phone (home): _____

Mobile: _____

Fax no: _____

email address: _____

Solicitor's firm name: _____

Is the debtor: Employed Self-employed Unemployed

Job: _____

Employer's name: _____

Employer's address: _____

_____ Postcode: _____

Any assets owned by debtor, e.g. property, shares, Bank/building society accounts, ISAs, Bonds (including premium), Gilts, Government stocks, Life policies, Vehicles owned etc.

Debtor's income: £ _____ : _____

Was the debtor legally aided? Yes No

If yes, give our case reference: _____

Please give any information which would help in recovery of monies.