



This form **must** be completed by litigators claiming preparation time for viewing unused material in excess of 3 hours in any case on indictment in the Crown Court in respect of which a graduated fee is payable, other than a guilty plea, where the original representation order is granted on or after 17 September 2020.

The “basic consideration fee” covers 0- 3 hours. The “additional fee” is payable in addition to this fee, for hours undertaken in excess of 3 hours.

For information on claiming unused preparation please see <https://www.gov.uk/government/publications/crown-court-fee-guidance>.

Please complete the following information:

Section 1 – Case Details:

Provider Number

MAAT Number

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The work detailed in this claim has not been requested for remuneration elsewhere:

Section 2 - Fee earner details: *(Please see section 6 for applicable hourly rates)*

Name of fee earner	Grade	If claimed at litigator rate A or B, please confirm how this grade is met and the reasons for undertaking preparation at this grade

Please tick if London weighting is being claimed:



Section 3 – Claim Details:

The first 3 hours unused preparation are payable by way of a fixed fee. Please record the total time spent considering unused material by grade of fee-earner and ensure that the 0-3 hours covered by the fixed fee are then deducted from your total unused preparation “additional fee” claim. Where hours are claimed at different grades please deduct the first three hours at the appropriate grade of fee earner to account for the fixed fee

Type of material	Volume of material considered (pages or hours/mins)	Time spent (hh:mm)	Grade of fee earner
Documentary (paper)			Grade A
			Grade B
			Grade C
Electronic (raw data, telephone downloads etc)			Grade A
			Grade B
			Grade C
Audio-Video (CCTV, bodycam, etc.)			Grade A
			Grade B
			Grade C
Minus 3 hours fixed fee		- 3:00	
Total:			

Section 4 – Document Checklist:

*The following documentation **must** be provided with all claims:*

- Schedule of unused material and Disclosure Management Document (DMD)
- or any other documentation to demonstrate that this material was unused, and
- for claims in excess of 10 hours, a supporting work log / attendance notes.

*The determining officer reserves the right to request any further documentation that they deem necessary to complete the assessment of your claim (**The Criminal Legal Aid (Remuneration) Regulations 2013 - Regulation 5(8): The litigator must supply such further information and documents as the appropriate officer may require.**) Failure to provide the necessary documentation, clearly labelled, may lead to your claim being rejected.*



Section 5 – Background Information/Justification

This section is **mandatory** for the following claims:

- Claims for 30 hours preparation or more (excluding the 3 hours covered by the basic consideration fee).
- Claims where a Grade A fee earner has conducted the preparation.
- Claims where the reading time claimed exceeds the guideline rates per item

Please use this section to justify the hours claimed and the approach taken and the grade of fee earner(s) who completed the work. The larger the claim the more detailed justification would be expected. Depending on the circumstances of your claim we may request to view the unused material. You may also upload clearly labelled key documents such as the case summary, skeleton arguments or defence case statement directly into CCD in support of your claim.

Section 5b – Only to be completed where electronic unused material is claimed

Please use this section to answer the following questions:

- What type of electronic unused was considered, for example, Phone Download/Call and Cell records etc?
- What was the format(s) of the electronic unused, for example, Excel, PDF, JPEG etc?
- Was there any duplication in the contents of the electronic data?
- What approach was taken to viewing electronic material, for example, key word searching etc?



Please refer to the electronic evidence guidance in Appendix E of the Crown Court Fee Guidance which can be found [here](#).

Has this material been uploaded to
(a) the Secure File Exchange?
(b) Crown Court Digital Case System?

Section 6 – Hourly Rates Table:

Grade of Fee Earner	Unused Preparation Hourly Rate
Litigator Grade A (London)	£50.87
Litigator Grade A (National)	£48.36
Litigator Grade B (London)	£43.12
Litigator Grade B (National)	£41.06
Litigator Grade C (London)	£31.03
Litigator Grade C (National)	£27.15

Section 7 – 0-3 hours fixed fee

For representation orders dated on or after 19th February 2021 the fixed fee is £64.68.

Representation orders dated between 17 September 2020 and 18th February 2021

Grade of Fee Earner	Unused fixed fee for 0-3 hours
Litigator Grade A (London)	£76.31
Litigator Grade A (National)	£72.54
Litigator Grade B (London)	£64.68
Litigator Grade B (National)	£61.59
Litigator Grade C (London)	£46.55
Litigator Grade C (National)	£40.73