**2 COUNSEL INTERIM FAST CHECKLIST V3 July 2019**

**If you require Interim costs exceeding £60,000 submit a fully completed Interim CCFS Form (2 Counsel)**

**Please do not supply supporting documentation unless specifically requested**

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| **Is the Events Case Plan fully completed (excluding signatures)?** | 🗹 |
| Sections A & C. Brief Summary of Case & Case Information. |  |
| Section B. Chronological Schedule of Events – please specify date, event type, price, and initials of the attendees (solicitor and advocate/s). Please note that if there are fewer than 11 main days (subject to allowable underruns within the terms of the scheme) counsel will be required to present their fees using FGF and should ensure that they provide draft Claim 5s to support their FGF Claim. |  |
| Section D. Expert Fees & Disbursements   1. Please complete the expert standards section. 2. “Expert Fees” & “Disbursements” sections: please complete all information on the breakdown tables and ensure that you complete the apportionment column. |  |
| Section G Counsel Fees – Please complete this section if:  Pt 1 – If there are < 11 main days, counsel needs to cost fees using FGF and provide Claim5/s.  Pt 2 - Counsel on events are claiming travel time/ disbursements (distant counsel should be justified) |  |
| Section I Costs Summary – Please ensure that this has been completed and that the figures add up |  |
| Section F Costs that have Escaped CCFS – complete if this is appropriate eg for Interim Appeal work. |  |
| Section H- Previous solicitor’s costs. *Unless the previous provider has their own high cost contract*   1. Please provide details of the previous firm’s costs (if applicable) 2. If you are not responsible for the previous firm’s costs please provide details of the previous events on the case to enable a determination to be made as to which event rate is applicable |  |