



Legal Aid  
Agency

# Claiming the Evidence Provision Fee

## Purpose and background

The Evidence Provision Fee (EPF) was introduced as part of the implementation of the Crown Court Means Testing (CCMT) scheme. Information on the scheme and how it works can be found in the Crown Court Fee Guidance.

## Claiming the EPF

To claim the EPF on CCCD, tick the box in the Miscellaneous fee section.

CCD does not currently calculate the fee, so you must enter this manually, whether you are claiming the lower or upper tier fee. You need to enter either £45 or £90.

However, there is an option for a link to be created between CCD and your internal case management system, which will automatically transfer a case from your case management system into CCD as a draft.

An example of claiming the EPF is shown on the next page:

## Miscellaneous fees

All fees should be entered exclusive of VAT.

Check the [graduated fees calculators](#) for help.

If needed, please complete [special prep form](#) or [unused materials \(over 3 hours\) form](#) and attach to the claim.

### Miscellaneous fees

[Remove](#)

#### Type of fee

- Costs judge application
- Costs judge preparation
- Evidence provision fee
- Special preparation fee

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### Summary total

#### Graduated fees

£770.61

#### Miscellaneous fees

£0.00

#### Disbursements

£0.00

#### Travel expenses

£0.00

#### VAT

£0.00

#### Total

£770.61

## Miscellaneous fees

### Type of fee

- Costs judge application
- Costs judge preparation
- Evidence provision fee
- Special preparation fee

Net amount

£	45.00
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## Validation of the claim

The Litigator Graduated Fee Scheme Team (LGFS) will use the records we have of the evidence provided against the relevant MAAT ID to validate the claim.

## Querying the EPF

You may seek a redetermination of the assessment within 21 days of receiving a decision. You should provide additional information to support your request.

## Further queries

Email: [litigators-fee@justice.gov.uk](mailto:litigators-fee@justice.gov.uk)

Phone: 0300 200 2020