

To: (instructing solicitor)

Professional fees of: _____
 Legal Aid acc no: _____
 Year of Call: _____
 VAT Registration: _____

Chambers address:

4 This form should detail your claim on the case and replaces the requirement for a fee note. It should be sent to the instructing solicitor for inclusion within their final bill, it is not required for payments on account.

Solicitor Reference:	Counsel Reference:
Client Name:	Date:
Certificate Ref:	Date of legal aid grant:
Court:	

Date of work	Code	Description Please use to provide further details if there are unusual circumstances or enhancement claimed	Time taken Hrs:mins	Rate	Base costs (time & rate)	Enhance %	NET £:p	VAT £:p	Total £:p	Office use
Total										

4 The applicable rate is that detailed in the civil legal aid remuneration (amendment) regulations 2013 and in the rates calculator. The net costs comprise the hourly rate multiplied by the time taken and any enhancement.

Reasons for Enhancement: Where claimed this is a percentage of the hourly rate and must be justified.

Completion Guidance.

- 4 In order to assist in the assessment of your fees the short form code should be inserted into the description box. A more detailed explanation of work undertaken is only required where there are unusual circumstances or "other" is being used or if you feel it would support any reasons for enhancement given above.

Code	Description		Further details on work to be included in this category	Rate County	Rate High
PREP1	Preparation	Advocacy Prep	Preparation for the hearing	£63.00 (London)	£71.55 (London)
PREP2	Preparation	Brief/Instructions	Perusing and considering brief or instructions upon receipt from solicitor		
PREP3	Preparation	Other	This may include other work as not specified above including drafting particulars of claim or chronology		
PREP4	Preparation	Written Advice/Opinion	Preparing/drafting written advice/opinion	£59.40 (National)	£67.50 (National)
ATT1	Attendance	Oral Advice/Opinion	Attendance (probably instructing solicitor/client) to provide an advice or opinion - this includes advice on the merits of the case		
ATT2	Attendance	Other	Attendance other than to provide advice or opinion. This may include site visits, discussing funding issues other than advice on merits for funding		
ADV1	Advocacy	Conference/Negotiations	Conference or negotiations at a hearing (this is at the attendance/preparation rate)	£59.40	£67.50
ADV2	Advocacy	Final Hearing	The hearing listed by the court for final determination and where the matter is determined		
ADV3	Advocacy	Interim Hearing	Attendance at all interim hearings		
ADV4	Advocacy	Other	Advocacy other than at the interim or final hearing (e.g.their mediation)		
TRAV1	Travel	Travel to court	Time spent travelling to court	£26.28	£29.93
TRAV2	Travel	Other	Other time spent travelling - for example to visit the client or solicitor		
TRAV3	Travel	Expenses	Travel costs - for example mileage or train fares		
WA1	Waiting	Other	Waiting time other than at court		
WA2	Waiting	Waiting at court	Waiting time at court - this is time when counsel is not engaged in attendance on client/instructing solicitor or in negotiations with other parties		