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| Legal Aid Agency | EC Claim 1 – CLAChecklist  For use with EC Claim 1 - CLA |

The purpose of this checklist is to reduce the likelihood of your EC Claim 1 – CLA claim being rejected. Please complete the whole checklist, paying particular attention to requirements marked:

Please ensure you are using the correct version of the form. The current version of the EC Claim 1 is Version 1 (April 2013). It is available at <https://www.gov.uk/government/publications/escape-fee-case-claim-forms>

**If LAA rejects your claim**:

* please ensure that you include this checklist when you resubmit your claim;
* the LAA will tick those requirements that have been met, and it is your responsibility to check the remaining requirements before you resubmit the claim;

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| Client’s name |  | Ref. No. |  |

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| Provider’s name |  | Provider’s Acct. No. |  |

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| Fee earner’s name |  |  |  |

|  | **Requirement** | **Notes** | **Provider checked** | **LAA use:** |
| --- | --- | --- | --- | --- |
| **Pass?** |
| **1** | Has the case Escaped? | Ensure the escape fee trigger costs have been met. |  |  |
| **2** | The correct hourly rates have been claimed on the Claim submitted | Ensure that the correct rates have been claimed on all documentation submitted including form EC Claim1 – CLA and running record of costs. Please ensure that the applicable rates are claimed throughout the case. |  |  |
| **3** | Vouchers for disbursements of £20 or more (inc VAT) | You must provide a voucher for every disbursement of £20 (including VAT) or more. For mileage claims and court fees, LAA will accept a copy of your ledger or the letter you sent with a payment. All other vouchers must show:   * the service provider’s details (e.g. be on headed notepaper); * your client’s name (so as to link them to the case); * details of what the voucher is for; * where applicable, a detailed breakdown of work undertaken, time spent and the hourly rate.   Please provide all of the vouchers securely attached together in a separate bundle  Please also provide any CLA prior authority confirmation for those incurred prior to 22nd June 2015. |  |  |
| **4** | Has claim form been signed and dated? | The certification must be signed and dated as indicated on the claim form. This must be an original signature by a representative of the firm and it must be clear who has signed the claim form. |  |  |
| **5** | IT based running record of costs has been provided | IT based running record of costs should be provided in accordance with Standard Terms reference 7.19. Where this is not provided a manual sheet detailing each item of work, rate and value must be provided. A total of costs claimed should be clear with the disbursement total shown separately. |  |  |
| **6** | Summary of Claim on page 1 has been fully completed | The summary of claim must be fully complete in order for your claim to be accepted. This must include a CLA reference number. |  |  |
| **7** | File of papers must be submitted | The correct file of papers that corresponds with the claim submitted has been provided with the EC Claim1 – CLA form. |  |  |
| **8** | Means Assessment | Please ensure that evidence of means is retained on your file of papers and that this is submitted with your claim for exceptional case payment.  Evidence of means should be obtained in accordance with CLA 55.  If there are any circumstances where the computation period has been changed or a change in circumstances has occurred please give details of this in a covering letter with the EC-Claim 1 CLA or by attaching copies of the file notes to the Legal Help form. |  |  |

**For LAA use:**

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| Caseworker’s name |  | Region |  |