

HCF – Fully Costed Family Case Plan – 1 Counsel April 2013 v2

|  |  |  |  |
| --- | --- | --- | --- |
| **Version:** | **Issue date:** | **Last review date:** | **Owned by:** |
| 2 | 01/06/2022 | 01/04/2013 | High Cost Family Team |

|  |  |  |
| --- | --- | --- |
| **Version:** | **Date** | **Reason** |
| 1 | 01/04/2013 | First release - Legal Aid Reform and transition to Legal Aid Agency |
| 2 | 01/06/2022 | Updated to reflect team name and branding |

**Version History**

**Contents**

1. Overview
2. The Case Plan

# Overview

This is the standard template case plan for High Cost Family cases managed in South Tyneside under the provisions of the ‘HCF – Family Cases Information Pack’ which is available from our website.

Please consult this information pack for guidance on how this case plan should be completed.

# The Case Plan

The case plan continues on the next page:

# CASE PLAN (FAMILY)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE OF CASE PLAN: -** |  |  |  |  |  |  |  |  |
| **HIGH COST REGISTRATION DATE: -** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NAME OF CLIENT(S)** |  | **NAME OF FIRM** |  |  | **NATURE OF PROCEEDINGS** |  |
|  |  |  |  |
|   |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASE INFORMATION** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |
| **A. Summary of Case** (*Cont)* |
|   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Number of Hearings** |   |  | **HEARING TYPE** | **DATE** |  | **HEARING TYPE** | **DATE** |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **& Advocates Meetings** |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |   |   |   |  |
|  |  |  |  |  |  |  |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **B. Objectives** |
| **C. Case Analysis****The Legal Issues are;****The favourable facts are;****The unfavourable facts are;** |
| **D. Funding Code Assessment -** *Not required in public law Children Act proceedings but to be completed in full in private law and money cases* |
| **E. Case Theory** |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | # |
| **CASE ACTIVITIES AND COSTS INFORMATION:** | # |
|  |  |  |  |  |  |  |  |  |  |  |  | # |
| **Part 1 - Costs To-Date (pre contract costs) –** *1. Has the client been represented by a previous firm in these proceedings?*  *2. If yes, are the costs of the previous firm included below?*  *3. If a previous firm has had conduct did they obtain a high cost contract?* |   |
| # |
| **WORK** | **COSTS (all figures exclusive of VAT)** | # |
| # |
| *Provide Justification here for* ***ANY*** *enhancement applied: -* | **Profit Costs** | # |
| # |
|  | **Activity** | **Number of hours/items** | **Prescribed Rate Applied** | **Enhancement Applied** | **Total cost** | # |
| **Preparation/Attendances** |  |  |  |  | # |
| **Routine Telephone Calls** |  |  |  |  | # |
| **Routine Letters Written** |  |  |  |  | # |
| **Routine Letters Received** |  |  |  |  | # |
| **Conf/Hearings with Counsel** |  |  |  |  | # |
| **Travel Waiting** |  |  |  |  | # |
| **Advocacy** |  |  |  |  | # |
| ***Have you submitted a CIVCLAIM 1 for pre-contract costs?*** | **TOTAL PROFIT COSTS** |  | # |
| **YES / NO**

|  |
| --- |
|  |

 | **COUNSEL’S FEES** |  | # |
| **DISBURSEMENTS** |  | # |
|  |  | **TOTAL COSTS TO DATE** |  |  |
| **CASE ACTIVITIES AND COSTS INFORMATION:** | # |
|  |  |  |  |  |  |  |  |  |  |  |  | # |
| **Part 1b - Costs To-Date (pre contract costs) –** *IMPORTANT!! this is only necessary if you have attended in two different courts and therefore two different prescribed rates have been applied.* |   |
| # |
| **WORK** | **COSTS (all figures exclusive of VAT)** | # |
| # |
| *Provide Justification here for* ***ANY*** *enhancement applied: -* | **Profit Costs** | # |
| # |
|  | **Activity** | **Number of hours/items** | **Prescribed Rate Applied** | **Enhancement Applied** | **Total cost** | # |
| **Preparation/Attendances** |  |  |  |  | # |
| **Routine Telephone Calls** |  |  |  |  | # |
| **Routine Letters Written** |  |  |  |  | # |
| **Routine Letters Received** |  |  |  |  | # |
| **Conf/Hearings with Counsel** |  |  |  |  | # |
| **Travel Waiting** |  |  |  |  | # |
| **Advocacy** |  |  |  |  | # |
| ***Have you submitted a CIVCLAIM 1 for pre-contract costs?*** | **TOTAL PROFIT COSTS** |  | # |
| **YES / NO**

|  |
| --- |
|  |

 | **COUNSEL’S FEES** |  | # |
| **DISBURSEMENTS** |  | # |
|  |  | **TOTAL COSTS TO DATE** |  |  |
| **Part 2 - Future Overall & Staged Costs – all figures exclusive of VAT** |
|
| **KEY EVENTS & DATES** | **WORK** | **TIME ESTIMATE IN HOURS** | **SOLICITOR COSTS** |
|
| **STAGE ONE** | **SOLICITOR** | **COUNSEL** | **DISBURSEMENTS** | **Rates Applied** |
|  | *The outstanding work is identified as follows (detail individual activities)* | *Estimated Solicitor Hours* | *Please provide estimates for counsel's fees under FGF/FAS scheme for each hearing or event, if this case escapes the FGF/FAS scheme please attach a full breakdown of counsel's fees.* | *Please provide estimates of any disbursements to be incurred. Please also indicate how these are to be apportioned.* | *(In respect of profit costs the prescribed rate and the enhancement (if any) applied to each activity – in respect of counsel’s fee the graduated fee for each function but please provide separately a CIVCLAIM5 showing how the fee has been calculated)* |
|  |  |  |  |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |  |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY EVENTS & DATES** | **WORK** | **TIME ESTIMATE IN HOURS** | **SOLICITOR COSTS** |
|
| **STAGE ONE (Cont..)** | **SOLICITOR** | **COUNSEL** | **DISBURSEMENTS** | **Rates Applied** |
|  |  |  |  |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |   |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY EVENTS & DATES** | **WORK** | **TIME ESTIMATE IN HOURS** | **SOLICITOR COSTS** |
|
| **STAGE ONE (Cont..)** | **SOLICITOR** | **COUNSEL** | **DISBURSEMENTS** | **Rates Applied** |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |   |  |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |

|  |  |
| --- | --- |
| Number of hearings and advocates meetings |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY EVENTS & DATES** | **WORK** | **TIME ESTIMATE IN HOURS** | **SOLICITOR COSTS** |
|
| **STAGE TWO** | **SOLICITOR** | **COUNSEL** | **DISBURSEMENTS** | **Rates Applied** |
|  |  |  |  |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |   |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY EVENTS & DATES** | **WORK** | **TIME ESTIMATE IN HOURS** | **SOLICITOR COSTS** |
|
| **STAGE TWO (Cont..)** | **SOLICITOR** | **COUNSEL** | **DISBURSEMENTS** | **Rates Applied** |
|  |  |  |  |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |   |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |   |   | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY EVENTS & DATES** | **WORK** | **TIME ESTIMATE IN HOURS** | **SOLICITOR COSTS** |
|
| **STAGE TWO (Cont..)** | **SOLICITOR** | **COUNSEL** | **DISBURSEMENTS** | **Rates Applied** |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |   |  |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |
|  |  |  |  |  | ***Rates*** | ***Enh (%)*** | ***Total*** |
|  |  |  |

|  |  |
| --- | --- |
| Number of hearings and advocates meetings |  |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Part 3 Costs Summary** |
|

 |
|
|  |  |  |  |  |
|   | **Profit Costs** | **Counsel’s Fees** | **Disbursements** | **Total** |
|
| Pre-contract costs |  |  |  |  |
| Stage One costs |  |  |  |  |
| Stage Two costs |  |  |  |  |
| Stage Three costs |  |  |  |  |
| Stage Four costs |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| **CASE MANAGEMENT INFORMATION** |
| **I. Team Personnel (including Solicitors Employees, Experts and Counsel and/or Solicitor Advocate)** |
|  |
|
|
|
|
|
|
|
|  |   |   |   |   |
| **I confirm that a copy of this case plan has been sent to the client/Guardian ad Litem. ……………………………………………** |
| *Please complete Appendix 1 to show the hourly rates of all experts and counsel instructed.* |  |

|  |
| --- |
| **APPENDIX 1 - Expert Fees & Counsel Fees** |
| **Experts Fees subject to VAT** | **Hourly Rate** | **Net** | **VAT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub Total** |  |  |  |
| **Expert Fees not subject to VAT** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub Total** |  |  |  |
| **Grand Total** |   |  |  |
|  |
|  |
| **Counsel's Hourly Rate (if appropriate)** |   |  |  |

**Please submit disbursement vouchers and counsel’s fees notes when billing.**