



Legal Aid  
Agency

## HCF – Care Case Fee Scheme Form (June 2019)

This is the template for high cost family cases proceeding under the Care Case Fee Scheme involving **single junior counsel**. This scheme is managed under the “HCF– Care Case Fee Scheme Information Pack – 1 Advocate (External or In-house)” available on our [website](#).

**Sections E, F, H and J are at the rear of this document**

<b>Client name/s</b>	Mr A Client		
<b>Certificate reference/s</b>	30000000000		
<b>Provider</b>	Example LLP	<b>Notification date</b>	<b>Submission date</b>
		15/6/2019	30/7/2019
<b>Interim Submission</b> <input checked="" type="checkbox"/>		<b>Final Submission</b> <input type="checkbox"/>	
Only for costs exceeding £32,500. Please DO NOT upload any documentation unless specifically instructed.		Please upload <u>FINAL FAST CHECKLIST</u> and your supporting documentation.	

### A. Brief summary of the case

EXAMPLE

Our client is the father of the child, Anita, and respondent to a care order issued by Anytown District Council. Our client has historic drug and alcohol problems and is facing allegations of causing non-accidental injury to the child. Our client contests that he was not caring for his daughter at the time the injury was sustained and claims that the injury occurred whilst in the care of the mother and maternal grandparents. Our client has also been undergoing drug and alcohol rehabilitation during the proceedings. During the course of the case, X, Y and Z happened.... Etc, etc..... The matter was listed for a 5 day Finding of Fact which concluded after 4 days and a 12 day final hearing is now taking place in July 2019.

## B. Chronological schedule of events

	Date	Event Type 1 event can be claimed per day.	Solicitor Please quote event price below	Junior Counsel	
				Event price/ or mark as FAS	Counsel's initials
1	17/12/2018	Initial Directions	£1157		
2	14/1/2019	Directions	£1157		
3	25/3/2019	Directions	£504	FAS	BH
4	28/3/2019	Advocates Meeting	£1157		
5	15/6/2019	Fact Finding (Day 1)	£1157		
6	16/6/2019	Fact Finding (Day 2)	£1157		
7	17/6/2019	Fact Finding (Day 3)	£1157		
8	18/6/2019	Fact Finding (Day 4)	£1157		
9	19/6/2019	Fact Finding underrun	£695		
10	23/6/2019	Advocates meeting	£504	£981	PS
11	28/6/2019	Conference		£981	PS
12	15/7/2019	Pre-hearing review	£504	£981	PS
13	22/7/2019	Final Hearing (Day 1)	£504	£981	PS
14	23/7/2019	Final Hearing (Day 2)	£504	£981	PS
15	24/7/2019	Final Hearing (Day 3)	£504	£981	PS
16	25/7/2019	Final Hearing (Day 4)	£504	£981	PS
17	26/7/2019	Final Hearing (Day 5)	£504	£981	PS
18	29/7/2019	Final Hearing (Day 6)	£504	£981	PS
19	30/7/2019	Final Hearing (Day 7)	£504	£981	PS
20	1/8/2019	Final Hearing (Day 8)	£504	£981	PS
21	2/8/2019	Final Hearing (Day 9)	£504	£981	PS
22	3/8/2019	Final Hearing (Day 10)	£504	£981	PS
23	4/8/2019	Final Hearing (Day 11)	£504	£981	PS
24	5/8/2019	Final Hearing (Day 12)	£504	£981	PS
25					

If you need to include more rows please put your cursor in the last cell on row 25 and press tab

### Certification to be signed when submitting Final CCFS Form:

I confirm the events listed in Section B (above) actually occurred & were attended as indicated.

Signed:

Date:

**C. Case Information****Level of the court:** Bench  CJ/DJ  High **Is the case expected to conclude under a high court level judge?** Yes  No **Team Personnel** (inc. Solicitors, Counsel and/or Solicitor Advocate, and Experts)

Solicitor Joe Bloggs

Counsel: Barry Harrister, Paul Smith

**Parties to the proceedings**

Name	Legal Aid Certificate (if applicable)
Anita Client	30000000001
Sarah Client	30000000002
Anytown LA	

**D. Expert Fees & Disbursements**

If these are family proceedings involving a dispute about children, are you satisfied that the experts used meet the standards for experts as set out in Practice Direction 25B?

Yes  No 

If any of the experts do not meet the standards please provide a copy of an authority from the LAA to incur the expert cost, or give reasons why you instructed them and why an expert who meets the standards was not instructed









<b>I. Costs Summary (all figures excluding VAT)</b>				
	<b>No. of events</b>	<b>Event Price (£)</b>	<b>Net total (£)</b>	<b>VAT (£)</b>
Solicitor Full Events	7	1157	8,099	
	15	504	7,560	
Solicitor under run days	1	696	695	
Solicitor over run days				
Solicitors Advocacy FAS (only applicable if using £707 + FAS model)				
Solicitor Escaped hourly rate work (section F)				
<b>Solicitor Total</b>			16,354	
Expert Fees			2,255.65	
Disbursement Fees			310	
<b>Solicitor Overall Total</b>			18,919.65	
Junior Counsel Full Events	15	981	14,715	
Junior Counsel under run days				
Junior Counsel over run days				
Junior Counsel FAS fees			330	
Junior Counsel disbursements			511.11	
Junior Counsel Escaped hourly rate work (section F)				
<b>Junior Counsel Total</b>			15,556.11	
<b>Previous Solicitor Costs</b>			0	
<b>Total costs</b>			34,475.76	





**F. Costs that have escaped CCFS, eg appeal work (exc of VAT)**

Key events & dates	Breakdown of Work	Solicitor Costs				Counsel Fees		Disbursements (£)
		Estimate in hours	Hourly rate (£)	Enh (%)	Net total (£)	Estimate in hours	Net total (£)	
<b>Net Totals</b>								



**J. Non CCMS billing form****Bill payment information – use on non-CCMS cases to obtain payment of costs.**Is this the final bill on the certificate? Yes  No Does this claim cover more than one certificate? Yes  No 

If yes, please give the other case reference numbers

Legal Aid Account Number

Date of the final work on the case, excluding bill preparation

Did the case conclude under a high court level judge? Yes  No **Outcome codes** – when answering the following questions please use the relevant codes referred to in the Certificate Outcomes Checklist

1. At what stage did the case end?

2. How did the case end?

3. What was the result?

4. Was ADR proposed or used?

5. Were significant wider public benefits achieved?

**Certification:**

I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the Legal Aid Agency. If costs are to be assessed by the Legal Aid Agency I certify that, where the legally aided client has a financial interest, a copy of the bill has been provided to the client with an explanation of their rights and that either 21 days have passed since the copy was so provided or the client has confirmed in writing (copy attached) that s/he will not be making any representations in relation to the bill.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorised Litigator. The solicitor or litigator instructed must have a valid practising certificate. The LAA will not pay for any work done during any period in which the litigator does not have a practising certificate.)

Name: