**FINAL FAST CHECKLIST – V4 September 2019**

**If the case has concluded and you need to submit a Final CCFS Form, please submit this checklist accompanied by the following documentation uploaded in groups of: 1. Court Orders, 2. Counsel Fee Notes and Counsel Acceptance Forms, 3. Disbursement Vouchers, 4. Attendance Notes/ Briefs.**

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| **Documents required for submission** | 🗹 |
| A fully completed signed CCFS Form (inc. section J for non CCMS certificates) |  |
| **Solicitor & Counsel Event fees:** | |
| Highlighted court orders listing all **main hearing days**, and providing outcome of main hearings – see CCFS Pack page 8 |  |
| Highlighted court orders listing any **Advocates Meetings** claimed as an event (they cannot be retrospectively ordered to justify an event fee) – see CCFS Pack page 10. Please also provide Solicitor Attendance Notes and endorsed Counsel Brief. |  |
| Counsel endorsed briefs for any **Counsel Conferences** |  |
| Highlighted court order listing **Reading Days** + attendance note for that day – see CCFS Pack page 10 |  |
| Highlighted court orders setting aside a day specifically for **Written Submissions** (they cannot be retrospectively ordered to justify an event fee) - see CCFS Pack page 10 |  |
| **Solicitors Advocacy model only**   * If any conferences are sought please provide attendance note – see CCFS Pack page 9 * Please provide FAS forms when using the Alternative Advocacy Model (£707+FAS model). Please note that these will be assessed at billing. |  |
| **Counsel Fees:** | |
| **Please provide fee notes for all acting counsel.** Counsel are strongly advised to obtain authenticated FAS forms throughout the case even if it is likely they will eventually claim via CCFS, as if at the end of the case there proves to be less than 11 main hearing days (subject to the calculation within the scheme), counsel will be required to present fees using FAS and should ensure they have appropriate documentation. |  |
| **If counsel seeks to claim disbursements please provide a breakdown plus relevant evidence**. |  |
| **Counsel Acceptance Forms for all acting counsel undertaking work outside of FAS** even if they have been provided earlier in the case. |  |
| **Expert Fees & Disbursements:** | |
| **Vouchers**:  You must provide a voucher for every expert fee and disbursement of £20 (inc. 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:   1. the service provider’s details (e.g. be on headed notepaper); 2. your client’s name (to link them to the case); 3. details of what the voucher is for; 4. where applicable, a detailed breakdown of work undertaken, time spent and the hourly rate for substantive work and travel/waiting time.   Please number each voucher, and list all the vouchers in numbered order on the CCFS form. If there’s not enough space on the claim form, please continue the list on a separate sheet.  See Guidance on the Remuneration of Expert Witnesses <https://www.gov.uk/guidance/expert-witnesses-in-legal-aid-cases>  **Highlighted court orders should be supplied if you claim:**   1. The cost of DNA, Drug and/or Alcohol tests, unless LAA has granted Prior Authority. 2. Any unequal apportionment between the parties. 3. Any expert types are not on the Codified Rates list and not subject to Prior Authority. |  |