**2 COUNSEL 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 (2 Counsel) (inc section J for non CCMS certificates) |  |
| **Profit Costs:** | |
| Highlighted court orders listing all main hearing days, and providing outcome of main hearings |  |
| Advocates Meetings: please provide Solicitor attendance notes and endorsed Counsel Brief |  |
| Counsel Conferences: please provide endorsed Counsel instructions |  |
| Highlighted court order listing **Reading Days** + attendance note for that day –2 Counsel Pack pg10 |  |
| **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. |  |
| **Counsel Fees:** | |
| **Please provide fee notes for all acting counsel.** If at the end of the case, there are less than 11 main hearing days (subject to allowable underruns within the terms of the scheme), or if the case is relisted below 11 main hearing days, counsel will be required to present their fees using FGF and should ensure that they have the appropriate documentation to allow this (ie Claim 5 Form). |  |
| **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. Note they are also required for fees sought on FGF. |  |