Legal Aid Agency

Claim Cost Summary Sheet

Class (delete where appropriate) - Criminal Investigations / Criminal Proceedings / Appeals and Reviews / Prison Law / Associated civil work.

- **One form should be completed for each claim you make**
- **Where this claim relates to a Lower Standard Fee, do not complete Profit / Core Cost information**
- **Where this claim relates to the Associated civil work, only Legal Help claims should be recorded on this form. Where Investigative Representation and Legal Representation are being claimed the appropriate civil claim form should be used.**

Client surname and initial: _____

UFN: | | | | | | | / | | | | Our reference: _____

Profit Costs

Description	Rate £	Hours / Mins	Net Total £	VAT £	Gross Total
		Total			

Disbursements

Description	Rate £	Total	VAT	Gross Total
Mileage	@ p			

Travel

Description	Rate (£)	Hours / Mins	Total £	VAT £	Gross Total
		Total			

Waiting

Description	Rate (£)	Hours / Mins	Total £	VAT £	Gross Total
		Total			

Where the claim is in the Proceedings Class and a Representation Order has been granted, where applicable indicate level of standard fee claimed i.e. lower or higher standard fee category.

Pre-order work? ☐ Standard Fee

Date order granted _____ Total Core Costs £

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