

The Crown Court at
R -v- or Appeal of

Case No.

FOR OFFICIAL USE

Messrs
Address:

Solicitors

Date of legal aid order:

Date of case disposal:

Date received

COSTS CLAIMED/ALLOWED IN THE MAGISTRATES' COURT

Date of magistrates' court order

Cost claimed £

Costs allowed £

1. DETAILS OF CASE - TO BE COMPLETED BY THE SOLICITOR

Tick as appropriate

Jury Trial	<input type="checkbox"/>	1	Number of defendants represented
Prepared for trial no jury sworn	<input type="checkbox"/>	2	Number of defence witnesses (evidence):
Guilty plea	<input type="checkbox"/>	3	Number of character witnesses:
Appeal against conviction	<input type="checkbox"/>	4	Number of counts/charges:
Appeal against sentence	<input type="checkbox"/>	5	Number of cases covered by this claim:
Committal for sentence/breach of court order	<input type="checkbox"/>	6	
Other (specify)	<input type="checkbox"/>	7	

NOTES FOR GUIDANCE FOR COMPLETION OF CLAIM

- Solicitors should send with the claim for costs:
 - The brief and any instructions to and advice from counsel;
 - The file of correspondence and record of attendances, including the telephone log;
 - Details of all disbursements and receipted accounts where appropriate;
 - Statements of the accused, defence witnesses and reports of experts;
 - A copy of form LA Rep 3B and any notice of provisional assessment (see para. 7).

COPY STATEMENTS OF PROSECUTION WITNESSES OR EXHIBITS SHOULD **NOT** BE ENCLOSED.
- A claim must be submitted within 3 months of the conclusion of the proceedings to which the legal aid order relates (Regulation 5.). No claim can be considered after this unless an extension of time is granted (Regulation 17).
- No item on a claim should relate to work undertaken prior to the date of a legal aid order covering proceedings in the Crown Court, save that work done in relation to the proceedings before the Crown Court done after the making of a through legal aid order should be included on the Crown Court claim even though the work may have been done before the date of committal, if such work is not claimed on form LA Rep 3B.
- Solicitors are reminded that:
 - Where there are any special circumstances which should be drawn to the attention of the appropriate authority the solicitor must specify them (Regulation 5).
 - Where the solicitor claims that paragraph 3 of schedule 1 Part 1 should be applied in relation to an item of work, he must give full particulars in support of the claim (Regulation 5).Any special circumstances or full particulars in support of a claim to allow more than the relevant basic rate, should be provided in a separate statement accompanying this claim.
- Solicitors should provide on the form a narrative summary of the items of work undertaken. In respect of each item of work for which a claim is made, the date, the time taken, the grade of fee earner and the sums claimed must be specified where appropriate. Only work undertaken by a fee earner may be claimed.
- A claim for costs should be submitted to the Registrar of Criminal Appeals in respect of advice or assistance on appeal when notice of appeal or application for leave to appeal is lodged on advice.
- Solicitors are to disclose on the appropriate part of the form details of any claim submitted to the Law Society Area Legal Aid Committee in relation to magistrates' court proceedings and enclose a copy of form LA Rep 3B and any notice of provisional assessment.
- After the claim has been determined, solicitors will be provided with a copy of the summary of information on the final page. If any further details or a full copy of the claim are required, application should be made to the Crown Court Centre.

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SENIOR SOLICITOR (A)			SOLICITOR LEGAL EXECUTIVE OR EQUIVALENT (B)			ARTICLED CLERK OR EQUIVALENT					
TIME HRS	TIME MINS	HOURLY RATE	AMOUNT ALLOWED	TIME HRS	TIME MINS	HOURLY RATE	AMOUNT ALLOWED	TIME HRS	TIME MINS	HOURLY RATE	AMOUNT ALLOWED
		-				-				-	
								-		-	-
		-				-		-		-	-

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SENIOR SOLICITOR (A)			SOLICITOR LEGAL EXECUTIVE OR EQUIVALENT (B)			ARTICLED CLERK OR EQUIVALENT (C)					
TIME HRS	MIN	HOURLY RATE	AMOUNT ALLOWED	TIME HRS	MIN	HOURLY RATE	AMOUNT ALLOWED	TIME HRS	MIN	HOURLY RATE	AMOUNT ALLOWED
		-				-					
		-				-				-	
		-				-				-	

Items allowed: Letters _____ At unit cost _____

 Telephone calls _____ At unit cost _____

Miles allowed _____ at milage rate _____

Other expenses _____

The Crown Court at

R - v - or Appeal of

Determining Office:

Date

To

Legal Aid costs in the above case have been determined and a payable order is enclosed. Details of the determination are shown in the summary below. The rate codes 1,2,3 are as follows:

- 1 = basic rate, all work:
- 2 = more than basic rate, all or part work:
- 3 = less than basic rate, all or part rate:

• **Box 2 only is to be completed by the solicitor**

- 1. Form No 1
- 2. Solicitor's L.A. code 2
- 3. Record type
- 4. Court location code 4 5
- 5. London Weighting 3 4 5
- 6. Case number 6
- 7. Date of conclusion of case 7
- 8. Date of receipt of claim 8
- 9. Date of determination 9
- 10. Date of payment 10
- 11. Tape Recording 11 12 13
- 12. Counsel alone
- 13. Class & offence code
- 14. Type of case 14 15 16
- 15. Duration code
- 16. Length of case
- 17. Scheme year 17 18 19
- 18. No. of defendants
- 19. No. of cases
- 20. Amount claimed

8. Summary: to be completed by the solicitor (See also Box 2 above)								20	
PREPARATION	PRE		A					21	
			B					22	
			C					23	
ADVOCACY BY SOLICITOR	ADV		A					24	
			B					25	
ATTENDANCE AT COURT WHERE COUNSEL ASSIGNED	ATT		A					26	
			B					27	
			C					28	
TRAVELLING	TRA		A					29	
			B					30	
			C					31	
WAITING	WAI		A					32	
			B					33	
			C					34	
LETTERS AND TELEPHONE CALLS			LET					35	
SOLICITORS DISBURSMENTS LIABLE TO VAT					DIS				36
VAT No.					TOTAL FOR VAT PURPOSES			37	
OTHER DISBURSMENTS (inclusive of VAT where appropriate) Please specify, e.g. experts fees medical reports, agency work and include received vouchers and accounts					VAT				38
									39
									40
Solicitor's signature					LESS ANY PAYMENT ON ACCOUNT				41
Ref:					TOTAL CLAIMED AND ALLOWED				42
Tel No:									42