



Legal Aid
Agency

This form should be completed for LGFS claims created online.

If your claim is for hardship or a warrant please use form LF1.

Solicitor's firm _____
 DX _____
 or
 Address _____

 Contact telephone number _____

VHCC Criteria

Did the case last more than 60 days at trial?
 Yes No

Was this case notified to the CCU?
 Yes No

If yes, please provide a copy of your notification and response.
 If no, please provide an explanation as to why not, in a covering letter

Section one - case details

Solicitor's a/c number _____ Crown Court Case Number _____
 Prosecuting Authority _____
 If the case has transferred to a different court -
 Name of Crown Court _____ Court code _____

Defendants details:	
First Name _____	Last Name _____
Representation Order Dates: original / /	transfer / /
Has there been an order for Judicial Apportionment? Yes <input type="checkbox"/> No <input type="checkbox"/>	MAAT ID number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (7 digits, to be found on the Rep Order)
This case was: Elected <input type="checkbox"/> Directed <input type="checkbox"/> Sent <input type="checkbox"/>	Please complete if the Rep Order is dated on or after 3/10/2011.

Defendants details:	
First Name _____	Last Name _____
Representation Order Dates: original / /	transfer / /
Has there been an order for Judicial Apportionment? Yes <input type="checkbox"/> No <input type="checkbox"/>	MAAT ID number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (7 digits, to be found on the Rep Order)
This case was: Elected <input type="checkbox"/> Directed <input type="checkbox"/> Sent <input type="checkbox"/>	Please complete if the Rep Order is dated on or after 3/10/2011.

4 Please continue on a separate sheet if necessary.

Section two - Breakdown of Travel Costs

When claiming travel costs the date of travel, destination and reason for travel must be included. If you are travelling to visit your client you must justify why these expenses should be paid when a local provider would not incur them. Travel will be allowed at public transport rates unless justification for private travel is provided. Please provide copies of all tickets or receipts for public transport costs incurred over £20.00. Please see the LGFS Guidance for more information.

Date (dd/mm/yy)	Destination	Reason for travel	Distance (if claiming mileage at Public transport rate)	Distance (if claiming mileage at Private transport rate)	Amount claimed £:p (Exc VAT)	VAT Y/N
Total claimed						

Section three - Declaration

I confirm that I have enclosed the following (where applicable):

- Representation Order. **(Where there has been a transfer and you are the new Solicitors, please supply a copy of the original representation order).**
- The front sheet(s) from the committal bundle and NAEs served by the prosecuting authority, showing the total of pages served **(required for all final graduated fee and hardship claims).**
- A copy of the indictment **(required for all final graduated fee and hardship claims).**
- Original disbursement vouchers (for claims over £20 excluding VAT and mileage).
- Prior authority confirmation.
- Order in respect of Judicial Apportionment (for each defendant).
- Hardship supporting evidence (e.g. bank statements/ bank letter), please give details
- Other supporting evidence. A list of acceptable evidence can be found on the LAA website.
- Form LAC1 or Memorandum of Conviction.

Section four

CLAIM OUTCOME - TO BE COMPLETED BY LAA STAFF ONLY

Paid in full

Assessed

Rejected

Total Litigator Final Fee allowed (inc vat) £ :

Total disbursements allowed (inc vat) £ :

Total travel disbursements allowed (inc vat) £ :

Reasons

Caseworker initials Date processed

Section five - Additional information (this page is optional)

Please give us any further information here that will allow us to process your claim. This page need only be submitted if you would like to provide supporting information.