



# Outcome of case

## Outcomes

4 When answering the following questions, please use the relevant codes referred to in the Certificate Outcomes Checklist. This checklist is available on [GOV.UK](http://GOV.UK). The questions should be completed for interim and final claims.

1. At what stage did case end?
2. How did case end?
3. What was the result?
4. Was ADR proposed or used?
5. Were significant wider public benefits achieved?

## Recoveries

- Were costs awarded? If yes, please complete page 9 & 10.  Yes  No
- Were damages awarded? If yes, please complete CIVADMIN1.  Yes  No
- Was property awarded? If yes, please complete CIVADMIN1.  Yes  No
- Was a wasted costs order made?  Yes  No

## Summary of Claim

	Non Panel Member		Panel Member		Overall	
	Rate	Hours/Units	Rate	Hours/Units	Total hours/units	Total
Att and prep						
Advocacy (not FAS)						
Travel and waiting						
Letters out						
Letters in						
Telephone calls						

## Total Costs

	Net	VAT
Profit costs		
Expert costs		
Other disb		
Solicitor FAS		
Counsels fees		
Costs of assessment		
Total		

VAT Status: Did you client have leave to remain at the start of the case?  Yes  No

## Claim Preparation

Claim submitted to the court for detailed assessment drafted by:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

# Panel Membership Declaration

I declare that I am a member of:

Please tick

- i) The Resolution Specialist Accreditation Scheme, The Law Society's Family Law Advance or Accreditation Scheme
- ii) in relation to work done under a certificate which includes proceedings relating to children, the Law Society's Children Law Accreditation Scheme

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Panel Member Solicitor)

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Panel Member Solicitor)

Name: \_\_\_\_\_

**All Panel Members must sign the declaration.**

## Declaration in respect of work claimed

I confirm that all costs claimed are properly claimable from the Legal Aid Fund and fully evidenced on file and appropriate documentation will be made available to the LAA to demonstrate this should it be required for verification purposes.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

## Certification

I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the Legal Aid Agency.

If costs are to be assessed by the court I certify that a copy of the bill has been provided to the legally aided client pursuant to the Standard Civil Contract Specification with an explanation of their financial interest in the assessment and the steps which can be taken to safeguard that interest. They have not requested that the authorised court officer be informed of their interest and have not requested that notice of the assessment appointment be sent to them.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

# Family Escape Cases

4 Please complete where the certificate falls under the care proceedings or the private family law fixed fee scheme and the costs have exceeded the escape threshold.

- Care and supervision proceedings (go to section A)  Yes  No
- Private law children proceedings (go to section B)  Yes  No
- Finance case (go to section B)  Yes  No
- Domestic abuse case (go to section B)  Yes  No
- Have any other providers acted in this matter? If yes, a separate claim must be submitted.  Yes  No
- Is this a change of solicitor half fee?  Yes  No

## A: Care and Supervision Cases

Profit costs excluding advocacy and disbursements: Net \_\_\_\_\_ VAT \_\_\_\_\_

- In which region are you based? Midlands  North  South  Wales
- Is your client A child?  A parent?  Joined?
- How many clients are you acting for? 1  2 or more
- In front of whom did the case finish? High court Judge  District or Circuit Judge  Lay Justices or Clerks

## B: Private Law Cases

Profit costs excluding advocacy and disbursements: Net \_\_\_\_\_ VAT \_\_\_\_\_

- In which region are you based? London  Non London
- Have you made a previous claim for payment of account in these proceedings? Yes  No
- In front of whom did the case finish? High court Judge  District or Circuit Judge  Lay Justices or Clerks
- Are you claiming a settlement fee? Yes  No
- Which levels of work did your client undertake? Level 3  Level 4  Enforcement

If you did not undertake work at all levels covered by your certificate please explain why:





# Details of Counsel Claims Paid to Date under this Certificate

Cases where Counsel have been instructed under the Family Graduated Fee Scheme or the Family Advocacy Scheme.

Have all outstanding claims for counsel been paid by the LAA?  Yes  No

Please provide details of payments made to counsel. This will allow us to check that all counsels fees have been paid. For claims assessed by the court a summary of the amount paid to each counsel will suffice providing the payments are clear on the bill as assessed by the court.

No	Counsel (Account No. & Name)	Date of Work	Net	VAT	Total (Inc. VAT)	Office Use Payment/Reconcile
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
<b>Total</b>						

Withdrawn





## Details of costs awarded in favour of your client

4 You should attach copies of any orders made

Pre-certificate costs awarded: £ \_\_\_\_\_ : \_\_\_\_\_

During certificate costs awarded:  
(legal aid prescribed rates) £ \_\_\_\_\_ : \_\_\_\_\_

During certificate costs awarded:  
(Market Rates) £ \_\_\_\_\_ : \_\_\_\_\_

Are legal advice and assistance, and/or Legal Help costs included in the pre-certificate costs awarded?

Yes

No

If yes, tell us the amount: £ \_\_\_\_\_ : \_\_\_\_\_ Interest on all costs: £ \_\_\_\_\_ : \_\_\_\_\_

Date interest commenced or commences: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please provide a breakdown where interest has been calculated:

Amount recovered to date: £ \_\_\_\_\_ : \_\_\_\_\_

4 Please complete if recovery has not been made in full.

Date order was served: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address of service: \_\_\_\_\_  
\_\_\_\_\_

Does the court order say leave of the court is required before enforcement can take place?

Yes

No

Has a determination of the debtor's means been undertaken by the court?

4 If a determination has been made, a copy of the order must be attached.

Yes

No

If yes, give the amount: £ \_\_\_\_\_ : \_\_\_\_\_

Has any offer been made by the debtor?  Yes  No

If so, give details:

## Details of monies/property awarded

4 You should attach copies of any judgments made and form CIVADMIN1 if this has not already been sent.

Value of award: £ \_\_\_\_\_ : \_\_\_\_\_ Amount recovered to date: £ \_\_\_\_\_ : \_\_\_\_\_

## Debtor's details

4 The last known address of debtor is required

4 If all costs and damages have been recovered, completion of this section is unnecessary.

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname or Organisation: \_\_\_\_\_

First name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

National Insurance no: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone (work): \_\_\_\_\_

Phone (home): \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax no: \_\_\_\_\_

email address: \_\_\_\_\_

Solicitor's firm name: \_\_\_\_\_

Is the debtor:  Employed  Self-employed  Unemployed

Job: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Any assets owned by debtor, e.g. property, shares, bank/building society accounts, ISAs, Bonds (including premium), Gilts, Government stocks, Life policies, Vehicles owned etc.

Debtor's income: £ \_\_\_\_\_ : \_\_\_\_\_

Was the debt legally assested?  Yes  No

If yes, give our case reference: \_\_\_\_\_

Please give any information which would help in recovery of monies.