



Legal Aid  
Agency

# Claim for costs in fixed fee family cases

Please indicate if:

- Claim for costs to be assessed by the LAA.
- Claim for costs assessed by the court
- The case was funded under an Exceptional Case Funding determination.
- Mental Health/Court of Protection

VHCC/HCC - please state stage no.:

For Official Use Only		
Tag No:	/	/

Type of Case: \_\_\_\_\_

## Section 1

### Your client's details

Our case reference number: \_\_\_\_\_

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Does this claim cover more than one certificate? If so, give the other case reference numbers and the percentage apportionments between the cases:

### Your details

Account number:         Roll number:

Name of firm: \_\_\_\_\_

Your case reference: \_\_\_\_\_

Contact name for enquiries: \_\_\_\_\_ Tel no.: \_\_\_\_\_

E-mail address for enquiries: \_\_\_\_\_

### Previous advice and other related claims

Did your client receive advice under legal help, family help (lower) or help with family mediation in this matter?

Yes  No

Date legal help form signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If prior to 1st October 2007, please confirm the total costs plus disbursements reported, including VAT. If on or after 1st October 2007, please confirm amount you received in payment, excluding any settlement fee(s) but including VAT: £ \_\_\_\_\_

Is this the final bill on this certificate?  Yes  No

**If yes, please note the case will closed and you will be unable to submit further claims.**

## Outcome of case

Date of issue of proceedings: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of issue of emergency certificate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of issue of substantive certificate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 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](https://www.gov.uk).

4 Please complete for all claims including any interim 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?

Date of final Order, or date of last work on file if no final order: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Recoveries

Indicate which, if any, of the following were awarded:

Costs       Damages       Property

4 If any of the above were awarded you must also complete pages 12 & 13. Please note if property was recovered or preserved you should also submit the CIVADMIN 1 form if a statutory charge decision has not already been made.

Was a wasted costs order made?  Yes       No

If yes, please attach a copy and complete Section 6.

## 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 Legal Aid Agency I certify that, where the legally aided client has a financial interest, a copy of the bill has been provided to the client with an explanation of their rights and that either 21 days have passed since the copy was so provided or the client has confirmed in writing (copy attached) that s/he will not be making any representations in relation to the bill.

If costs were assessed by the court I certify that a copy of the bill has been provided to the legally aided client pursuant to the regulations 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Authorised Litigator. The solicitor or litigator instructed must have a valid practising certificate. The LAA will not pay for any work done during any period in which the solicitor does not have a practising certificate.)

Name:

## Section 2

4 If there is more than one private law aspect on the certificate subject to a fixed fee e.g. children and finance to be claimed please complete page 3 onwards for each aspect claimed.

### Nature of the proceedings

Give details of the case, including any factors in support of time spent in attendance and preparation:

- Care and supervision proceedings (complete section A below)
- Other public law children case (go straight to section 3)
- Private law children case (complete section B on page 4)
- Finance case (complete section B on page 4)
- Domestic abuse case (complete section B on page 4)

Have any other providers acted in this matter?  Yes  No

If yes, a separate claim must be submitted.

Is this a change of solicitor half fee?  Yes  No

## Actual costs incurred

### A) Care and supervision cases

	Net	VAT
Profit Costs (exc advocacy and enhancements)	£ <input type="text"/> :	£ <input type="text"/> :
In which region are you based?	<input type="checkbox"/> Midlands	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> Wales
Is your client	<input type="checkbox"/> A child?	<input type="checkbox"/> A parent? <input type="checkbox"/> Joined?
How many clients are you acting for?	<input type="checkbox"/> 1	<input type="checkbox"/> 2 or more
In front of whom did the case finish?	<input type="checkbox"/> High Court Judge	<input type="checkbox"/> District or Circuit Judge <input type="checkbox"/> Lay Justices or clerks

Now go to Part C on page 4

# Actual costs incurred cont

## B) Private law cases

Profit Costs (exc advocacy and enhancements)

	Net	VAT
	£ :	£ :

In which region are you based?  London  Non London

Have you made a previous claim for payment on 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 you undertake?  Level 3  Level 4  Enforcement

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

## C) Is this an Escape Case? Yes No

If **Yes**, go to Section 3. Your file of papers must be submitted with this form if the claim is to be assessed by the Agency.

If **No**, complete the remainder of this section

	Net amount	VAT
Fixed Fee	£ :	£ :
+		
Experts costs (Complete details on page 6&7)	£ :	£ :
+		
Other Disbursements (Complete details on page 7)	£ :	£ :
= Total	£ :	£ :
Solicitor advocacy (Complete details on page 8 or 10)	£ :	£ :
Counsel advocacy (Complete relevant details on page 5)	£ :	£ :

(Complete Section 3 with details of any counsel's fees and disbursements as appropriate and sections 4 or 5 with details of any **relevant advocacy claim**. If the advocacy claim for the solicitor does not fall within FAS and section 5 is completed please submit your file of papers).

### Section 3 - Counsel's fees and disbursements

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	Total (Inc. VAT)	Office Use Payment/Reconcile
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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31				
32				
<b>OVERALL TOTAL PAID TO COUNSEL</b>				

## Expert Invoice details

4 Disbursement vouchers must be provided where appropriate; they must contain a breakdown of the work undertaken including the rate charged per element.

If these are proceedings involving a dispute about children, are you satisfied that the experts used meet the Ministry of Justice standards for experts in England and Wales?

Yes  No

If any of the experts do not meet the standards please provide a copy of an authority from the LAA to incur the expert cost, or give reasons why you instructed them and why an expert who meets the standards was not instructed.

Expert Group	Expert Type	Prior authority obtained? Y/N	Preparation		Court Attendance		Travel Time Costs	Other Costs	Net Amount	VAT Amount	Total Cost (inc VAT where applicable)
			Hourly rate	Total Prep Cost	Rate	Total Court Cost					
<b>Total (C)</b>											

## Section 3 continued

### Expert Invoice details

- 4 Where there is a joint instruction of an expert please list all other parties to the proceeding and the apportioned percentage share of the experts costs (if a party is not responsible for a share of the expert costs please list and enter 0% as their share).

Expert type	Party name	Solicitor	Certificate ref	Apportioned (%)

### Other Disbursements details

- 4 Disbursement vouchers must be provided where appropriate

Disbursement	Net	VAT	Total	For office use only
<b>Total (D)</b>				

## Section 4 - Advocacy costs under Family Advocacy Scheme

Please ensure you have provided the evidence required for your FAS payment. Details of the evidence required can be found on the claim submission checklists and within the [electronic handbook](#).

Date of Hearing	Type of Judge HCJ D/CJ L/C	Interim/ final advocate s meeting or FDR	Actual time spent (mins)	Number of hearing units or days if final hearing	Rate for units	Standard fee total cost	% bolt on claimed	Cost of bolt- ons £ : p	Advocate bundle payment £ : p	settlement fee	Exceptional travel	Total Net	VAT for FAS claims £ : p
<b>Bolt on Payments</b>												<b>Total</b>	

Date of hearing	Bolt on claimed (please insert relevant numbers)

<b>Exceptional travel bolt-on</b>		
Date	Distance	Reasons for claim



**Section 5 - To be completed only for escape cases, other public law cases and solicitor advocacy costs not falling within FAS**

**Bill to be assessed by the Legal Aid Agency**

**Details of work being claimed**

If you are seeking an enhanced rate or uplift, state percentage sought and give full reasons (if the enhancement is claimed as a member of the Resolution Accredited Specialist Scheme, Law Society's Children Law Accreditation Scheme or Family Law - Advanced Accreditation Scheme please also sign the declaration below)

**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. If there is not enough space, please copy the page, sign and attach to the claim.**

# Bill to be assessed by the Legal Aid Agency

**Schedule of time spent** 4 Complete in chronological order adding further details on ROT, DOT or OOT work on the next page.

	Fee earner Initials	Date dd mm yy	Code	Preparation		Hearing hrs : mins	Travel hrs : mins	Waiting hrs : mins	Rate £ : P	Basic Claim £ : P	Enh/ uplift %	Claim £ : P	For Office Use Only
				Attendance or conference	Examining/ drafting documents hrs : mins								
1													
2													
3													
4													
5													
6													
7													
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31													
32													
33													
Total times													
Total costs													
<b>TOTAL</b>											:	<b>A</b>	

For total costs extract "Attendance" figures from "Claim" column and enter in "Total Costs" box at bottom of "Attendance or Conference" column. Repeat for "Preparation of Document", "Hearing", "Travel" and "Waiting" columns and total these costs. The total of these costs should match total in box A.

## Additional information

4 Relating to details on the Schedule on page 10


### Total Costs - Escape cases and other Public Law cases Letters and telephone calls

	Item rate	Number	Enhancement claimed	£ : p	For Office Use Only
Letters out					
Letters in					
Phone calls					
<b>Total (B)</b>					

### Your Claim and VAT

	NET	VAT	For Office Use Only
Profit costs (A + B)			
Experts costs (C)			
Other disbursements (D)			
Cost of detailed assessment			
Sub total			
Solicitor FAS			
Counsel's fees			
Grand total			

## Section 6 - Costs Awarded

### Details of costs awarded

4 You should attach copies of any orders made

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

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

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

Total costs awarded £ \_\_\_\_\_ : \_\_\_\_\_

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: £ \_\_\_\_\_ : \_\_\_\_\_

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

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

Post code \_\_\_\_\_

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, please give the amount: £ \_\_\_\_\_ : \_\_\_\_\_

Has any offer been made by the debtor?

Yes

No

If so, please give details:

## Debtor's details

4 The last known address of debtor is required

4 If all costs 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 debtor legally aided?  Yes  No

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

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