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Tick boxes

Where the case relates to a

- Case funded under an Exceptional Case Determination
- Mental health/Court of Protection matter
- VHCC/HCC matter

Please tick the relevant box as it allows us to direct the work to the most appropriate team

Clients details

We require the case reference/certificate number and the client name and date of birth. If the claim relates to a number of different certificates details of these should be provided to enable us to apportion the costs between the cases. You should confirm the percentage apportionment between each case otherwise we will just assume an equal apportionment.

Provider Details

We require the account number of the firm and the roll number of the solicitor with conduct of the case. The account number should match the one on the certificate. Providing your contact name, phone number and e-mail address allows us to contact you should we have any queries relating to your claim. Any requests will be made in accordance with our further information policy as detailed in the [civil finance electronic handbook](#).

Previous Advice and Other related claims

Please provide details of any advice and assistance that your client received under legal help, family help (lower) or help with family mediation. This is required in cases where your client has a financial interest in the case

Please indicate whether this is the final bill on the case. If this is the final bill, all payments on account will be recouped and the certificate will be discharged/withdrawn.

Certificate Details

These check boxes were introduced as a prompt to minimise common claiming errors.

For certificates issued prior to 13/10/15 work cannot be claimed where there was a gap between the expiry of the emergency and the grant of the substantive certificate.

For certificates under the AJA work cannot be claimed where a show cause is in place. For certificates under LASPO work can only be claimed where the certificate has not been withdrawn following a show cause.

You should check your claim to ensure you are not claiming for work that is out of scope as this claim will be rejected requesting that the work is removed from your claim.

We are unable to pay any costs above the cost limit and we will limit payment to the amount of the cost limit. There is no right of appeal.

The date of final substantive work should be completed.

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Outcome of the case

Please complete using the applicable outcome codes for that case. These can be found using this link <https://www.gov.uk/government/publications/outcome-expert-and-claiming-codes>.

Where inter partes costs are awarded and have not been paid then please tick this box and complete pages 9 and 10. You should also ensure that copies of the orders are enclosed

Where damages or property has been awarded you should report to us on form [CIVADMIN 1](#) as soon as possible so a decision in respect of the statutory charge can be made prior to you submitting your claim. This may help to avoid rejects when we need information to make a statutory charge decision. Where you have not reported prior to submitting your claim you should submit your claim with a fully completed admin 1 and a copy of the order providing the details of any settlement, values of any property and your clients proposals for payment of the statutory charge. Where money has been awarded we will require a cheque for the amount of the charge.

Summary of claim

For each category of work please confirm the rate claimed and the number of hours/units that are being claimed. This should be split between panel and non-panel members. Where enhancement is being claimed in addition to panel membership this work should still be included in the appropriate box. For example if a panel member was claiming 10 hours attendance with 15% enhancement and 5 hours with 25% enhancement they would put 15 hours in the hours/units box as detailed below. The rate would be the standard rate charged for that work

	Non panel member		Panel Member		Overall	
	Rate	Hours/Units	Rate	Hours/Units	Rate	Hours/Units
Att and prep			£54.90	15hrs	£54.90	15hrs

The total costs boxes provide a summary of the net and VAT amounts payable. These costs should match those on the legal aid assessment certificate.

VAT status – this should be completed to ensure that VAT is only being claimed where it is applicable. Guidance on VAT claiming can be found in the [civil finance electronic handbook](#).

Claim Preparation

Please confirm who drafted the bill of costs submitted to the court for assessment. Where one or more people were involved in this all names should be added.

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Panel Membership Declaration

All panel members must complete the declaration where automatic panel membership enhancement is being claimed.

Declaration in respect of work claimed

This must be completed by the fee earner to confirm that all work claimed can be evidenced on file and made available should it be required

Certification

This must be signed and dated by the fee earner.

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Family Escape Cases

This page must be completed where the case falls under the care proceedings graduated fee scheme or the private family law representation scheme. Information on which cases fall within the schemes can be found within the [cost assessment guidance](#) or the [civil finance electronic handbook](#).

Please tick the box to confirm the proceedings the claim relates to – this allows us to check that the correct rate and escape threshold has been applied.

The costs for each provider are calculated separately for the purposes of determining whether the case has escaped the fixed fee and therefore each firm should submit their claim separately.

Costs calculated on hourly rates	Applicable Fee
Costs less than standard fee	½ the standard fee
Costs equal to or greater than standard fee	Standard Fee
Costs escape standard fee	Costs as calculated on hourly rates

Care and Supervision Cases

We require details of your profit costs excluding advocacy and disbursements to allow us to check that the costs have exceeded the escape threshold.

The regional fee determines the fee and is based on the old LSC regions

Regional Fee	Regional Office
North	North Western Region (Manchester) North Eastern Region (Newcastle) Yorkshire & Humberside Region (Leeds) Merseyside Region (Liverpool)
Midlands	West Midlands Region (Birmingham) East Midlands Region (Nottingham) Eastern Region (Cambridge)
London	London Region (London)
South	South Eastern Region (Reading) South Western Region (Bristol)
Wales	Wales Region (Cardiff)

Following the introduction of the single family court on 22/04/14 the rate payable is based on the level of judge before whom proceedings were concluded.

Private Law Cases

We require details of your profit costs excluding advocacy and disbursements to allow us to check that the costs have exceeded the escape threshold.

The London rate is applicable where the firm is based in a London borough otherwise the non London rate applies

For interim bills, where payments on account have been made that relate specifically to this claim you should detail these and we will recoup these upon payment of your claim. Any remaining payments on account will be recouped upon payment of your final bill.

Following the introduction of the single family court on 22/04/14 the rate payable is based on the level of judge before whom proceedings were concluded.

A settlement fee cannot be claimed for cases that have escaped the fixed fee. Further guidance on this can be found in both the [cost assessment guidance](#) and the [civil finance electronic handbook](#).

Please confirm what levels of work were undertaken on this claim and, where you haven't undertaken work at all levels covered by the certificate please confirm why. If the certificate covers you for levels of work and you are not claiming these we may query this with you to ensure that you are claiming correctly and that there are no further costs to be claimed on a case.

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Disbursements and expert rates

Following the introduction of expert standards you should be satisfied that any experts used meet the Ministry of Justice Expert Standards. This applies to proceedings involving a dispute about children.

Disbursement vouchers must be provided for disbursements of £20 or over. These must contain a breakdown of the work undertaken and the hourly rate charged per element.

Expert Costs

Expert group and expert type – these codes can be found in the [civil certificated claim codes document](#).

The table should be completed with the hourly rate and total cost for both preparation and court attendance. Travel costs and any additional costs should be inserted as a total.

Disbursement – Costs and Justification

Please complete with the detail of any non-expert costs incurred

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Solicitor Advocacy Costs Under Family Advocacy Scheme

This should be completed when you are claiming for advocacy costs for work undertaken under the Family Advocacy Scheme (FAS).

Following the introduction of the single family court on 22/04/14 the rate payable is based on the level of judge before whom proceedings were heard.

You should detail the actual time spent at court in minutes (less any lunch adjournment) and this should match the advocates attendance form. For final hearings we require the number of days.

Rate for unit is the rate for a single unit and this should be multiplied by the number of hearing units/days to provide the standard fee total cost.

Any bolt on payments must be certified on the advocates attendance form and we require the % claimed and the cost for each bolt on

Where a settlement payment is being claimed a copy of the order must be provided. Further guidance on settlement codes can be found in both the [cost assessment guidance](#) and the [civil finance electronic handbook](#)

Exceptional travel can only be claimed where the journey from the advocates office or chambers to the court (or location of advocates meeting or conference) exceeds 25 miles each way.

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Where counsels fees have been paid under the Family Graduated Fee Scheme or the Family Advocacy Scheme you can use this table to identify all payments made to counsel. This will assist us in identifying any discrepancies between the figures you have and the actual amount we have paid on the case. The amount paid to counsel must match the amount detailed by you on the claim form and assessment certificate.

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This page can should be completed for non-family counsel claims for certificates applied for on/after 03/10/2011. Alternatively a form CF1A can be completed and submitted instead. We require details of counsel (name and account number) the date of work and work undertaken. The codes for the work can be found on the [CF1A](#).

Where enhancement has been claimed this must be justified.

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Details of costs awarded in favour of your client

We require details of the costs awarded in the case. This should be broken down into pre certificate, during certificate costed at legal aid rates and during certificate costed at market rates. Please note that the costs on the assessment certificate must be at legal aid rates.

Where interest on costs applies we require details

If the costs have not been recovered we will require all the details on this page to be completed and a copy of the order and any determination of the debtors means undertaken by the court.

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Debtors details

Where costs have not been recovered this page should be completed in full with any information you have in respect of the debtor. If you do not have a current address you should let us know but also provide us with the most recent address you have