



The purpose of this checklist is to reduce the likelihood of your CW3 application being rejected.

	Requirement	Notes	Provider checked
1	Has the correct version form been used?	A version 8 form or the most recent Excel version of the form must be used, which can found here: https://www.gov.uk/government/publications/cw3-extension-of-upper-cost-limit-in-controlled-work-cases	
2	Has form been signed, dated, and fully completed?	The certification must be signed and dated and it must be clear who has signed the application form. Electronic signatures are acceptable. The application form must be completed in full.	
3	Profit costs incurred to date	Where a request is made for additional profit costs, a breakdown of profit costs incurred must be provided which shows a description of the work completed, the time engaged on each task, the hourly rate and the value of each item. A running record of costs is acceptable if it details the work undertaken. The cumulative total of profit costs incurred must be clear and reconcile with the costs detailed on the form.	
4	Disbursement only requests under CLR or bail financial limits- profit costs incurred to date	Where a request is made for disbursements only under CLR or bail financial limits, a breakdown of profit costs incurred must be provided which shows the time engaged on each task, the hourly rate and the value of each item. A running record of costs is acceptable. The cumulative total of profit costs incurred must be clear and reconcile with the costs detailed on the form. It is not necessary to provide a description of work completed.	
5	Disbursements incurred to date	Where a request is made for additional disbursements or for profit costs only under CLR or bail financial limits, an itemised list of each disbursement incurred to date must be provided which indicates the value of each disbursement and the cumulative total. The cumulative total must match the costs detailed on the form.	
6	Further profit costs requested	Where a request is made for additional profit costs, a calculated breakdown must be provided with a description of further work required, the time requested for each task, the hourly rate and the value of each item. The application must include justification for the further work. The cumulative total of profit costs requested must be clear and reconcile with the costs detailed on the form.	
7	Further disbursements requested	Where a request is made for additional disbursements, a full breakdown of the cost of the disbursements must be provided with details of the work to be undertaken and the hourly rate(s) charged for each task. The cumulative total of the further disbursements must be clear and reconcile with the costs detailed on the form	

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8	Hourly rates cases only - Counsels Fees	If counsel costs have been incurred or requested a breakdown must be provided which shows the work undertaken / requested, the time spent / requested for each task, the hourly rate, the value of each item and the total costs. Fixed fees are not acceptable.	
9	Fast Track / Screening Interviews for Minors	Where you are permitted to do so under sections 3 and 4 of The Civil Legal Aid (Immigration Interviews) (Exceptions) Regulations 2012 , you are able to claim reasonable costs and disbursements associated with attending screening and / or substantive Home Office interviews in addition to the cost limit. Therefore, these costs must not be included in the costs incurred or further costs requested in the application.	
10	Have you used the correct fee scheme and rates?	The correct rates must be used for profit costs and counsel's fees. The date the legal help file was opened determines the applicable hourly rate. The applicable rates can be found in the payment annex of the contract https://www.gov.uk/government/publications/standard-civil-contract-2010 If the 5% hourly rate uplift is requested, ensure the relevant fee earner was an accredited level 3 caseworker during the period the work was completed.	
11	Codified Rates	The hourly rates requested for experts must not exceed the codified hourly rate, unless permitted by the The Civil Legal Aid (Remuneration) Regulations. Codified rates for expert requests can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/351193/expert-witnesses-fees-guidance.pdf The date the legal help file was opened determines the applicable hourly rate.	
Requests for Funding for Expert Reports			
12	Alternative Quotes	We generally require at least three alternative quotes. When this is not possible you should provide copies of correspondence attempts and details of steps taken and research conducted in an attempt to obtain alternative quotes.	
13	Reasons For Refusal Letter	If the case is a CLR appeal or Legal Help fresh claim, a copy of the Reasons for Refusal Letter and/ or tribunal determination must be provided.	
14	Client Specific Instructions	When a quotation is requested from an expert, they should be provided with reasonably detailed provisional instructions specifying what the main issues are for the matter, and what you require the expert to address in order that an accurate, client specific quotation can be provided. A copy of the provisional instructions should be included with the CW3 application.	

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15	Helen Bamber Foundation / Freedom From Torture reports	Where funding is sought for a report from either organisation it is not necessary to obtain alternative quotations. However, confirmation from the organisation that they have agreed to produce a report, the type of the report and the cost of the report must be provided.	
16	Country Report	You must provide details of country research that has already been carried out and why the objective evidence available in the public domain is insufficient to enable you to address the relevant issues.	
17	Medical Report	You must provide details of your client's diagnosis and current treatment. Have all other suitable alternative options been exhausted prior to requesting funding for an instructed expert? E.g. attempts to obtain suitable evidence from a treating doctor	

	Additional Guidance
Email Address	<p>CW3@legalaid.gsi.gov.uk for non-Excel applications</p> <p>CW3online@legalaid.gsi.gov.uk for applications using the Excel CW3 form.</p> <p>Clearly state client's full name in the email subject box.</p> <p>If the application is in the Fast Track scheme state this within the email subject box.</p> <p>If the application is urgent state this within the email subject box and briefly what the urgency is within the body of the email.</p>
Previous Rejects / Refusals	We do not have the system capacity to retain copies of applications or emails. Therefore, if you wish to request a reconsideration of a decision a copy of the application and all documents previously submitted must be included with the resubmission.
Further Information	<p>Please refer to the following resources for additional information regarding Legal Aid in respect of Immigration and Asylum (including CW3 applications):</p> <p>Standard Civil Contract 2013</p> <p>https://www.gov.uk/government/publications/standard-civil-contract-2013</p> <p>Costs Assessment Guidance</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427309/legal-aid-costs-assessment-guidance-2013-2014.pdf</p> <p>Section 14 of the Escaped Cases Handbook for further information relating to CW3 applications</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/438774/escape-cases-guidance.pdf</p>