



Legal Aid Agency

Interim Litigator Fee Claim

This form should be completed in order to claim an interim payment under the Litigator Graduated Fee Scheme. If you have incurred any disbursements in respect of confiscation proceedings, you should apply to the National Taxing Team for remuneration.

Solicitor's firm _____
DX _____
or
Address _____

Email address: _____
Contact telephone number _____

Section one - case details

Solicitor's a/c number _____	Crown Court Case Number _____
Name of Crown Court _____	Court code _____
Prosecuting Authority _____	
If the case has transferred to a different court -	
Name of Crown Court _____	Court code _____
Is this a retrial? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Defendant's details:	
First Name _____	Date of Birth dd/mm/yyyy / /
Last Name _____	
Representation Order Dates: original / / transfer / /	
This case was: Directed <input type="checkbox"/> Sent <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"/> <input type="text"/> (7 digits, to be found on the Rep Order)

Defendant's details:	
First Name _____	Date of Birth dd/mm/yyyy / /
Last Name _____	
Representation Order Dates: original / / transfer / /	
This case was: Directed <input type="checkbox"/> Sent <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"/> <input type="text"/> (7 digits, to be found on the Rep Order)

4 Please continue on a separate sheet if necessary.

Section two - details of interim disbursements

A copy of the prior authority authorisation letter must be submitted along with the invoice for the work undertaken by the expert.

Type of Disbursement	Net Amount Claimed (£)	VAT Claimed (£)	Gross Amount Claimed (£)

Section three - claim details

Offence class (A-K) and description of offence					
Case type (tick as appropriate)					
Interim payment - effective PCMH/PTPH <input type="checkbox"/>	Interim payment - retrial new solicitor <input type="checkbox"/>				
Date of effective PCMH/PTPH / /	Date transferred legal aid / /				
	Date first trial concluded / /				
Interim payment - trial start <input type="checkbox"/>	Interim payment - retrial trial start <input type="checkbox"/>				
Date trial started / /	Date retrial started / /				
Estimated trial length _____	Estimated trial length _____				
Number of PPE					
Statements	Exhibits	Photos	Transcripts	Other	Total

Section four - Total Claim

	Net	VAT	Total
Graduated Fee claimed	£ :	£ :	£ :
Interim disbursements claimed	£ :	£ :	£ :
Total claimed			£ :

Section five - 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 interim graduated fee claims).**
- A copy of the indictment **(required for all interim graduated fee claims).**
- Original disbursement vouchers (for claims over £20 excluding VAT and mileage).
- Prior authority confirmation.
- Other supporting evidence. A list of acceptable evidence can be found on the LAA website.
- Form LAC1 or Memorandum of Conviction for directed cases.

Section six - Solicitor's certification

I certify on behalf of the payee, that the information provided is correct.

Signed _____
(A Solicitor or a Fellow of the Institute of Legal Executives)

Name _____ Date ____/____/____

Section seven

CLAIM OUTCOME - TO BE COMPLETED BY LAA STAFF ONLY

Paid in full

Assessed

Rejected

Total interim litigator fee allowed (inc vat) £ :

Total interim disbursements allowed (inc vat) £ :

Reasons

Caseworker initials Date processed