



Legal Aid
Agency

Application for extension of Upper Costs Limit

This form must be used for making extension requests on hourly rates cases opened under paragraph 8.76 (b, d, e, f & h - m) of the 2018 Standard Civil Contract, paragraph 8.77 (b,e,f,g and i-n) of the 2013 Standard Civil Contract, paragraph 8.83 (b-g and j-m) of the 2010 Standard Civil Contract. It should also be used for hourly rates cases opened post 1 October 2007 under the Unified Contract (excluding those under paragraph 11.2 (a)). This form must be submitted to the Liverpool Office in advance of the requested work being commenced. Email: cw3@justice.gov.uk.

Provider Details

Name of Provider: _____ Account Number: _____

Provider address: _____

DX: _____ Telephone: _____ Email: _____

Client's Details

Client's Forename: _____ Surname: _____

Client's DoB: ____/____/____ LH Start Date: ____/____/____ CLR Start Date: ____/____/____

Client's Post Code: _____ Nationality: _____ Home office UCN: _____

Has the client been detained during this matter? Yes No

Matter Type:

Asylum Non - Asylum

Please confirm the nature of the extension request and the current stage of case:

Matter Description

- Fresh Application (if original asylum application was made prior to October 2007)
- Legal advice solely in relation to Form Filling
- Bail Application / Renewals
- Fast Track / on site surgery
- Unaccompanied Asylum Seeking Child (UASC)
- Cases remitted from the Upper Tribunal
- Other (please specify)

Legal Help:

- Prior to submission of Fresh Claim
- Post submission of Fresh claim
- Prior to substantive Interview
- Post substantive Interview
- Post Home Office decision
- Other (please specify in summary section)

CLR:

- Prior to substantive hearing
- Post substantive hearing

Please note legal help & CLR profit costs limits and **the disbursement limits are exclusive of VAT.**

Application	Amount incurred to date	New Limit Requested	Current limit	PA ref from previous grant (if applicable)
Legal help Profit Costs	£	£	£	
Legal help disb	£	£	£	
CLR Financial	£	£	£	
CLR Bail Only	£	£	£	

Summary of Case:

Please provide a brief description of the case, clearly detailing the key factual and legal issues material to the client's application/appeal. Please include an update of the case since the previous extension application if applicable.

Give details of the work you have carried out to date:

Provide in chronological order the main steps of the case completed together with details of all disbursements/counsel fees incurred to date. A running record of costs is acceptable if it details the work undertaken. Please note the time spent and total amount charged must be noted alongside each task. The hourly rate charged must be easily identified.

Give details of the work for which further legal aid is now required:

Provide full details of each task expected to be incurred, clearly showing the time to be spent and amount to be charged for each task. The hourly rate to be charged must be easily identified.

For expert reports, please explain briefly:

- } How the report will help your client achieve a successful outcome with reference to the Home Office/Tribunal reasons for refusal/determination where applicable (a copy of the decision should be provided for reference).
- } Medical reports: whether your client has been diagnosed with a medical condition and whether you have obtained a report from their treating doctor and raised it with the Home Office.
- } Country Reports: whether you have considered the objective evidence and what specific aspects the expert will be asked to comment on.

Please complete the following sections where applicable:

Expert Reports

Type of Report	Name of expert	Hourly rate to be charged £ : p	Number of hours	Total requested £ : p

Interpreters.

Language: _____

Region: _____

Hourly rate for Attendance: £ :

Total for Attendance: £ :

Hourly rate for Travel: £ :

Total for Travel: £ :

Hourly rate for Waiting: £ :

Total for Waiting: £ :

Travel costs: £ :

Total requested: £ :

Translation.

Rate per 1000 words: £ :

Rate per A4 page: £ :

Total requested: £ :

Declaration:

I confirm that the details on this form are true to the best of my information and belief and that the work on this matter has been carried out in accordance with the contract specification and guidance.

Signed: _____
 Accredited Advisor

Print name: _____ Date: ____/____/____