



Legal Aid  
Agency

# LGFS – Special Preparation LSP2 Form

*This form must be completed when claiming special preparation. Please note, the larger your claim, the more information/justification we are likely to require to assess your claim.*

For information about claiming special preparation please see  
<https://www.gov.uk/government/publications/crown-court-fee-guidance>.

Please complete the following information:

### Case Details:

Provider Number

MAAT Number

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The work detailed in this claim has not been requested for remuneration elsewhere:

### Hours claimed:

Please confirm the number of hours you are claiming under each criterion:

	Reading PPE in excess of 10,000 pages	Viewing electronic material not considered PPE	Total
Grade A			
Grade B			
Grade C			

### Fee earner details:

Insert grade and name of fee earner

Name of fee earner	Grade	If claimed at litigator rate A or B, please confirm how this grade is met and the reasons for undertaking preparation at this grade.



**Supporting evidence checklist:**

<b>For all claims</b>		<b>Where applicable:</b>	
Indictment		Electronic evidence (via SFE)	
Case summary			
LAA report and/or NAE(s)			
Work log or attendance notes			

<b>Type of Material</b>	<b>Pages included in the Graduated Fee</b>	<b>Pages claimed as Special Preparation</b>	<b>Time claimed as Special Preparation (hh:mm)</b>	
			<b>Grade A</b>	
<b>Documentary (Paper)</b>			<b>Grade A</b>	
			<b>Grade B</b>	
			<b>Grade C</b>	
<b>Electronic (raw data, telephone downloads etc)</b>			<b>Grade A</b>	
			<b>Grade B</b>	
			<b>Grade C</b>	
<b>Non-PPE Electronic evidence</b>			<b>Grade A</b>	
			<b>Grade B</b>	
			<b>Grade C</b>	
<b>Total</b>			<b>Grade A</b>	
			<b>Grade B</b>	
			<b>Grade C</b>	

**Only to be completed where electronic evidence forms part of your claim:**

**Please use this section to answer the following questions:**

- What type of electronic evidence was considered, for example, Phone Download/Call and Cell records etc?
- What was the format(s) of the electronic evidence, for example, Excel, PDF, JPEG etc?
- Was there any duplication in the contents of the electronic data?
- What approach was taken to viewing electronic material, for example, key word searching etc?



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LSP2

*Please see section (Please see Appendix D of the Crown Court Fee Guidance.)*

A large, empty rectangular box with a thin black border, intended for the user to provide information or details as instructed in the text above.



## **Background/Justification**

*Please use this section to provide any relevant case background and to justify the hours claimed and the approach taken. The larger the claim the more detailed justification would be expected.*

*Depending on the circumstances of your claim we may request to view served evidence.*

### **Hourly Rates:**

<b>Grade of Fee Earner</b>	<b>Special Preparation Hourly Rate</b>
Litigator Grade A (London)	£50.87
Litigator Grade A (National)	£48.36
Litigator Grade B (London)	£43.12
Litigator Grade B (National)	£41.06
Litigator Grade C (London)	£31.03
Litigator Grade C (National)	£27.15