



Special Preparation Claim

This form must be completed where you are claiming a Special Preparation Fee. Please refer to the Crown Court Fee guidance for further information regarding Special Preparation.

Contact Information

Counsel's name:	
Name of chambers:	
Legal Aid account no:	
E-mail address:	
Telephone number:	
Address (DX or Postal):	

Case Information

Defendant's name:	
Case number:	
Court code:	
Original Rep Order date:	
MAAT ID:	
Role in case (please select):	

Special/Wasted Preparation Claim Details

Hours claimed:	Hrs: _____
Is the claim made under the following criteria?	Yes - No
A. When work is necessarily done that is substantially greater than the normal amount for cases of the same type and the extra work is done because of a very unusual or novel point of law or a very unusual or novel fact.	<input type="checkbox"/> <input type="checkbox"/>
B. Where the prosecution pages of evidence exceeds 10,000.	<input type="checkbox"/> <input type="checkbox"/>
C. Where a documentary or pictorial exhibit is served by the prosecution in electronic form and - i. the exhibit has never existed in paper form; and ii. the appropriate officer does not consider it appropriate to include the exhibit in the pages of prosecution evidence.	<input type="checkbox"/> <input type="checkbox"/>
And/or Wasted Preparation	<input type="checkbox"/> <input type="checkbox"/>

Case Summary/Background

You must provide a copy of the case summary/opening but please use this section to highlight any key background detail on the prosecution and/or defence case that will assist the determining officer. Please continue on a separate sheet if necessary.

Justification for Special/Wasted Preparation Claim

Please use this section to explain why you submit your work satisfies the special/wasted preparation criteria and justify the hours claimed. Please continue on a separate sheet if necessary.

Necessary Supporting Documentation Checklist

4 To ensure your claim is processed please include the following:

Required on all Special Preparation claims:	Attached? Yes - No	
PPE sheet(s).	<input type="checkbox"/>	<input type="checkbox"/>
Work log (preferably in line with the best practice template).	<input type="checkbox"/>	<input type="checkbox"/>
Indictment.	<input type="checkbox"/>	<input type="checkbox"/>
Case summary/opening note.	<input type="checkbox"/>	<input type="checkbox"/>
Required where the number of pages of prosecution evidence exceeds 10,000*:		
Statement and exhibit lists.	<input type="checkbox"/>	<input type="checkbox"/>
*It may be appropriate to provide a representative sample of the exhibits or disks containing the exhibits.	<input type="checkbox"/>	<input type="checkbox"/>
Required where any or all of the prosecution evidence is served in electronic format:		
Confirmation from the prosecution that the electronic material was served evidence and of the page count if available.	<input type="checkbox"/>	<input type="checkbox"/>
Disks containing the electronic material considered.	<input type="checkbox"/>	<input type="checkbox"/>
Disks to be sent with a copy of this form by DX/Post to: Advocate Fee Team or Advocate Fee Team Fothergill House DX 10035 Nottingham 1 16 King Street Nottingham NG1 2AS		
4 If submitting through crime online a copy of this form should be uploaded as an attachment and the disks sent to the address above with a copy of the form.		