



Legal Aid
Agency

Working with others to achieve excellence in the delivery of legal aid

POCA fastrak (PL1) claim form guidance

March 2022



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Introduction

Download the most up to date version from GOV.UK:

www.gov.uk/government/publications/poca-forms-for-solicitors-and-advocates

Top tip

Download a fresh form for each claim. Using an out of date form or overtyping may cause an error and result in your claim being rejected.

Once downloaded, we recommend you name the file using the format:

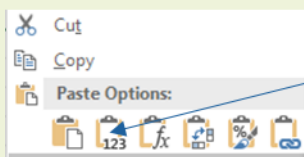
Defendant's name followed by the case number

You should not remove lines of information.

If you have entered work in the wrong order, we can rectify this upon receipt.

If you enter a row in error highlight the relevant cells and use the 'clear contents' function.

If you are copying and pasting into the form, use the 'paste values' function.



This ensures that any values entered do not affect anything in the background of the forms.

Your claim and papers must be submitted via email as separate attachments as follows:

1. PL1 claim form (as an Excel file)
2. Legal Aid Order if your order pre-dates 15/08/2015
3. Prior Authority paperwork for any disbursements over £100
4. Invoices/receipts for any disbursements over £20

Top tip

Please ensure that you provide both pages of the Legal Aid Order including details of any offences to which it relates.

If the total attachments exceed 10MB then please send via separate emails, entering clear subject headings such as: POCAFT claim John Smith 1 of 2

Documents submitted electronically will not be returned.

Completing the form

Claim details

Step 1

Enter your details as the instructed solicitor along with the case and defendant information.

The screenshot shows an Excel spreadsheet titled "PL1-POCA Fastrak Claim Form v4.2.xlsx [Read-Only] - Excel". The spreadsheet is divided into two main sections: "Legal Aid Agency" and "Client".

Legal Aid Agency Section:

- Row 1: Legal Aid Agency logo
- Row 2: **PL1: POCA Fastrak Claim Form** v4.2 25/03/19
- Row 3: FAO Criminal Cases Unit.
- Row 4: POCAFastrak@justice.gov.uk
- Row 5: Please use the above email address for any contact or queries in the first instance
- Row 7: **Provider name**
- Row 8: **Billing DX address (postcode if not on DX)**
- Row 9: **Legal Aid order address (if different to above)**
- Row 10: **Legal Aid account number**
- Row 11: **Key contact**
- Row 12: **Contact email**
- Row 13: **Contact telephone**
- Row 14: *** London rates** (please indicate Yes or No)

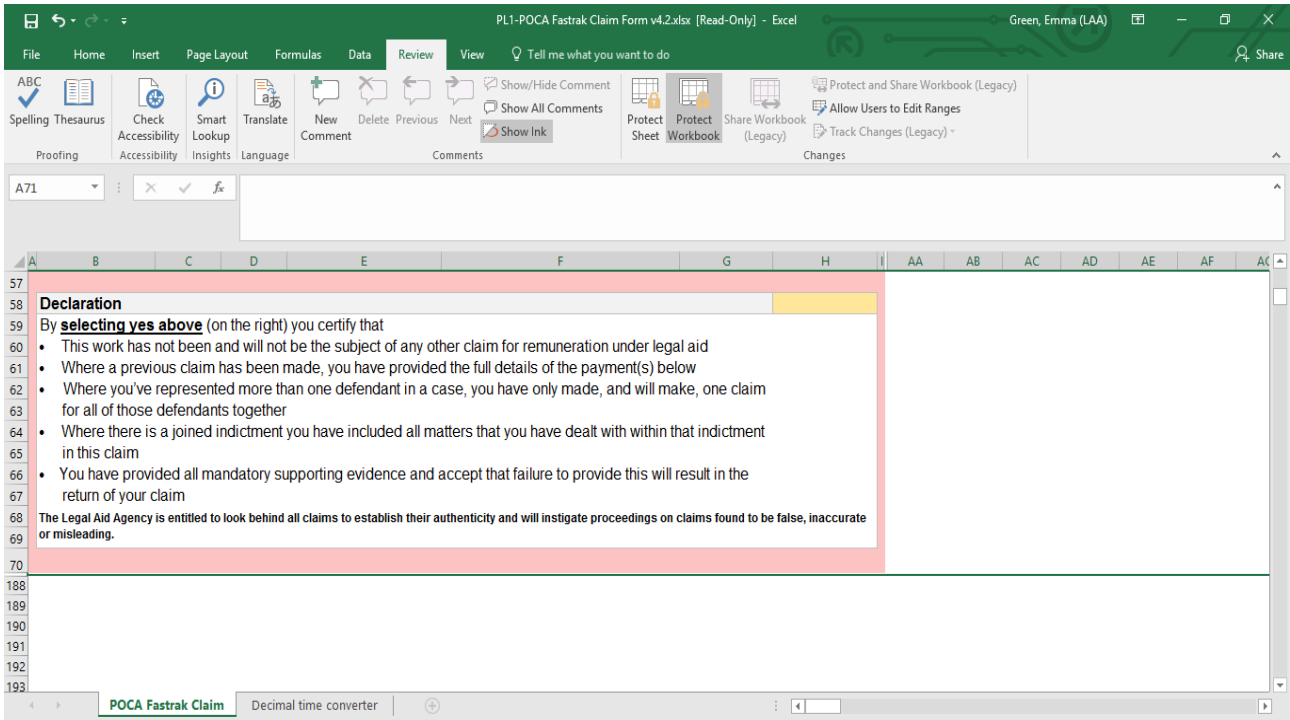
Client Section:

- Row 16: **Client**
- Row 17: **Court**
- Row 18: **Court reference** (T or S in format T12345678)
- Row 19: **Your reference** (20 character limit)
- Row 20: **Case concluded on**
- Row 21: **MAAT ID** (post 15/08/15 only if not providing LA Order)

The spreadsheet also shows a ribbon with "Review" and "View" tabs, and a status bar at the bottom indicating "POCA Fastrak Claim" and "Decimal time converter".

Step 2

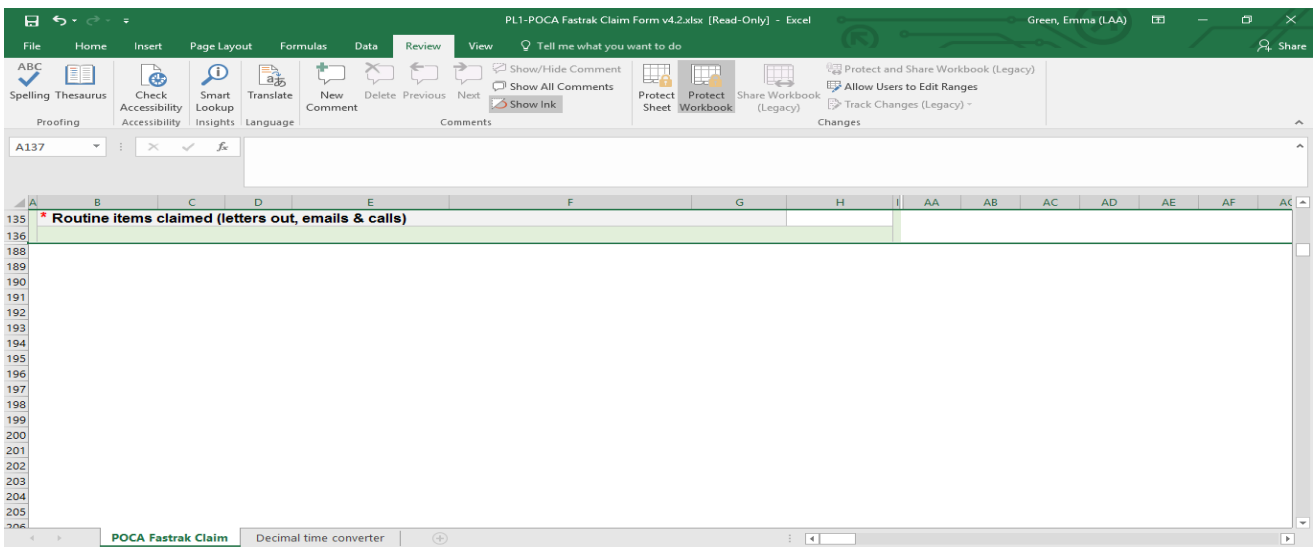
You must 'sign' the declaration by selecting yes. Unsigned claims will be rejected and returned.

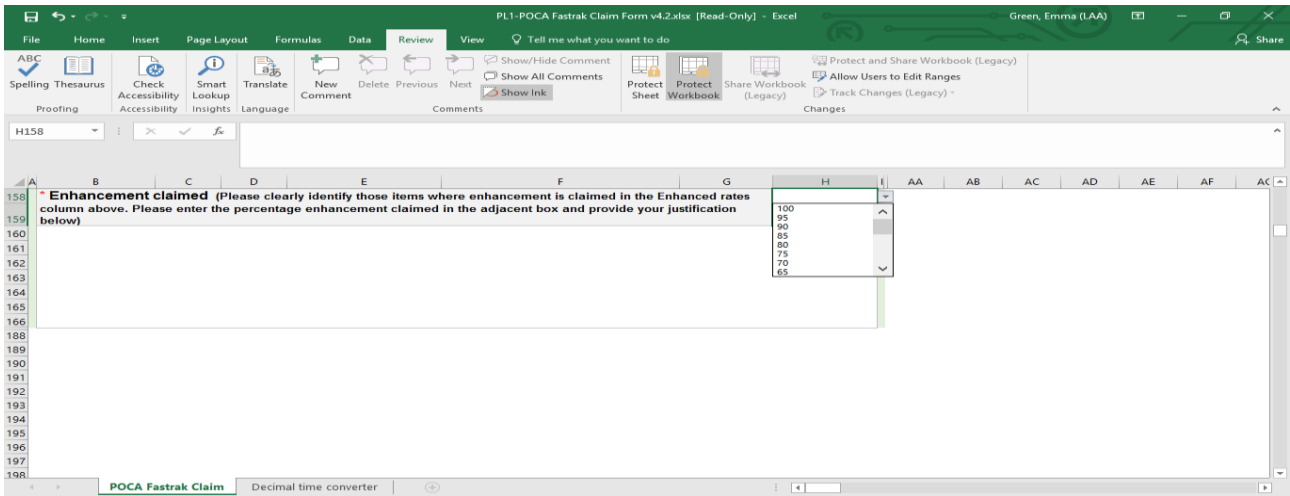


If the form does not contain enough lines for your claim, please contact the Complex Cases Unit (CCU) and we will send you an appropriate form. For us to add additional lines please enclose your partially completed claim form with any request.

Routine correspondence

Enter the number of routine items of correspondence claimed. This should include telephone calls made and received, emails and letters sent. Routine emails and letters received are not remunerated separately.





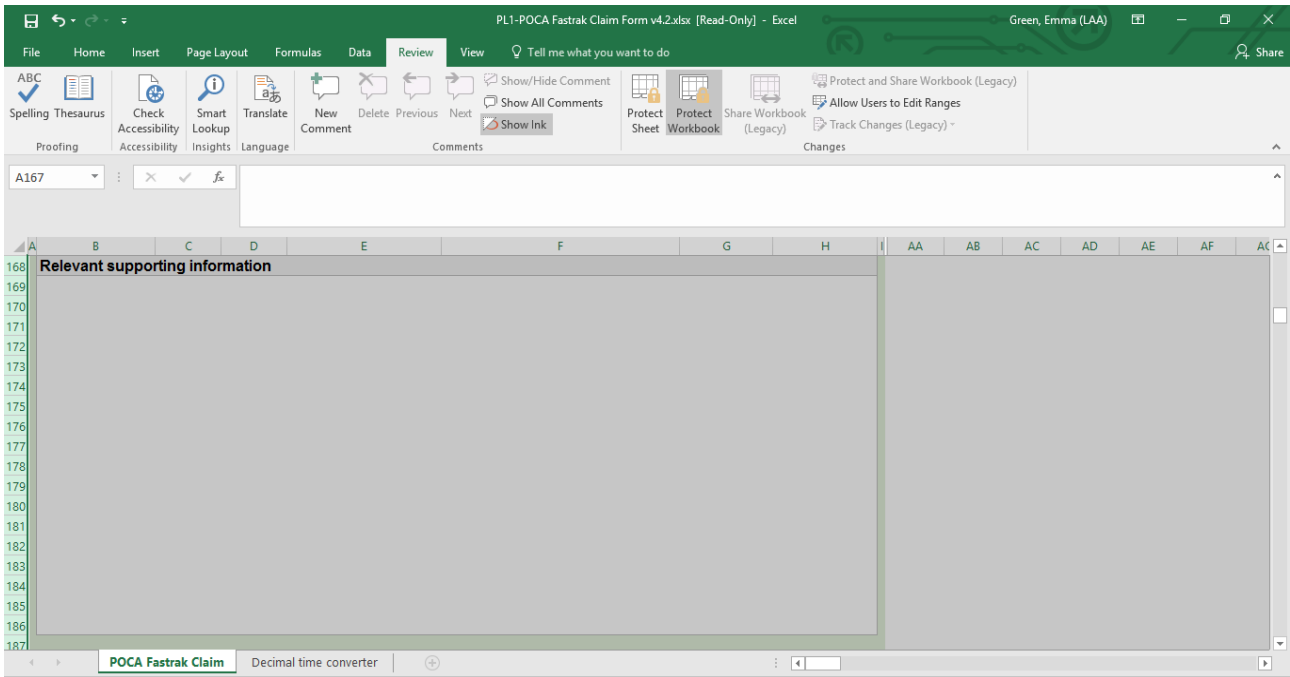
Supporting information

A brief overview of the case should be provided in the relevant supporting information section.

Under the Regulations a determining officer may request information or documentation that will assist them in assessing the costs to be allowed. This includes requesting your attendance notes and correspondence file, even if your claim has been submitted under the fastrak scheme.

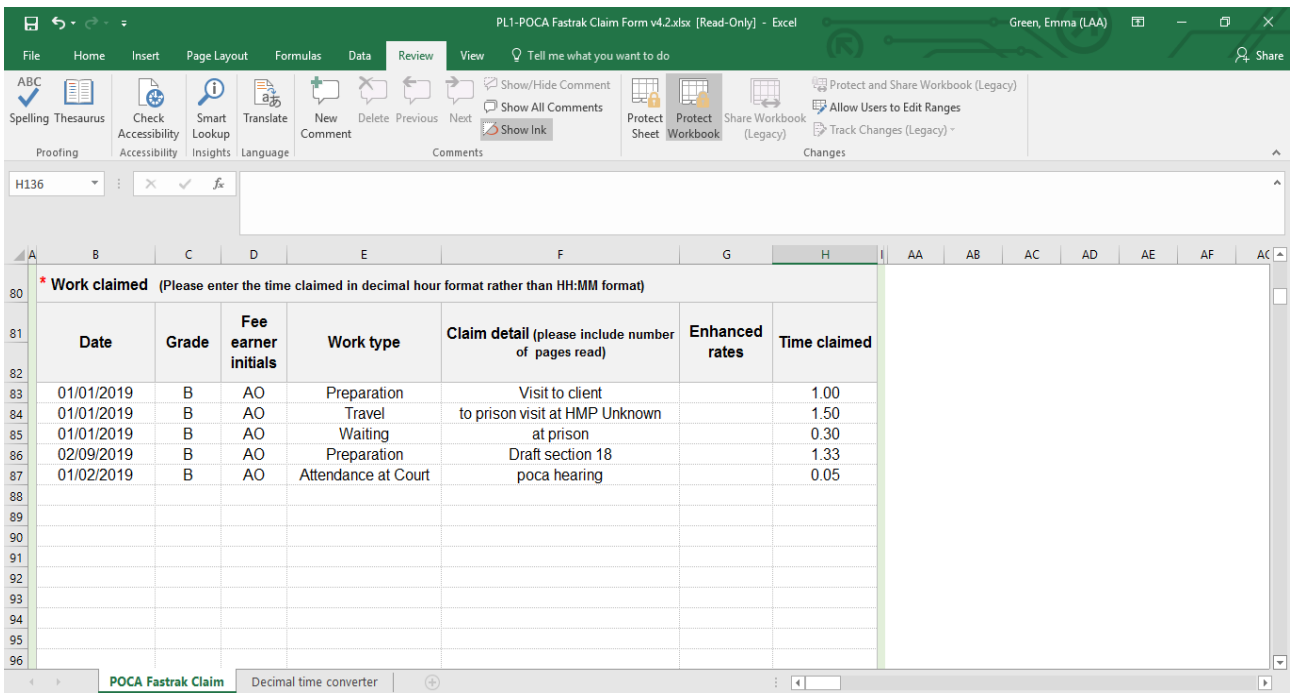
Top tip

If it is necessary to request additional information, it may delay the determination and payment of your claim

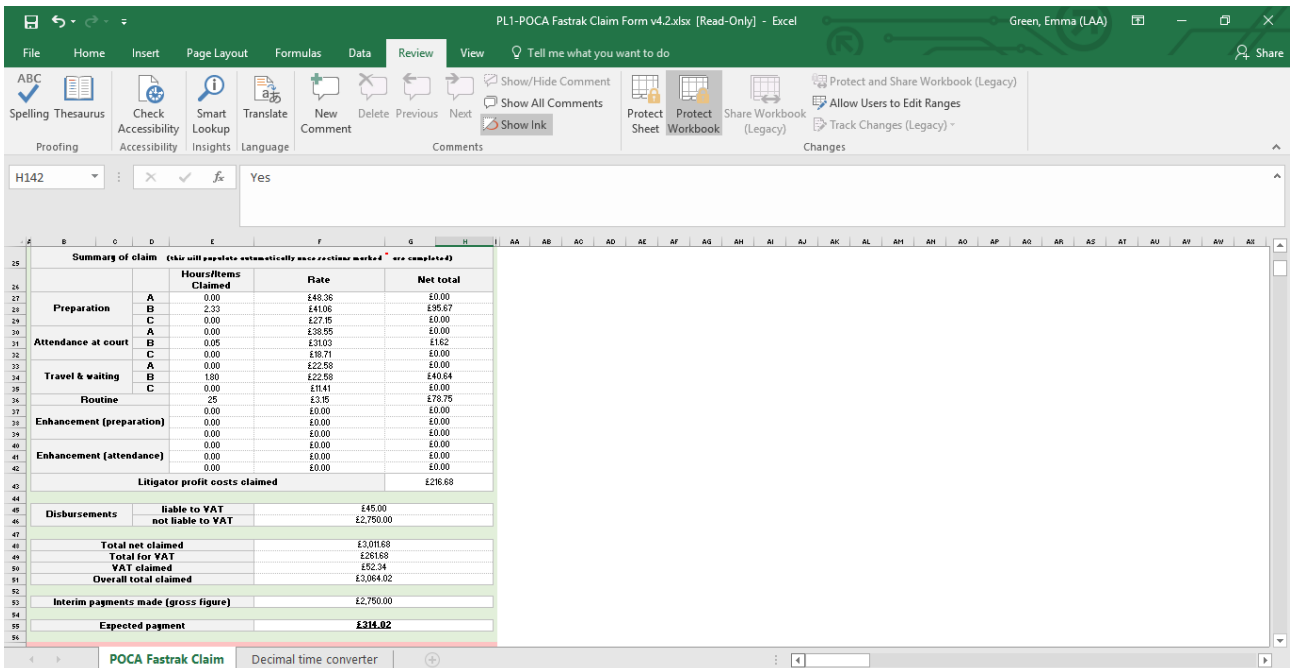
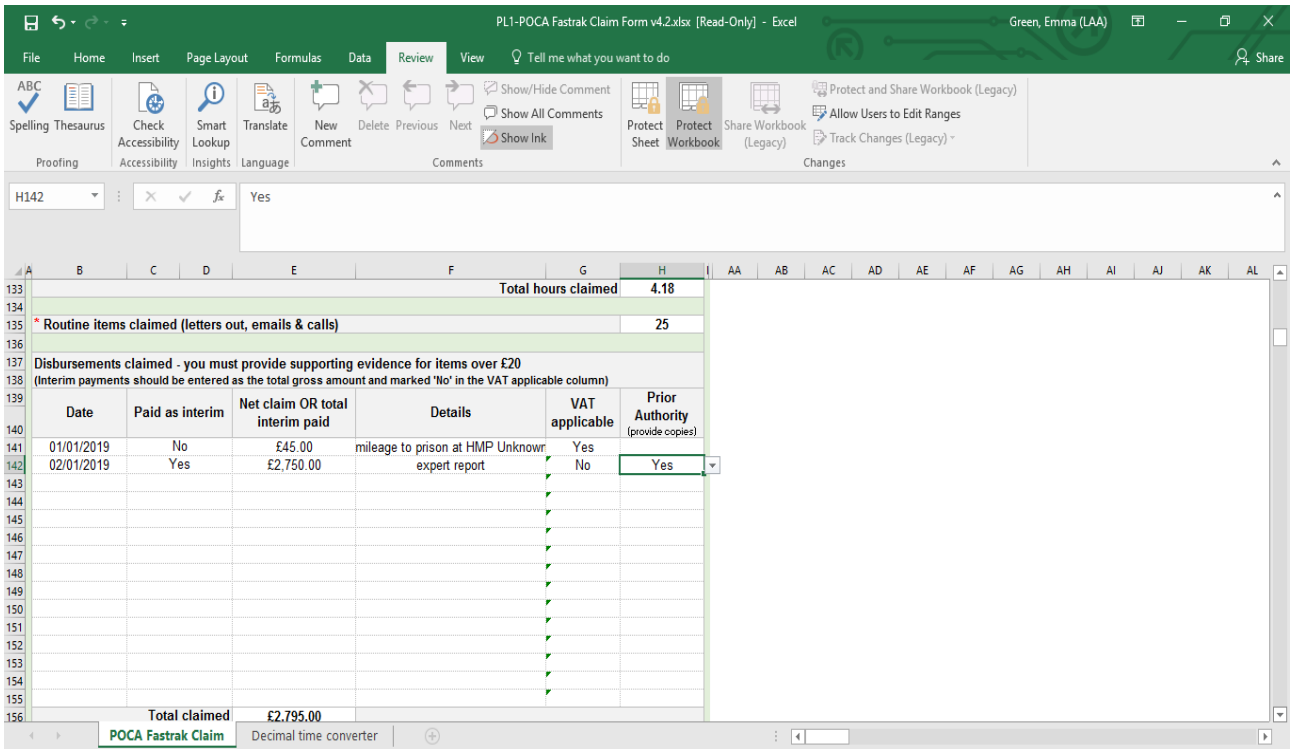


Claim summary

The 'summary of claim' does not populate until you have entered all the claim details.



POCA fastrak (PL1) claim form guidance



Top tip

If your claim summary does not populate correctly check that you have:

- entered the date of the Legal Aid Order
- completed the London rates field

- stated whether VAT applies to disbursements

Email your claim and accompanying documents to pocafastrak@justice.gov.uk

On receipt, your claim will be allocated a unique reference number which should be quoted whenever you contact us.

We aim to determine all claims within 20 days of receipt.

Once your claim has been determined, unless your costs have been allowed in full, a copy of your PL1 will be sent to the email address provided on the claim form.

Summary of claim (this will populate automatically once sections marked * are complete)				Summary of payment				Summary of total payment						
	Hours/Items	Rate	Net total		Hours/Items	@	Net total		Total paid	@	Net total			
Preparation	A	0.00	£48.36	£0.00	Preparation	A	0.00	£48.36	£0.00	Preparation	A	0.00	£48.36	
	B	2.33	£4106	£956.67		B	2.33	£4106	£956.67		B	2.33	£4106	£956.67
	C	0.00	£27.15	£0.00		C	0.00	£27.15	£0.00		C	0.00	£27.15	£0.00
Attendance at court	A	0.00	£38.55	£0.00	Attendance at court	A	0.00	£38.55	£0.00	Attendance at court	A	0.00	£38.55	
	B	0.75	£2903	£223.27		B	0.75	£2903	£223.27		B	0.75	£2903	£223.27
	C	0.00	£18.71	£0.00		C	0.00	£18.71	£0.00		C	0.00	£18.71	£0.00
Travel & waiting	A	0.00	£22.58	£0.00	Travel & waiting	A	0.00	£22.58	£0.00	Travel & waiting	A	0.00	£22.58	
	B	1.80	£22.58	£40.64		B	1.80	£22.58	£40.64		B	1.80	£22.58	£40.64
	C	0.00	£11.41	£0.00		C	0.00	£11.41	£0.00		C	0.00	£11.41	£0.00
Routine	A	25	£3.15	£78.75	Routine	A	25	£3.15	£78.75	Routine	A	25	£3.15	£78.75
	B	0.00	£0.00	£0.00		B	0.00	£0.00	£0.00		B	0.00	£0.00	£0.00
Enhancement (preparation)	A	0.00	£0.00	£0.00	Enhancement (preparation)	A	0.00	£0.00	£0.00	Enhancement (preparation)	A	0.00	£0.00	
	B	0.00	£0.00	£0.00		B	0.00	£0.00	£0.00		B	0.00	£0.00	£0.00
	C	0.00	£0.00	£0.00		C	0.00	£0.00	£0.00		C	0.00	£0.00	£0.00
Enhancement (attendance)	A	0.00	£0.00	£0.00	Enhancement (attendance)	A	0.00	£0.00	£0.00	Enhancement (attendance)	A	0.00	£0.00	
	B	0.00	£0.00	£0.00		B	0.00	£0.00	£0.00		B	0.00	£0.00	£0.00
	C	0.00	£0.00	£0.00		C	0.00	£0.00	£0.00		C	0.00	£0.00	£0.00
Litigator profit costs claimed			£238.34	Litigator profit costs paid			£227.05	Litigator profit costs paid			£227.05			
Disbursements	liable to VAT		£45.00	Disbursements	liable to VAT		£45.00	Disbursements	liable to VAT		£45.00			
	not liable to VAT		£2,750.00		not liable to VAT		£2,750.00		not liable to VAT		£2,750.00			
Total net claimed			£3,023.34	Total net paid			£3,022.05	Total net paid			£3,022.05			
Total for VAT			£283.34	Total for VAT			£272.05	Total for VAT			£272.05			
YAT claimed			£56.67	YAT paid			£54.41	YAT paid			£54.41			
Overall total claimed			£3,080.00	Overall total paid			£3,076.46	Overall total paid			£3,076.46			
Interim payments made (gross figure)			£2,750.00	Total of interims deducted (gross)			£2,750.00	Total of interims deducted (gross)			£2,750.00			
Expected payment			£348.00	Payment due			£326.46	Payment due			£326.46			

Next steps if you remain dissatisfied following a review

If you remain dissatisfied following a redetermination you can request written reasons. You must do this within 21 days of receipt of the notification of the redetermination.

Email requests for written reasons to pocafastrak@justice.gov.uk



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