



Legal Aid
Agency

HCF – Care Case Fee Scheme Form (June 2019)

This is the template for high cost family cases proceeding under the Care Case Fee Scheme involving **single junior counsel**. This scheme is managed under the “HCF– Care Case Fee Scheme Information Pack – 1 Advocate (External or In-house)” available on our [website](#).

Sections E, F, H and J are at the rear of this document

Client name/s	Mr A Client		
Certificate reference/s	300000000000		
Provider	Example LLP	Notification date 15/6/2019	Submission date 30/7/2019
Interim Submission <input checked="" type="checkbox"/> Only for costs exceeding £32,500. Please DO NOT upload any documentation unless specifically instructed.		Final Submission <input type="checkbox"/> Please upload <u>FINAL FAST CHECKLIST</u> and your supporting documentation.	

A. Brief summary of the case

EXAMPLE

Our client is the father of the child, Anita, and respondent to a care order issued by Anytown District Council. Our client has historic drug and alcohol problems and is facing allegations of causing non-accidental injury to the child. Our client contests that he was not caring for his daughter at the time the injury was sustained and claims that the injury occurred whilst in the care of the mother and maternal grandparents. Our client has also been undergoing drug and alcohol rehabilitation during the proceedings. During the course of the case, X, Y and Z happened.... Etc, etc..... The matter was listed for a 5 day Finding of Fact which concluded after 4 days and a 12 day final hearing is now taking place in July 2019.

B. Chronological schedule of events

	Date	Event Type 1 event can be claimed per day.	Solicitor Please quote event price below	Junior Counsel	
				Event price/ or mark as FAS	Counsel's initials
1	17/12/2018	Initial Directions	£1157		
2	14/1/2019	Directions	£1157		
3	25/3/2019	Directions	£504	FAS	BH
4	28/3/2019	Advocates Meeting	£1157		
5	15/6/2019	Fact Finding (Day 1)	£1157		
6	16/6/2019	Fact Finding (Day 2)	£1157		
7	17/6/2019	Fact Finding (Day 3)	£1157		
8	18/6/2019	Fact Finding (Day 4)	£1157		
9	19/6/2019	Fact Finding underrun	£695		
10	23/6/2019	Advocates meeting	£504	£981	PS
11	28/6/2019	Conference		£981	PS
12	15/7/2019	Pre-hearing review	£504	£981	PS
13	22/7/2019	Final Hearing (Day 1)	£504	£981	PS
14	23/7/2019	Final Hearing (Day 2)	£504	£981	PS
15	24/7/2019	Final Hearing (Day 3)	£504	£981	PS
16	25/7/2019	Final Hearing (Day 4)	£504	£981	PS
17	26/7/2019	Final Hearing (Day 5)	£504	£981	PS
18	29/7/2019	Final Hearing (Day 6)	£504	£981	PS
19	30/7/2019	Final Hearing (Day 7)	£504	£981	PS
20	1/8/2019	Final Hearing (Day 8)	£504	£981	PS
21	2/8/2019	Final Hearing (Day 9)	£504	£981	PS
22	3/8/2019	Final Hearing (Day 10)	£504	£981	PS
23	4/8/2019	Final Hearing (Day 11)	£504	£981	PS
24	5/8/2019	Final Hearing (Day 12)	£504	£981	PS
25					

If you need to include more rows please put your cursor in the last cell on row 25 and press tab

Certification to be signed when submitting Final CCFS Form:

I confirm the events listed in Section B (above) actually occurred & were attended as indicated.

Signed:

Date:

C. Case Information**Level of the court:** Bench ☐ CJ/DJ ☒ High ☐**Is the case expected to conclude under a high court level judge?** Yes ☐ No ☒**Team Personnel** (inc. Solicitors, Counsel and/or Solicitor Advocate, and Experts)

Solicitor Joe Bloggs

Counsel: Barry Harrister, Paul Smith

Parties to the proceedings

Name	Legal Aid Certificate (if applicable)
Anita Client	30000000001
Sarah Client	30000000002
Anytown LA	

D. Expert Fees & Disbursements

If these are family proceedings involving a dispute about children, are you satisfied that the experts used meet the standards for experts as set out in Practice Direction 25B?

Yes ☒ No ☐

If any of the experts do not meet the standards please provide a copy of an authority from the LAA to incur the expert cost, or give reasons why you instructed them and why an expert who meets the standards was not instructed

Expert Fees

Expert Name & if A/E (est/ actual)	Apportionment (%)	Expert Type	Hourly rate (£)	Total prep cost (£)	Travel time costs (£)	Other costs (£)	Net cost (£)	VAT (£) (if applicable)
Dr G Lewbowski (A)	25	PSI	93.60	374.40	0	0	374.40	74.88
Dr M Brando (E)	25	PAE	108	540	0	0	540	
Dr Niro	100	PSI	108	1080	0	0	1080	216
Jane Smith	25	ISW	33	206.25	55	0	261.25	
Net total							2255.65	

Disbursements

Disbursement Type (please quote any applicable rates (£) and dates)	Apportionment (%)	Net cost (£)	VAT (£) (if applicable)	Estimate or actual A/E)
Court Fee	100	155		
Court Fee	100	155		
Net total		310		

G. Counsel Costs

Part 1 – Counsel Fees costed under FAS

Counsel Claims under the Family Advocacy Scheme –NB a maximum of two conferences can be sought across the case

Date & if A/E	Hearing Type	Counsel Name	Account No.	Net total (£)	VAT (£) if applicable	Estimate or actual costs (A/E)
23/3/15	INT	P Harrister	1T000	330	66	A
Net Total				330		

Part 2 – Extra costs for counsel using Events

Counsel – Travel Time Claims (exceptional travel exceeding 50 mile round trip)

Justification for distant counsel: nearest local bar has been used

Date of hearing	Counsel Name	Account No	Distance (miles)	Where From/To	Net Cost (£) (the rate is £32.04)	VAT (£) (if applicable)
23/6/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
15/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
22/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
23/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
24/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
25/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
26/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
29/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
30/7/19	Paul Smith	1X000	55	Exeter – Anytown	32.04	6.41
Net total					288.36	

Counsel - Disbursements

Disbursement Type (please quote any applicable rates (£) and dates)	Net cost (£)	VAT (£)
Mileage 9 x 55 x 45p per mile	222.75	
Net total	222.75	

I. Costs Summary (all figures excluding VAT)				
	No. of events	Event Price (£)	Net total (£)	VAT (£)
Solicitor Full Events	7	1157	8,099	
	15	504	7,560	
Solicitor under run days	1	696	695	
Solicitor over run days				
Solicitors Advocacy FAS (only applicable if using £707 + FAS model)				
Solicitor Escaped hourly rate work (section F)				
Solicitor Total			16,354	
Expert Fees			2,255.65	
Disbursement Fees			310	
Solicitor Overall Total			18,919.65	
Junior Counsel Full Events	15	981	14,715	
Junior Counsel under run days				
Junior Counsel over run days				
Junior Counsel FAS fees			330	
Junior Counsel disbursements			511.11	
Junior Counsel Escaped hourly rate work (section F)				
Junior Counsel Total			15,556.11	
Previous Solicitor Costs			0	
Total costs			34,475.76	

E. Solicitor Advocacy Costs under Family Advocacy Scheme (where provider is using £707+FAS model)

Date of hearing	Type of Judge HCJD/CJL/C	Interim/ Final Advocates Meeting or FDR	Actual time spent (mins)	Number of hearing units or days if final hearing	Rate of units (£)	Standard fee total cost (£)	Cost of bolt-ons (£)	Advocate bundle payment £)	Settlement fee (£)	Exceptional travel	Net total (£)
Net Total											

[illegible]

F. Costs that have escaped CCFS, eg appeal work (exc of VAT)

Key events & dates	Breakdown of Work	Solicitor Costs				Counsel Fees		Disbursements (£)
		Estimate in hours	Hourly rate (£)	Enh (%)	Net total (£)	Estimate in hours	Net total (£)	
Net Totals								

H. Costs of previously instructed Providers (not required where no previous firm instructed or the previous firm has their own high cost contract)

Please submit a copy of this sheet for each previous provider

Name of Previous Provider:	Net total	VAT
Solicitor – please tick as appropriate Profit costs <input type="checkbox"/> Fixed fee <input type="checkbox"/> Events <input type="checkbox"/>	£	£
Disbursements	£	£
Counsel – please tick as appropriate FAS <input type="checkbox"/> Events <input type="checkbox"/> Both claimed <input type="checkbox"/>	£	£
Total costs	£	£

In all cases, please provide a chronological list of the previous provider's Hearings, Advocate Meetings and Conferences with Counsel below

Date	Event Type	Solicitor/ Counsel/ Both

J. Non CCMS billing form		
Bill payment information – use on non-CCMS cases to obtain payment of costs.		
Is this the final bill on the certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does this claim cover more than one certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give the other case reference numbers		
Legal Aid Account Number		
Date of the final work on the case, excluding bill preparation		
Did the case conclude under a high court level judge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outcome codes – when answering the following questions please use the relevant codes referred to in the Certificate Outcomes Checklist		
1. At what stage did the case end?		
2. How did the case end?		
3. What was the result?		
4. Was ADR proposed or used?		
5. Were significant wider public benefits achieved?		
Certification: <p>I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the Legal Aid Agency. If costs are to be assessed by the Legal Aid Agency I certify that, where the legally aided client has a financial interest, a copy of the bill has been provided to the client with an explanation of their rights and that either 21 days have passed since the copy was so provided or the client has confirmed in writing (copy attached) that s/he will not be making any representations in relation to the bill.</p> <p>Signed:_____ Date:_____</p> <p>(Authorised Litigator. The solicitor or litigator instructed must have a valid practising certificate. The LAA will not pay for any work done during any period in which the litigator does not have a practising certificate.)</p> <p>Name:_____</p>		