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| Legal Aid Agency | **HCF Care Case Fee Scheme Form – 2 Counsel (July 2019)**  This is the template for high cost family cases proceeding under the High Cost Care Case Scheme involving **Leading/ 2 counsel**. This scheme is managed under the “Care Case Fee Scheme Information Pack – 2 Counsel (External or In-house) ” available from our [website](https://www.gov.uk/guidance/civil-high-cost-cases-family).  **Sections F, H and J are at the rear of this document (sections D and E have been intentially omitted).** |

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| **Client name/s** |  | | |
| **Certificate reference/s** |  | | |
| **Provider** |  | **Submission date** |  |
| **Interim Submission**  Only for costs exceeding £60,000. Please DO NOT upload any documentation unless specifically instructed**.** | | **Final Submission**  Please upload [FINAL FAST CHECKLIST](https://www.gov.uk/guidance/civil-high-cost-cases-family) and your supporting documentation. | |

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| 1. **Brief summary of the case** |
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| 1. Chronological schedule of events | | | | | | | | |
|  | **Date** | **Event Type**  1 event can be claimed per day. | **Solicitor** | | **King’s Counsel** | | **Junior Counsel** | |
| Initials | Price £ | Initials | Price £ | Initials | Price £ |
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If you need to include more rows please put your cursor in the last cell on row 25 and press tab

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| **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: |

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| 1. **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) | |
| **Parties to the proceedings** | |
| Name | Legal Aid Certificate (if applicable) |
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| 1. **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**

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| 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) |
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| Net total | | | | | | |  |  |

**Disbursements**

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

**G.** **Counsel Costs**

**Part 1 – Counsel Fees costed under FGF ie where there are fewer than 11 main days**

For each acting counsel (excluding one-off counsel claiming FAS) Please complete a Claim 5 quoting actual and predicted counsel fees using FGF. This form can be found on our website here.

**Part 2 – Extra costs for counsel using Events**

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| Counsel – Travel Time Claims  Justification for distant counsel: | | | | | | |
| Date of hearing | **Counsel Name** | **Account No** | **Distance** (miles) | **Where From/To** | **Net Cost (£)** (the rate is £13.60 per hr) | **VAT (£)** (if applicable) |
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| Net total | | | | |  |  |

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| Counsel - Disbursements | | |
| Disbursement Type (please quote any applicable rates (£) and dates) | **Net cost (£)** | **VAT (£)** |
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| 1. Costs Summary (all figures excluding VAT) | | | | |
|  | **No. of events** | **Event Price (£)** | **Net total (£)** | **VAT (£)** |
| Solicitor Full Events |  |  |  |  |
| Solicitor Non-attendance events |  |  |  |  |
| Solicitor under run days |  |  |  |  |
| Solicitor over run days |  |  |  |  |
| Solicitor Escaped hourly rate work (section F) | | |  |  |
| Solicitor Total | | |  |  |
| Expert Fees | | |  |  |
| Disbursement Fees | | |  |  |
| Solicitor Overall Total | | |  |  |
| Junior Counsel Full Events |  |  |  |  |
| Junior Counsel under run days |  |  |  |  |
| Junior Counsel over run days |  |  |  |  |
| Junior Counsel FAS/ FGF fees | | |  |  |
| Junior Counsel travel time/ disbursements | | |  |  |
| Junior Counsel Escaped hourly rate work (section F) | | |  |  |
| Junior Counsel Total | | |  |  |
| King’s Counsel Full Events |  |  |  |  |
| King’s Counsel under run days |  |  |  |  |
| King’s Counsel over run days |  |  |  |  |
| King’s Counsel FAS/ FGF fees | | |  |  |
| King’s Counsel travel time/ disbursements | | |  |  |
| King’s Counsel Escaped hourly rate work (Section F) | | |  |  |
| King’s Counsel Total | | |  |  |
| Previous Solicitor Costs | | |  |  |
| Total costs | | |  |  |

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| 1. 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 (£) |
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| Net Totals | | | | |  |  |  |  |

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| 1. 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  Fixed fee  Events | | £ | £ |
| Disbursements | | £ | £ |
| Counsel – please tick as appropriate  FAS  Events  Both claimed | | £ | £ |
| 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** | |
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| 1. **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 | No |
| Does this claim cover more than one certificate? | Yes | No |
| 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 | No |
| **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? | |  |
| 1. How did the case end? | |  |
| 1. What was the result? | |  |
| 1. Was ADR proposed or used? | |  |
| 1. Were significant wider public benefits achieved? | |  |
| **Certification:**  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.  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (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.)  Name: | | |