

Legal Aid  
Agency

# Special Preparation Claim

This form must be completed where you are claiming a Special Preparation fee for cases with a representation order dated on or after **31 December 2018**. Please refer to the Crown Court Fee Guidance for further information regarding Special Preparation.

## Contact Information

Advocate's name:	
Name of Chambers:	
Legal Aid account no:	
Email address:	
Telephone number:	
Address (DX or Postal):	

## Case Information

Defendant's name:	
Case number:	
Court Name & Code:	
Original Representation Order date:	
MAAT ID:	
Role in case (please circle):	<b>Junior Alone</b> <b>Led Junior</b> <b>Leading Junior</b> <b>KC</b>

## Special/Wasted Preparation Claim Details

<b>Number of Hours claimed:</b>	<b>Hours:</b> _____
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<b>Is the claim made under the following criteria?</b>	<b>Yes</b>	<b>No</b>
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 (or for drugs cases, 15,000; dishonesty cases 30,000).	<input type="checkbox"/>	<input type="checkbox"/>
C. 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:

<b>Required on all Special Preparation claims:</b>	<b>Attached? Yes - No</b>	
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"/>
<b>Required where the number of pages of prosecution evidence exceeds 10,000 (or 15,000, or 30,000 where relevant)* :</b>		
Statement and exhibit lists.		
<i>*It may be appropriate to provide a representative sample of the exhibits or disks containing the exhibits.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required where any or all of the prosecution evidence is served in electronic format:</b>		
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 to be sent with a copy of this form by DX/Post to:	<input type="checkbox"/>	<input type="checkbox"/>
Disks containing the electronic material considered.		

**Advocate Fee Team**      or      **Advocate Fee Team**  
**Fothergill House**                      **DX: 10035 Nottingham 1**  
**16 King Street**  
**Nottingham**  
**NG1 2AS**

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.