

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 1 April 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:	
E-mail 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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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 novel point of law.	<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.