



Legal Aid
Agency

Step by step guide on how to use the Court Appointee (CA1) claim form

You should download the most up to date version of the Court Appointee (CA1) claim form from the gov.uk website:

<https://www.gov.uk/government/publications/court-appointee-magistrates-court-and-crown-court-claims-form-ca1>

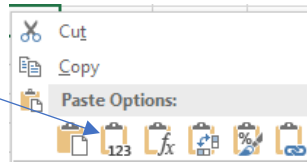
Top tip

Always 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 Using an out of date form or overtyping may cause an error and result in your claim being rejected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, it is recommended that you name the file as using the following format:

- Defendant's name followed by the case number

Please do not remove lines of information on the claim form. If work claimed has not been entered in date order then this can be rectified once the claim is received. If you do enter a row in error please highlight the relevant cells and use the 'clear contents' function to remove the data if you are copying and pasting into the form, please use the 'paste values' function.



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

CLAIM DETAILS

Step 1

Using the drop-down list choose the method used for the supplying of attendance notes.

CA1: Court Appointee Claim Form v5.3 Nov. 2022
FAO Criminal Cases Unit:
courtappointee@justice.gov.uk
Please use the above email address for any contact or queries in the first instance

The supporting attendance notes will be submitted by:

Email
Post

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

1. CA1 form

2. Order under Section 38 of the Youth Justice and Criminal Evidence Act 1999
3. Attendance notes, telephone notes and correspondence, invoices and receipts, expert reports, indictment/charge sheet, case summary, counsel's fee note and work log (where appropriate)

If the total attachments exceed 10mb then please send attendance notes and any other supporting documents via a separate email.

Supporting documents can be sent through the secure file exchange. Please contact the CCU so that arrangements can be made.

Before sending supporting documents by post please submit your claim (CA1) via e-mail and await further instructions.

Please note that documents are submitted electronically will not be returned. If a paper file is submitted it will be returned within 14 days of the determination.

Step 2

Complete the following information and use the drop-down list to choose the correct applicable rate for the claim.

	A	B	C	D	E	F	G
1							
2			CA1: Court Appointee Claim Form			v5.3 Nov. 2022	
3			FAO Criminal Cases Unit:				
4			courtappointee@justice.gov.uk				
5			Please use the above email address for any contact or queries in the first instance				
6							
7			The supporting attendance notes will be submitted by:				
8							
9							
10							
11			Provider name				
12			Billing DX address	(postcode if not on DX)			
13			Address on order	(if different to above)			
14			VAT claimed?				
15			VAT number	(if appropriate)			
16			Key contact				
17			Contact email				
18			Contact telephone				
19			* Providers location	(please choose from the drop down)			
20			* DUNS Number	(for payment purposes)			

If you are unsure of the applicable rate for your location, please refer to the SCCO guidance at <https://www.gov.uk/guidance/solicitors-guideline-hourly-rates>

DUNS Number

This is a unique 9 digit number used to identify a company based on a specific location and we are unable to process any payments without it.

If you have a DUNS number please enter at line 20. If not, you will need to register at

www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html

This should then be added to you claim form before it is submitted

Step 3



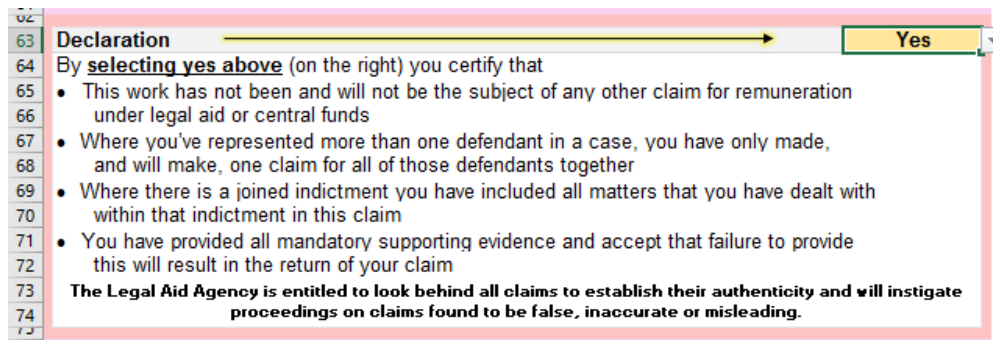
Move onto the essential supporting documents section of the form.

You **must** state the reasons for not providing any of the essential documents.

Essential supporting documents (if you are unable to provide any of these please explain why below as your claim may be rejected otherwise)		
	Provided	Reason for not providing
52		
53		
54		
55		
56		
57		
58		
59		
60		

Step 4

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



63 Declaration Yes

64 By **selecting yes above** (on the right) you certify that

- 65 • This work has not been and will not be the subject of any other claim for remuneration under legal aid or central funds
- 66
- 67 • Where you've represented more than one defendant in a case, you have only made, and will make, one claim for all of those defendants together
- 68
- 69 • Where there is a joined indictment you have included all matters that you have dealt with within that indictment in this claim
- 70
- 71 • You have provided all mandatory supporting evidence and accept that failure to provide this will result in the return of your claim
- 72

73 **The Legal Aid Agency is entitled to look behind all claims to establish their authenticity and will instigate proceedings on claims found to be false, inaccurate or misleading.**

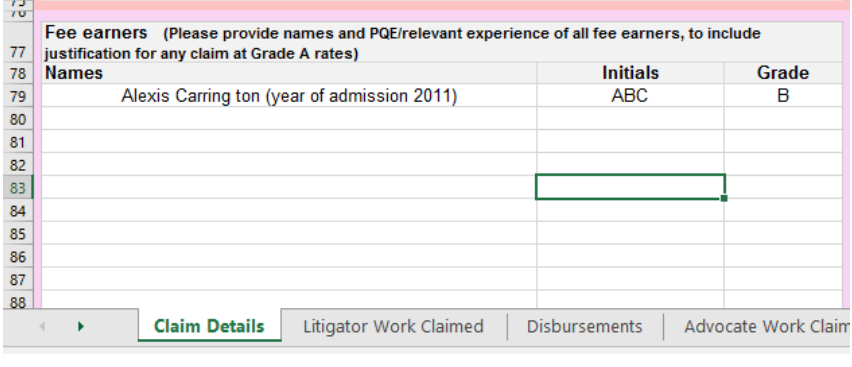
74

Step 5

Complete the Fee Earners information including the full name, initials and grade of fee earner using the drop-down list.

Top tip

If you are claiming a grade of fee earner based on previous experience you should provide supporting information, otherwise your claim may be allowed at a lower rate.



77	Fee earners (Please provide names and PQE/relevant experience of all fee earners, to include justification for any claim at Grade A rates)		
78	Names	Initials	Grade
79	Alexis Carrington (year of admission 2011)	ABC	B
80			
81			
82			
83			
84			
85			
86			
87			
88			

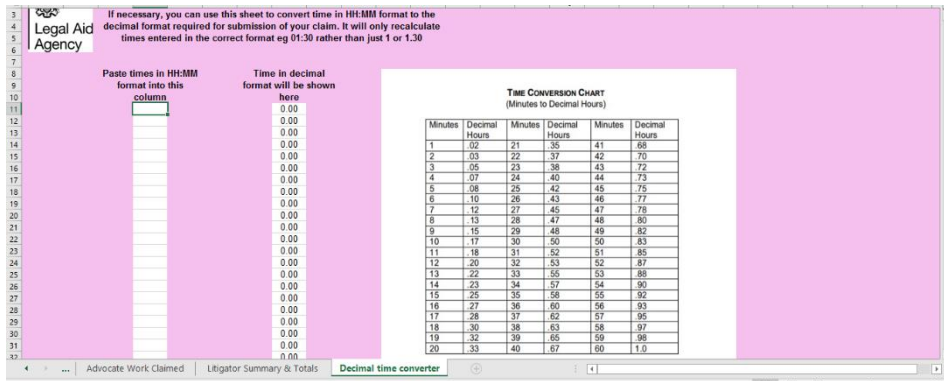
Claim Details | Litigator Work Claimed | Disbursements | Advocate Work Claim

If you have instructed an advocate/counsel who is **not** an employee of your firm their costs **must** be claimed under advocate fees and a copy of their fee note and work log enclosed.

Step 6

The relevant supporting information is now **mandatory**. You should provide details of the case and any relevant supporting information to assist the Case Manager in assessing your claim.

NB: A decimal time converter can be found at the final tab on the claim form



Top tip

If you are claiming rates in excess of the SCCO guideline rate for solicitors in your area you must provide justification for your claim.

Details of the SCCO guideline rates can be found at: <https://www.gov.uk/guidance/solicitors-guideline-hourly-rates>

If the form does not contain sufficient lines for your claim, please submit your partially completed claim by email, ensuring that you clearly state this is not the final claim. You should advise us of approximately how many more lines you think you will need. We will then extend and return the form to you.

Routine correspondence:

Routine correspondence is entered on the claim details page – enter the number of items claimed for each grade of fee earner and the rate claimed.

* Routine correspondence items claimed			
If you are claiming rates in excess of the SCCO guideline rate for solicitors in your area please provide justification for your claim. Failure to do so may result in the rate allowed being less than that claimed.			
Grade		Rate claimed	Items claimed
A			
B			
C			
D			

Disbursements:

Disbursements for travel expenses **must** be claimed as part of travel in “work claimed”.

* Date of appointment (please provide a copy of the order) 31/12/2017				31/12/2017			
Summary of claim (this will populate automatically once sections marked * are completed)				Summary of payment (this will populate automatically once sections marked * are completed)			
		Hours/Items claimed	Net total			Hours/Items paid	Net total
Preparation		3.40	£852.80	Preparation		0.00	£0.00
Advocacy		1.75	£336.00	Advocacy		0.00	£0.00
Attendance at court		0.00	£0.00	Attendance at court		0.00	£0.00
Travel & waiting		1.75	£336.00	Travel & waiting		0.00	£0.00
Routine		2	£38.40	Routine		0	£0.00
Litigator profit costs claimed			£1,363.20	Litigator profit costs determined			£0.00
Disbursements		liable to VAT	£4.50	Disbursements		liable to VAT	£0.00
		not liable to VAT	£8.00			not liable to VAT	£0.00
Advocates		KC	£0.00	Advocates		KC	£0.00
		Junior	£0.00			Junior	£0.00
Total net claim			£1,375.70	Total net payment			£0.00
Total for VAT			£1,367.70	Total for VAT			£0.00
VAT claimed			£8.00	VAT paid			£0.00
Expected payment			£1,375.70	Overall total paid			£0.00

If you are dissatisfied with the costs allowed:

Whilst the Costs in Criminal Cases (General) Regulations 1986 do not make provision for the redetermination of costs from central funds incurred in the Magistrates Court the Criminal Cases Unit have agreed to continue with the previous practice of the Magistrates Court and carry out an informal review of the costs allowed on request.

Requests for review should be sent to courtappointee@justice.gov.uk quoting the unique reference number.

Any request for review **must** be made within 21 days of determination.

A request for review may be made using your original claim form or via email alone. You **must** set out on which items a review is requested, include any information you wish the case manager to consider and attach any relevant attendance notes or copies of correspondence.

Requesting a review using CA1:

Using the drop-down list, indicate in column 'AA' which items you wish to be reviewed and provide comments in support.

Work paid										Review							
Disbursement detail	To pay	Part pay time	Part pay grade	Hourly rate paid (if different)	Time paid	Grade paid	Amount to pay	Disbursement to pay	LAA Determination Notes	Review ?	Provider Review Comments	Extra time to pay	Grade paid	Hourly rate paid (if different) no this rate will apply to the	Extra disbursement to pay	LAA Review Notes	Total time paid
					1.00	B	£177.00	£0.00				0.50			£0.00		1.50
	Yes				1.00	B	£177.00										1.00
	No				£0.00		£0.00		not directly relevant to X evian	Yes	comments made by deft on charge support def	0.50	B			submissions accepted time allowed	0.50
	No				£0.00		£0.00		allowed as routine	No							£0.00
	No				£0.00		£0.00		beyond the remit of appointment	Yes	see details in email request for review					no change on redetermination	£0.00
3					£0.00		£0.00										
10					£0.00		£0.00										
11					£0.00		£0.00										
12					£0.00		£0.00										
13					£0.00		£0.00										
14					£0.00		£0.00										
15					£0.00		£0.00										
16					£0.00		£0.00										
17					£0.00		£0.00										
18					£0.00		£0.00										
19					£0.00		£0.00										
20					£0.00		£0.00										
21					£0.00		£0.00										
22					£0.00		£0.00										
23					£0.00		£0.00										
24					£0.00		£0.00										
25					£0.00		£0.00										
26					£0.00		£0.00										
27					£0.00		£0.00										
28					£0.00		£0.00										
29					£0.00		£0.00										

If your request has not been submitted using the CA1 the notification of the result of the review will be sent via email, together with a copy of your CA1 claim form.

We aim to deal with requests for review within 20 working days of receipt

Magistrates Court costs only:

There is no provision for Appeal under the Regulations following an informal review.

Crown Court costs:

If you remain dissatisfied following review you can apply for written reasons within 21 days of receipt of the notification of the review.

We aim to provide written reasons within 20 days of request.

