

**Controlled Work Application for Prior Authority – Instruct King’s Counsel, two Counsel or Disbursements**

This form should be used in Standard Fee cases opened under the 2018 Standard Civil Contract, 2013 Standard Civil Contract, 2010 Standard Civil Contract or the Unified Contract to request prior authority to incur costs as above in Controlled Work matters.

This form must be submitted to the Liverpool Office in advance of the requested work being commenced at the following email address: mhu-ec@justice.gov.uk.

For requests for KC/two counsel your form should be submitted to: contactECC@justice.gov.uk

**Provider Details**

Name of Provider: Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client's Details**

Client's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UFN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please confirm the nature of the extension request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Matter Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stage: LH/CLR \_\_\_\_\_\_\_\_\_\_\_\_

**Summary of Case:**

Please provide a brief description of the case, clearly detailing the key factual and legal issues material to the application for prior authority. Please include an update of the case since the previous extension application if applicable. Where you are applying for KC/two counsel detail the exceptional complexity of the case that requires counsel.

**Request for Prior Authority for disbursements**

Please detail all of the disbursements incurred to date clearly stating the value of each.

**Requested Disbursements**

Please detail all unusual/unusually large disbursements you are requesting.

Please provide details of why the particular disbursement you are requesting is required and why the Prescribed rates must be exceeded if applicable (or both if applying for both). Note that Prior Authority is not required for routine disbursements.

**Request for Prior Authority for King’s Counsel (alone or with Junior counsel)**

**Please read the following questions and provide as much information as possible to address them**

Attach a note from counsel currently engaged, as to level of representation if you are able to.

Is this case linked to other funded cases where KC/ Two Counsel are engaged and if so, why are you not instructing the same counsel?

Are you applying for authority to brief King’s Counsel (KC) for a particular hearing or issue, or for instruction of KC generally?

Provide details of the substantial novel or complex issues of law, evidence or fact that arise. What are the factors that demonstrate they can only adequately be presented by KC?

Is KC to act alone or with junior? Why can the case not be presented by one counsel alone?

If Junior has been acting already, the provider will have knowledge of the case so why is junior still needed?  How will junior counsel continue to be necessary?

What is the work that will be done by each counsel and what is their respective role?

**Request for Prior Authority for more than one Junior counsel**

**Please read the following questions and provide as much information as possible to address them**

Attach a note from counsel currently engaged, as to level of representation if you are able to.

Is this case linked to other funded cases where KC/ Two Counsel are engaged and if so, why are you not instructing the same counsel?

Are you applying for authority to instruct or brief more than one junior counsel and if so why?

What are the factors that demonstrate the case can only adequately be presented by more than one counsel? What is the volume and complexity of the case and timescale that justifies more than one counsel?

**Expert Reports & Counsel Time:**

Please provide details of expert reports and/or Counsel’s time that you are requesting below. Note that Counsel’s time is needed for guidance purposes only and isn’t a pre-assessment of hours/hourly rates.

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| --- | --- | --- | --- | --- |
| Type of Report | Name of Expert/Counsel | Hourly Rate to be Charged | Number of Hours Requested | Total Costs Requested |
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**Provider Declaration:**

I confirm that the details on this form are true to the best of my information and belief and that the work on this matter has been carried out in accordance with the contract specification and guidance.

I confirm that my client has consented to this application, where there may be a financial consequence e.g., the statutory charge

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**