

Request for detailed assessment (Legal aid/Legal Services Commission only)

In the	
Case No.	
Applicant/ Petitioner <small>(include Ref.)</small>	
Respondent <small>(include Ref.)</small>	
Co-Respondent <small>(include Ref.)</small>	
Solicitor's fee account no.	

I now ask the court to provisionally assess the bill (arrange an assessment hearing as the assisted person/LSC funded client wishes to be heard)

I enclose copies of *(tick as appropriate)*

- the document giving the right to detailed assessment;
- the bill of costs;
- a statement giving the names, addresses for service and references of all persons to whom the court should give notice of the hearing;
- a copy of all the orders made by the court relating to the costs of the proceedings which are to be assessed;
- any fee notes of counsel and receipts or accounts for other disbursements relating to items claimed;
- all civil legal aid certificates and LSC certificates and amendments to them; notice of discharge or revocation and specific legal aid authorities;
- the relevant papers in support of the bill (Senior Courts Costs Office/PRFD assessments only)

*I certify that the assisted person/LSC funded client wishes to attend the assessment hearing and I believe the hearing will take *(give estimate of time court should allow)*.

I enclose my fee of £

**(delete if not applicable)*

Signed

(Applicant)(Petitioner)(Respondent)
(Co-Respondent)(s solicitor)

Date

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.