



Ministry
of Justice

Qualified Legal Representative scheme: CAS1 Form Completion Guidance



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1. Introduction

This document is intended to assist with the completion of the CAS1 form when claiming for payment for work undertaken under the Prohibition of Cross-Examination in Person Qualified Legal Representative Scheme.

For details on the scheme itself, please refer to the Statutory Guidance, which can be accessed here: [Qualified legal representative appointed by the Court: Statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/qualified-legal-representative-appointed-by-the-court-statutory-guidance)

For details on what you can be paid for work undertaken, please refer to the Claiming Guidance, which can be accessed here: [Qualified Legal Representative: Claiming guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/qualified-legal-representative-claiming-guidance)

2. Before Claiming Payment

Payments under the Prohibition of Cross-Examination in Person Qualified Legal Representative Scheme are administered by the Legal Aid Agency (LAA). In order to claim payment, you must have an account with LAA.

If you have an existing account as either a barrister, independent solicitor-advocate, or through a contracted solicitor firm with LAA, you must use that account number when claiming.

Detailed guidance on applying for an account with LAA are published here:

[Update your details with LAA - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/update-your-details-with-laa).

3. Completing the Form

All claims for payment must be made on form CAS1. You can access a copy of the CAS1 form here: [Qualified Legal Representative: Claiming guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/qualified-legal-representative-claiming-guidance)

The CAS1 form is an electronic, Excel-based form. You are required to complete any field marked as ‘input required’. Completing this information allows the form to calculate the correct payable fee for your claim.

Any blue field on the form requires a free-text answer. Any green field must be selected from a drop down. Any grey field is not required.

If a field is mandatory, the form will flag it in red with the message ‘input required’. If you make any errors or invalid combinations when completing the form, a comment will populate in the comments section next to that line.

Completing the form correctly first time helps us to pay your claim first time.


3.1. Section 1: Information on the Case

1	 Legal Aid Agency	CAS 1	
2			Notification
3			
4			
5			
6			
7	QLR Name		Input required
8	QLR Account Name		Input required
9	QLR Account Number		Input required
10	QLR Reference		Input required
11	Client Name		Input required
12			


Please complete the following information to help us identify your claim is correct.

This information should be completed on every claim.

- 1. QLR Name:** this must be your name as the Qualified Legal Representative.
- 2. QLR Account Name:** this must be your LAA account name.
- 3. QLR Account Number:** this must be your LAA account number.
- 4. Provider Reference:** this is your internal reference number.
- 5. Client Name:** this is the client’s name.

1	 Legal Aid Agency	CAS 1	
2			Notification Ra
3			
4			
5			
6			
7	QLR Name	Johnny Advocate	
8	QLR Account Name	Johnny P Advocate	
9	QLR Account Number	012EY	
10	QLR Reference	123456	
11	Client Name	Jane Client	
12			
13	Court Case Number		Input required

3.2. Section 2: Information on the Fixed Fee Claim


1	 Legal Aid Agency	CAS 1	Notification Rates Applied
2			
3			
12	Court Case Number		
13	Judge Level		Input required
14	Date of Hearing		Input required
15	Proceedings type		Input required
16	Type of Hearing		Input required
17	Preliminary Hearing: hearing length (minutes)(Enter "1" for terminated appointment/cancelled preliminary hearing)		
18	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)		
19	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)		
20	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?		
21	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)		
22	If Cross examination occurred, how many days was the Hearing (whole numbers only)?		
23	Advocates Bundle		Input required
24			
25			
26	Is the court 10 miles or more from the QLR's usual office/chambers?		

Please complete the following information so the form can calculate the fee payable for the work undertaken.


The following information must be completed in every case:

- 6. Court Case Number:** the unique case number assigned by the court.
- 7. Judge Level:** please select the most appropriate level of judge from the drop-down.
- 8. Date of Hearing:** the date the hearing took place (DD/MM/YYYY format).

The following warning note will appear where the hearing took place prior to 02/01/2024: "This submission predates the change of rules governing the claim of travelling expenses".


1	 Legal Aid Agency	CAS 1	Notification Rates Applied	Comments
2				
3				
6	QLR Name	Johnny Advocate		
7	QLR Account Name	Johnny P Advocate		
8	QLR Account Number	012EY		
9	QLR Reference	123456		
10	Client Name	Jane Client		
11				
12				
13	Court Case Number	ABCDEFGHIJKL		
14	Judge Level	Circuit or district		
15	Date of Hearing	01/01/2024		
16	Proceedings type			

- 9. Proceedings Type:** please select the proceedings category the claim falls under from the drop-down.
- 10. Type of Hearing:** please select if this was a preliminary hearing or hearing with cross-examination from the drop-down.


1	 Legal Aid Agency	CAS 1		Notification Rates Applied
2		Client Name	Jane Client	
3				
11	Court Case Number	ABCDEFGHIJKL		
12	Judge Level	Circuit or district		
13	Date of Hearing	31/05/2024		
14	Proceedings type	Private Family (Children)		
15	Type of Hearing	Preliminary hearing		
16	Preliminary Hearing: hearing length (minutes)(Enter "1" for terminated appointment/cancelled preliminary hearing)			Input required
17	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)			Input required
18	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)			
19	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?			
20	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)			
21	If Cross examination occurred, how many days was the Hearing (whole numbers only)?			
22	Advocates Bundle			Input required

The following information must be completed where you have selected the type of hearing as 'Preliminary Hearing'. Any box filled with grey should be left blank. The form will highlight if you complete any box in error.

11. Preliminary Hearing: hearing length (minutes) (Enter "1" for terminated appointment/cancelled preliminary hearing): the actual length of the hearing in minutes. For a terminated appointment or cancelled preliminary hearing "1" should be entered into the form.

1	 Legal Aid Agency	CAS 1		Notification Rates Applied	Comments
2		Client Name	Jane Client		
3					
11	Court Case Number	ABCDEFGHIJKL			
12	Judge Level	Circuit or district			
13	Date of Hearing	31/05/2024			
14	Proceedings type	Private Family (Children)			
15	Type of Hearing	Preliminary hearing			
16	Preliminary Hearing: hearing length (minutes)(Enter "1" for terminated appointment/cancelled preliminary hearing)	1	£75.83		
17	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)	HU1 (Under one hour)			please use HU2 for any hearing longer than HU1.
18	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)				
19	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?				
20	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)				
21	If Cross examination occurred, how many days was the Hearing (whole numbers only)?				
22	Advocates Bundle		Input required	£0.00	

12. Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing): the applicable hearing unit. Please select Hearing Unit 1 for a hearing under 60 minutes or Hearing Unit 2 for a hearing of 60 minutes or greater.

1	 Legal Aid Agency	CAS 1		Notification Rates Applied
2		Client Name	Jane Client	
3				
11	Court Case Number	ABCDEFGHIJKL		
12	Judge Level	Circuit or district		
13	Date of Hearing	31/05/2024		
14	Proceedings type	Private Family (Children)		
15	Type of Hearing	Preliminary hearing		
16	Preliminary Hearing: hearing length (minutes)(Enter "1" for terminated appointment/cancelled preliminary hearing)	100	£189.64	
17	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)	HU2 (Greater than 1 hour)		
18	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)			
19	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?			
20	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)			
21	If Cross examination occurred, how many days was the Hearing (whole numbers only)?			
22	Advocates Bundle		Input required	£0.00

The following information must be completed where you have selected the type of hearing as ‘Hearing with Cross Examination’. Any box filled with grey should be left blank. The form will highlight if you complete any box in error.

13. Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings): please select ‘yes’ or ‘no’ from the dropdown. If the hearing was listed for Cross examination but the hearing went ahead without Cross examination being undertaken, please claim as a preliminary hearing.

14. Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter? please select ‘yes’ or ‘no’ from the drop-down. This question is only required if you select ‘no’ to whether you conducted cross examination. If you selected ‘yes’ to this, you may leave this box blank.

Please skip this question where your appointment was terminated.


12			
13	Court Case Number	ABCDEFGHIJKL	
14	Judge Level	Circuit or district	
15	Date of Hearing	31/05/2024	
16	Proceedings type	Private Family (Children)	
17	Type of Hearing	Hearing with Cross Examination	€300.25
18	Preliminary Hearing: hearing length (minutes)(Enter “1” for terminated appointment/cancelled preliminary hearing)		
19	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)		
20	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)	No	
21	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?	Yes	
22	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes		
23	If Cross examination occurred, how many days was the Hearing (whole numbers only)?		
24	Advocates Bundle	none	€0.00
25			

15. Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes preparation)? please select ‘yes’ or ‘no’ from the drop-down. This question is only required if you select ‘no’ to whether you conducted cross examination. If you selected ‘yes’ to this, you may leave this box blank.


Please skip this question where the hearing was cancelled.

12			
13	Court Case Number	ABCDEFGHIJKL	
14	Judge Level	Circuit or district	
15	Date of Hearing	31/05/2024	
16	Proceedings type	Private Family (Children)	
17	Type of Hearing	Hearing with Cross Examination	€300.25
18	Preliminary Hearing: hearing length (minutes)(Enter “1” for terminated appointment/cancelled preliminary hearing)		
19	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)		
20	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)	No	
21	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?	Yes	Input required
22	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes		
23	If Cross examination occurred, how many days was the Hearing (whole numbers only)?		
24	Advocates Bundle	none	€0.00
25			

16. If Cross examination occurred, how many days was the Hearing? please enter the number of days you attended the hearing, not including any days the hearing ran but you were not present. This question is only required if you select ‘yes’ to whether a cross examination hearing took place. If you selected ‘no’ to this, you may leave this box blank.

1		CAS 1		Notification Rates Applied	Comments
2		Client Name	Jane Client		
11		Court Case Number	ABCDEFGHIJKL		
12	Judge Level	Circuit or district			
13	Date of Hearing	31/05/2024			
14	Proceedings type	Private Family (Children)			
15	Type of Hearing	Hearing with Cross Examination		£1,080.90	
16	Preliminary Hearing: hearing length (minutes)[Enter "1" for terminated appointment/cancelled preliminary hearing]				
17	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)				
18	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)	Yes			This is a Hearing with Cross Examination
19	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?				
20	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)				
21	If Cross examination occurred, how many days was the Hearing (whole numbers only)?	2			
22	Advocates Bundle			Input required	£0.00

17. Advocates Bundle: please select the bundle size from the drop-down if you are intending to claim an advocates’ bundle (these are only available for cross examination hearings). If you leave this field blank, the form will not generate a bundle fee. Please select ‘none’ if you are not claiming a bundle fee.

1		CAS 1		Notification Rates Applied	
2		Client Name	Jane Client		
11		Court Case Number	ABCDEFGHIJKL		
12	Judge Level	Circuit or district			
13	Date of Hearing	31/05/2024			
14	Proceedings type	Private Family (Children)			
15	Type of Hearing	Hearing with Cross Examination		£1,080.90	
16	Preliminary Hearing: hearing length (minutes)[Enter "1" for terminated appointment/cancelled preliminary hearing]				
17	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)				
18	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)	Yes			
19	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?				
20	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)				
21	If Cross examination occurred, how many days was the Hearing (whole numbers only)?	2			
22	Advocates Bundle	ABP1			£175.23

3.3. Section 3: Travel, Accommodation and Other Expenses

26	Is the court 10 miles or more from the QLR’s usual office/chambers?		
27	Driving mileage (number of miles travelled)		£0.00
28	Public transport (amount paid £)		£0.00
29	Starting postcode		
30	Destination postcode		
31	Accommodation (approx number of miles from base office)		
32	Accommodation (number of nights)		
33	Accommodation (amount paid £)		£0.00
34	Subsistence (amount paid £)		£0.00
35	Number of hearing days		
36	Out of pocket expenses (amount paid £)		£0.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?		

Please complete the following information so the form can calculate the fee payable for any expenses.

The following information must be completed where you wish to claim expenses:

18. Is the court 10 miles or more from the QLR’s usual office/chambers? Travel expenses may only be claimed where the QLR’s usual office or chambers is 10 miles or more from the court. If you answer ‘No’, the travel and accommodation fields will grey out.

25			
26	Is the court 10 miles or more from the QLR's usual office/chambers?	No	
27	Driving mileage (number of miles travelled)		£0.00
28	Public transport (amount paid £)		£0.00
29	Starting postcode		
30	Destination postcode		
31	Accommodation (approx number of miles from base office)		
32	Accommodation (number of nights)		
33	Accommodation (amount paid £)		£0.00
34	Subsistence (amount paid £)		£0.00
35	Number of hearing days		
36	Out of pocket expenses (amount paid £)		£0.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?		

19. Driving mileage (number of miles travelled): please confirm the number of miles driven where you have travelled to court by car.

20. Public Transport (amount paid £): Please confirm the total amount of the ticket/s where you have travelled to court via public transport (receipts/tickets must also be submitted with your claim).

21. Starting postcode: the postcode of your office or chambers (this must be completed where you are claiming mileage or public transport costs).

22. Destination postcode: the postcode of the court (this must be completed where you are claiming mileage or public transport costs).

25			
26	Is the court 10 miles or more from the QLR's usual office/chambers?	Yes	
27	Driving mileage (number of miles travelled)	0	£0.00
28	Public transport (amount paid £)	£65.50	£65.50
29	Starting postcode	TA8 1BQ	Input required
30	Destination postcode	TR1 2PB	Input required
31	Accommodation (approx number of miles from base office)		
32	Accommodation (number of nights)		
33	Accommodation (amount paid £)		£0.00
34	Subsistence (amount paid £)		£0.00
35	Number of hearing days		
36	Out of pocket expenses (amount paid £)		£0.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?		

23. Accommodation (approx. number of miles from base office): Please confirm how many miles away the accommodation is from your office or chambers.

24. Accommodation (number of nights): Please confirm how many nights were spent in accommodation.

25. Accommodation (amount paid £): Please confirm the amount paid for accommodation. An error message will appear where the amount claimed is above the maximum permitted (£100 per night).

25			
26	Is the court 10 miles or more from the QLR's usual office/chambers?	Yes	
27	Driving mileage (number of miles travelled)	0	£0.00
28	Public transport (amount paid £)	£65.50	£65.50
29	Starting postcode	TA8 1BQ	Input required
30	Destination postcode	TR1 2PB	Input required
31	Accommodation (approx number of miles from base office)	141	
32	Accommodation (number of nights)	1	
33	Accommodation (amount paid £)	£101.00	Error £100.00 Claim limited based on the number of miles and/or nights entered.
34	Subsistence (amount paid £)		£0.00
35	Number of hearing days		
36	Out of pocket expenses (amount paid £)		£0.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?		

26. Subsistence (amount paid £): Please confirm the total amount of subsistence costs. An error message will appear where the amount claimed is above the maximum permitted (£21 per night).

26	Is the court 10 miles or more from the QLR's usual office/chambers?	Yes		
27	Driving mileage (number of miles travelled)	0		£0.00
28	Public transport (amount paid £)	£65.50		£65.50
29	Starting postcode	TAB 1BQ	Input required	
30	Destination postcode	TR1 2PB	Input required	
31	Accommodation (approx number of miles from base office)	141		
32	Accommodation (number of nights)	1		
33	Accommodation (amount paid £)	£85.50		£85.50
34	Subsistence (amount paid £)	£22.00	Error	£21.00 Maximum subsistence is £21 per night linked to accommodation
35	Number of hearing days			
36	Out of pocket expenses (amount paid £)			£0.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?			
38				

27. Number of hearing days: Please confirm the number of days the hearing lasted.

Please enter the number of days you attended the hearing, not including any days the hearing ran but you were not present.

28. Out of pocket expenses (amount paid in £): Please confirm the total amount of 'out of pocket' expenses. An error message will appear where the amount claimed is above the maximum permitted (£40 per day).

26	Is the court 10 miles or more from the QLR's usual office/chambers?	Yes		
27	Driving mileage (number of miles travelled)	0		£0.00
28	Public transport (amount paid £)	£65.50		£65.50
29	Starting postcode	TAB 1BQ	Input required	
30	Destination postcode	TR1 2PB	Input required	
31	Accommodation (approx number of miles from base office)	141		
32	Accommodation (number of nights)	1		
33	Accommodation (amount paid £)	£85.50		£85.50
34	Subsistence (amount paid £)	£15.00		£15.00
35	Number of hearing days	2		
36	Out of pocket expenses (amount paid £)	£81.00	Error	£80.00 Maximum allowance is £40 per hearing day
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?	Yes		
38				

29. If your QLR appointment has been terminated, have you attempted to recover costs within 24 hours? please select 'yes' from the drop-down if you are claiming a terminated appointment and travel or accommodation expenses. If you are not claiming a terminated appointment fee, you may leave this box blank.

Please note evidence of travel, accommodation and expenses should also be submitted with your claim.

3.4. Section 4: Total Claim and VAT

1			CAS 1	
2				Notification Rates Applied
3				
6				
7	QLR Name	Johnny Advocate		
8	QLR Account Name	Johnny P Advocate		
9	QLR Account Number	012EY		
10	QLR Reference	123456		
11	Client Name	Jane Client		
12				
13	Court Case Number	ABCDEFGHIJKL		
14	Judge Level	Circuit or district		
15	Date of Hearing	31/05/2024		
16	Proceedings type	Private Family (Children)		
17	Type of Hearing	Hearing with Cross Examination		£1,080.90
18	Preliminary Hearing: hearing length (minutes)[Enter "1" for terminated appointment/cancelled preliminary hearing]			
19	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)			
20	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)	Yes		
21	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?			
22	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)			
23	If Cross examination occurred, how many days was the Hearing (whole numbers only)?	2		
24	Advocates Bundle	ABP1		£175.23
25				
26	Is the court 10 miles or more from the QLR's usual office/chambers?	Yes		
27	Driving mileage (number of miles travelled)	0		£0.00
28	Public transport (amount paid £)	£65.50		£65.50
29	Starting postcode	TA8 1BQ	Input required	
30	Destination postcode	TR1 2PB	Input required	
31	Accommodation (approx number of miles from base office)	141		
32	Accommodation (number of nights)	1		
33	Accommodation (amount paid £)	£85.50		£85.50
34	Subsistence (amount paid £)	£15.00		£15.00
35	Number of hearing days	2		
36	Out of pocket expenses (amount paid £)	£25.00		£25.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?	Yes		
38				
39	Total Claim (Net)	£1,447.13		
40	VAT		Input required	
41	Total	£1,447.13		
42				

Section 4 will autocomplete based on how you answer the questions in Sections 2 and 3.

30. Total Claim (Net): please check this fee has calculated accurately. The expenses claimed in Section 3 will only be included in the Total Claim where the hearing was heard on or after 02/01/2024.


31. VAT: please select 0% or 20% as the applicable VAT rate for the claim.

38		
39	Total Claim (Net)	£1,447.13
40	VAT	20%
41	Total	£1,736.56
42		

32. Total: please check this total gross figure has calculated accurately.

3.5. Section 5: Signature and Date

33. Signed and Dated: Please ensure you sign and date the form. Claims must be made within 3 months of the hearing having taken place. You will receive an error message at the top of the screen where 3 months have passed.

1			
2			CAS 1
3			Your submission may be older than 3 months Notification Rates Applied
6			
7	QLR Name	Johnny Advocate	
8	QLR Account Name	Johnny P Advocate	
9	QLR Account Number	012EY	
10	QLR Reference	123456	
11	Client Name	Jane Client	
12			
13	Court Case Number	ABCDEFGHJKL	
14	Judge Level	Circuit or district	
15	Date of Hearing	31/05/2024	
16	Proceedings type	Private Family (Children)	
17	Type of Hearing	Hearing with Cross Examination	£1,080.90
18	Preliminary Hearing: hearing length (minutes)(Enter "1" for terminated appointment/cancelled preliminary hearing)		
19	Preliminary Hearing: unit length (select HU1 for terminated appointment/cancelled preliminary hearing)		
20	Did you conduct Cross examination? (Hearings without Cross examination are preliminary hearings)	Yes	
21	Has the Cross examination Hearing been Cancelled and you spent at least 30 minutes on the matter?		
22	Was your QLR appointment terminated by the court before the Cross examination hearing (30 minutes)		
23	If Cross examination occurred, how many days was the Hearing (whole numbers only)?	2	
24	Advocates Bundle	ABP1	£175.23
25			
26	Is the court 10 miles or more from the QLR's usual office/chambers?	Yes	
27	Driving mileage (number of miles travelled)	0	£0.00
28	Public transport (amount paid £)	£65.50	£65.50
29	Starting postcode	TA8 1BQ	Input required
30	Destination postcode	TR1 2PB	Input required
31	Accommodation (approx number of miles from base office)	141	
32	Accommodation (number of nights)	1	
33	Accommodation (amount paid £)	£85.50	£85.50
34	Subsistence (amount paid £)	£15.00	£15.00
35	Number of hearing days	2	
36	Out of pocket expenses (amount paid £)	£25.00	£25.00
37	If your QLR appointment has been terminated have you attempted to recover costs within 24 hours?	Yes	
38			
39	Total Claim (Net)	£1,447.13	
40	VAT	20%	
41	Total	£1,736.56	
42			
43	Provider Certification		
44	I certify that the information provided is correct		
45			
46	Signed	Johnny Advocate	
47	Dated	03/09/2024	
48			

4. Submitting the Form

Once completed, the form should be emailed in its original format (not a pdf) along with any supporting evidence to: CrossExamination@justice.gov.uk

Forms will only be accepted electronically, any copy forms that are submitted to LAA physically will be securely destroyed without consideration.

5. Contact Us

If you have any technical issues with the form, or do not believe the fee it is generating is correct, please contact us by email at CrossExamination@justice.gov.uk

If you have questions on the scheme itself, these should be submitted directly to Ministry of Justice at QLR-crossexam@justice.gov.uk