

###### Criminal Cases Unit

Livenote Application Form

Criminal case disbursement for real time transcription

The cost of Livenote real time transcription is divided equally amongst the court, prosecution, and defence. The Court and prosecution must confirm that Livenote is required for this case, and the prosecution should obtain a quote from the service provider.

A copy of this form and the quote should be provided to the Criminal Cases Unit (CCU).

**Is this case contracted as a VHCC? ………………………….**

# Firm’s details

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Email Address** |  |
| **Firm Name** |  |
| **Address** |  |
| **Legal Aid Account Number** |  |
| **Phone Number** |  |

# Client Details

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Representation Order** |  |
| **Representation Order Number (MAAT)** |  |
| **Main Offence** |  |

# Court Details

|  |  |
| --- | --- |
| **Crown Court sitting at:** |  |
| **Before HHJ** |  |
| **Trial date** |  |
| **Trial estimate** |  |
| **Court number**  **(URN or T number)** |  |

# Co defendants

|  |  |
| --- | --- |
| **Names of all co defendants in trial** | **Details of representatives including email address and phone number (if known)** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |

Please add details of further co defendant on a separate sheet of paper if applicable.

Complete the section below, giving:

a) reasons for the application and details of how Livenote will assist your defence at trial

b) details of why it is reasonable to incur this expense

(max. 150 words)

|  |
| --- |
|  |

Please give a brief summary of the prosecution case (**max. 150 words**):

|  |
| --- |
|  |

# Livenote specifics

How many connections do you require? ………………….

Please note that the LAA will not authorise funding for:

* laptop rental
* training
* more than 2 connections (unless representing more than one client)
* remote connections
* additional copies of transcripts or delivery charges

# Solicitor’s certification

I certify that the information provided is correct.

**Signed: ……………………………………… Date: ………………………**

**Solicitor or a Fellow of the Institute of Legal Executives.**

**Name: ……………………………………………………………………………..**

You must also submit a copy of the Representation Order and Livenote quote.

Email to [CCU@justice.gov.uk](mailto:CCU@justice.gov.uk)

Upon receipt of your application, we will request written confirmation from both the court and the prosecution. Once received, we will confirm our decision in writing.

To assist us in obtaining information from the prosecution and court, we would ask that you provide the following:

|  |  |
| --- | --- |
| **Prosecution contact details including email address and telephone number (if known)** |  |
| **Court contact details** |  |

If funding for Livenote is authorised, the service provider will invoice firms directly. To receive payment, you must retain the authorisation from the CCU and forward it and your invoice to the Litigator Graduated Fee Team or CCU as applicable**.**