



CRM4 : Application for Prior Authority to Incur Disbursements in Criminal Cases

Applications for prior authority can not be less than £100.00 (exclusive of VAT)

For guidance relating to Prior Authorities please see the Crime Contract

For guidance relating to Prior Authorities please see Section 4 of the Criminal Bills Assessment Manual

Is the total authority for which you are applying more than or equal to £100?

Is your application in relation to a Post Mortem examination?

Firm's Details

Name of Firm

Address / DX

Provider Number

Account No.

Tel. No

Contact Name

Solicitor's Details

Name of Solicitor or Fellow of the Institute of Legal Executives instructed

Solicitor's reference

Client's Details

Is this a Prison Law matter?

Rep order no.
/ case no.

Date of Rep
order

UFN	_____	MAAT number	_____
Surname	_____	Forename	_____
Date Of Birth	_____		

Details of Proceedings

Is Your Client Detained? _____

If Yes, please advise where _____

Court Type _____

Have you accessed the
Psychiatric Liaison Service
provided within the Central
Criminal Court? _____

If no, please provide a reason for not doing so

Main Offence _____

Likely or Actual Plea _____

Date of Next Hearing _____

Purpose of Next Hearing _____

POCA

Is this case subject to POCA? _____

Expenditure Details

Type of Expenditure
(e.g. Medical Report)

Have you already been granted Prior Authority for this case under the same category of expenditure?

Name of Expert

Company Name

Type / Status of Expert

Postcode of Expert

Please enter the district section of the postcode. For example, if the postcode is E1 1AA, enter E1

Preparation

Preparation Hours

Hourly Rate

Total

Additional Expenditure

Description	Justification	Quantity	Rate	Total

Travel

No. of Hours

Hourly Rate

Total Cost of Travel

Authority

Total Authority

☒ I certify that the total amount disclosed for this authority (including both preparation and travel rates) is exclusive of VAT

☒ I certify that the total amount disclosed for this authority (including both preparation and travel rates) does not include any travel expenditure that is not included within the hourly rate (such as mileage, parking, travel fares etc.)

Alternative Quotes

Have you obtained any
alternative quotes?

If none, please provide a reason for not getting alternatives

Prior Authority Details

- You will need to establish that the steps are necessary for the proper conduct of the proceedings and that the amount to be incurred is reasonable.

Tell us what authority you are seeking and why it is required. If you wish to obtain a medical report, state whether as to fitness to plead and/or plea and/or disposal.

Give a brief summary of the prosecution case. You may attach the copy advance disclosure or extracts.

Give a summary of the defence or mitigation. Attach a copy of your client's statement and details of any previous convictions, if available.

Additional Information

Please include any additional information pertinent to this submission or use to complete entries where there wasn't sufficient room for your answer. (Please show clearly what these details relate to on the form).

Solicitor's Certification

 I certify that the information provided is correct.

Signed: _____

Name _____

Date _____