



Legal Aid
Agency

Application for withdrawal

For Official Use Only

Tag No: ____ / ____ / ____

Is this case funded under an Exceptional Case Funding determination?

Yes ☐ No ☐

Your client's details

Our reference number: _____

Title: _____ First name: _____ Surname: _____

Surname at birth: _____ Date of birth: ____ / ____ / ____
(if different)

Address: _____

Correspondence _____ Postcode: _____
address: _____
(if different)

_____ Postcode: _____

Provider details

Account number:

Roll number:

Name of organisation: _____

Phone: _____ Fax: _____

E Mail: _____

Name of authorised litigator instructed: _____

- 4 The authorised litigator instructed must have a valid practising certificate. The LAA will not pay for any work done during the period in which the authorised litigator does not have a practising certificate.

Your case reference: _____

Contact name for enquiries: _____

Withdrawal reasons

Please withdraw this certificate because:

- ☐ **a** I do not intend to make a claim against the legal aid fund. I confirm that:
- I do not intend to approach my client for payment of any costs.
 - no other firm, acting under this certificate, has incurred costs and that no claim will be made by any other firm.
 - I understand that any payments on account made will be recouped.
 - Do not use this option if you intend to submit a CIVCLAIM 2.
- ☐ **b** The client agrees that the certificate should be withdrawn. Please give reasons why the client requests withdrawal.

Withdrawal reasons (continued)

- ☐ **c** Work authorised under the certificate has been completed and disposed of on: ____/____/____
I enclose a copy of the final order/details of any settlement.
- ☐ Money and/or property has been recovered or preserved to which the statutory charge may apply. I attach a report on form CIVADMIN 1.
- ☐ An undisputed sum which increases the client's disposable capital to over £3,000 has been received.
- ☐ **d** The client died on: ____/____/____
- ☐ **e** The client has failed to provide instructions.
- ☐ **f** The client is the subject of a bankruptcy order made on: ____/____/____
- ☐ **g** The client has required the proceedings to be conducted unreasonably so as to incur an unjustifiable expense to the fund.
4 If the client agrees to the withdrawal, use box b above.
- ☐ **h** One or more of the relevant criteria in the Civil Legal Aid (Merits Criteria) Regulations 2012 or the Civil Legal Aid (Procedure) Regulations 2012 is/are no longer being met.
- ☐ **i** The client no longer qualifies for the services authorised by the certificate in accordance with regulations made under S.21 Legal Aid Sentencing and Punishment of Offenders Act 2012 (financial eligibility).
- ☐ **j** An order has been made under S.42 Senior Court Act 1981 or S.33 of the Employment Tribunals Act 1990 (restriction of vexatious proceedings) in relation to the client.

Where you are requesting withdrawal under grounds **e** to **j** above, please provide further information below. If there is an unfavourable counsel opinion or experts report, please provide copies.

Certification

I certify that the information provided above is correct

Signed: _____ Date: ____/____/____
authorised litigator

Name: _____