



Legal Aid
Agency

AGFS – Special Preparation Form

ASP2

This form must be completed when claiming special preparation. Please note, the larger your claim, the more information/justification we are likely to require to assess your claim.

For information about claiming special preparation please see
<https://www.gov.uk/government/publications/crown-court-fee-guidance>.

Please complete the following information:

Case Details:

Advocate Name

Provider Number

MAAT Number

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The work detailed in this claim has not been requested for remuneration elsewhere: ☐

Hours claimed:

Please confirm the number of hours you are claiming under each criterion:

Special Preparation Excess PPE	Wasted preparation	Special Preparation Novel/Very Unusual	Total

Supporting evidence checklist:

For all claims		Where applicable:	
Indictment		Electronic evidence (via SFE, for special preparation excess PPE claims involving electronic evidence)	
Representation order and any amendment order(s)		Work product, if you think it will assist your claim (novel & V unusual special preparation/wasted preparation)	
LAA report and/or NAE(s)		Case summary (for claims over 10 hours)	
Work log			



If you are claiming:

- Special Preparation because the PPE exceeds the relevant threshold – please complete **section 1**
- Wasted preparation – please complete **section 2**
- Special Preparation as the case involved a very unusual or novel point of law or factual issue – please complete **section 3**

Section 1 – PPE:

Please only complete this section if your claim relates to reading pages of evidence served in excess of the relevant threshold. Please see Appendix D of the Crown Court Fee Guidance.

Offence banding	
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Type of Material	Pages included in the Graduated Fee	Pages claimed as Special Preparation:	Time claimed as Special Preparation (hh:mm)
Documentary (Paper) e.g. statements, exhibits, ROTIs etc.			
Electronic (telephone downloads etc.)			
Totals:			



Section 1b – Only to be completed where electronic evidence forms part of your claim

Where electronic evidence has been used to meet the PPE threshold to claim special preparation. Please identify those pages/documents relied on and explain why it is appropriate for the determining officer to consider this material as PPE taking into account the nature of the document and other relevant circumstance.

Please use this section to answer the following questions:

- What type of electronic evidence was considered, for example, Phone Download/Call and Cell records etc?
- What was the format(s) of the electronic evidence, for example, Excel, PDF, JPEG etc?
- Was there any duplication in the contents of the electronic data?
- What approach was taken to viewing electronic material, for example, key word searching etc?



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Section 1c – Background/Justification

Please use this section to provide any relevant case background and to justify the hours claimed and the approach taken. The larger the claim the more detailed justification would be expected.

Depending on the circumstances of your claim we may request to view served evidence



Section 2 – Wasted preparation:

Please only complete this section if you are claiming wasted preparation.

Who undertook the wasted preparation?

Did this case:

Please confirm the reason the claimant could not attend the main hearing:

Please provide background detail as to the return of brief.

Where the court date changed, what efforts were made to secure a date that you were available?

Please confirm the number of pages of served, unused and audio/CCTV evidence served at the time you returned the brief.

Please provide justification for the time claimed as wasted preparation. Please be aware that the larger the claim, the more detailed information we would expect you to provide:



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Section 3 – Very unusual or novel point of law or factual issue:

Please only complete this section if you are claiming special preparation as it has been necessary for an advocate to do work by way of preparation substantially in excess of the amount normally done for cases of the same type because the case involves a very unusual or novel point of law or factual issue.

What made this case very unusual/novel?

What extra work did this cause compared to a normal case of this type and why?