

## Masterpack Crime Forms Change Guide February 2012

This document lists the forms that have been updated or introduced for February 2012. All forms are mandatory from **1<sup>st</sup> February 2012** but may be used before that date:

All forms signed and dated on or after the mandatory date **must** be the new versions.

Old versions signed and dated on or before 1 February will be accepted until 29 February 2012 after which time they will be rejected.

Please see forms pages for specific instruction on submission of forms CDS14 & CDS15/C.

Form Name	Changes	Reason for change
<b>AF1</b> - Claim for Advocate Graduated Fees	<p><b>Page 1</b> – the fields for the MAAT reference have been increased in size to accommodate additional references.</p> <p><b>Page 7</b> – ‘and for any additional case uplifts you are applying for’ has been added to the first option in the Enclosure checklist.</p>	Amendments have been made to accommodate defendants with more than one MAAT number and advocates claiming for additional case uplifts.
<b>LF1</b> - Litigator Fee claim	<p><b>Page 1</b> – Fields for transfer to a different court and Rep Order transfer date have been inserted.</p> <p><b>Page 3</b> – A column has been added to the table requesting whether VAT is payable.</p> <p><b>Page 4 – Section 3.</b> Wording regarding unsuitability for summary trial amended as follows: Where a case was directed/transferred to the crown court by the magistrates court because it was deemed unsuitable for summary trial, please provide a fully completed LAC1 form to support this if claiming a graduated fee for any trial type other</p>	<p>Version 7 of the LF1 form does not include a section to enable Litigators to claim the committal for trial fee if they have a representation order dated between 06/04/10 and 02/10/11. This will be reinserted into section three of the form.</p> <p>The committal for trial explanatory note will also be reinserted at the bottom of section three. The explanatory note will be amended to include, ‘the committal for</p>

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	<p>than 'Trial.'</p> <p>The section requesting committal for trial hearing dates from version 6 has been inserted.</p> <p><b>Page6 – Section 7.</b> A Committal for Trial field has been inserted (as in Version 6).</p> <p><b>Section 8.</b> The final option the declaration has been replaced with 'Where a case was directed/transferred to the crown court by the magistrates court because it was deemed unsuitable for summary trial, please provide a fully completed LAC1 form to support this if claiming a graduated fee for any trial type other than 'Trial'.</p>	<p>trial fee can only be claimed where the representation order is dated between 06/04/2010 to 02/10/2011'.</p>
<p><b>LAC1</b> - Legal Aid Committal Form</p>	<p><b>Page 1</b> – The wording at the top of the page has been amended. 'This form should be completed and signed at the Committal Hearing for all Either Way cases that are directed to the Crown Court by the magistrates. The form must be submitted to the LSC along with the claim for payment and a copy of the form must be provided to the Instructed Advocate.' <b>Has been changed to:</b></p> <p>'This form should be completed and signed at the Committal Hearing, the Mode of Trial hearing or any other hearing where the venue is known for all Either Way cases that are directed to the Crown Court by the magistrates. <b>This form must <u>not</u> be</b></p>	<p>Amended wording to reflect where the form can be signed.</p> <p>Addition of MAAT number in order that we can identify the claim with a MAAT record for collection of final defence costs purposes.</p>

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	<p><b>completed where the defendant elects Crown Court trial.</b> The form must be submitted to the LSC along with the claim for payment and a copy of the form must be provided to the Instructed Advocate. Where the defendant is unrepresented, the provider is able to obtain a memorandum of conviction from the court. There is a fee payable, and the LSC will pay this as a disbursement.</p> <p>A field for the MAAT reference number has been inserted at the bottom of Part A.</p> <p>Wording added to Part B: I certify that the defendant named above was Directed to the Crown Court. <b>The defendant did not elect Crown Court trial.</b></p>	
<b>Judicial Apportionment Form</b>	Previous versions of this form were not part of the Masterpack. It is required to report the relevant apportionment of costs in order that the defendant is pursued for the correct amount.	
<b>CDS14, CDS15 &amp; CDS15C</b>	These forms have been completely re-designed and re-formatted. The CDS15C is a new form for use where there is insufficient room for answers on the CDS15.	Changes made as a result of provider feedback to reduce the high number of rejected forms.