



Exceptional Case Claim Form - Civil

Have you attached?

- CW1 & CW2 (if applicable)?
- Disbursement Vouchers?
- IT based Running Record of Costs?
- Evidence of income?
- Full File of Papers?

For LSC use only

	Net		VAT	
Profit Costs:	£	:	£	:
Travel:	£	:	£	:
Waiting:	£	:	£	:
Disbursements:	£	:	£	:

Summary of Claim

Client surname and initial: _____

UCN: / / UFN:

Stage Reached:

Case ref: _____

Outcome code:

Matter type 1:

Matter type 2:

Have you Retained or /Recovered costs from your client (solicitors charge) or the other side?

Profit Costs net:	£	:	Profit Costs inc VAT:	£	:
Travel net:	£	:	Travel inc VAT:	£	:
Waiting net:	£	:	Waiting inc VAT:	£	:
Total net:	£	:	Total inc VAT:	£	:
Disbursements net:	£	:	Disb inc VAT:	£	:
Date level of work closed:	___/___/___		Next Court date if applicable:	___/___/___	
Month claimed on LSC Online:	___/___				

Provider Details

Provider Name: _____

Contact Name: _____

Account number: _____

Tel Number: _____

Email address: _____

