

# GUIDE TO LSC CIVIL APPLICATION FORMS

## Forms – When to use them

### CLS Application forms

#### CLS App1

Application for CLS funding certificate  
*Legal Representation/Investigative Help in Non-Family Proceedings*

#### CLS App3

Application for CLS Funding Certificate  
*Family Help (Lower) and Legal Representation in Family Proceedings.*

#### CLS App5

Application for CLS Funding Certificate.  
*Special Children Act Proceedings (Parent, Child or Person with Parental responsibility only)*

#### CLS App6

Fax Emergency Application

#### CLS App7

Exemption from/ suitability for family mediation.

#### CLS App8

Application for amendment or prior authority in civil cases

#### CLS App 11

Application for discharge

### CLS Means forms

#### CLS Means 1

Means Assessment form.

For applicants not receiving Income Support, Income-based Jobseekers Allowance, Guaranteed State Pension Credit or Income Based Employment and Support Allowance. Applicants receiving contribution-based Job Seekers Allowance must complete CLS Means 1.

#### CLS Means 1A

Information about your self employed work (Submitted in addition to Means 1 form). The form contains guidance about what additional documents may be needed.

#### CLS Means 1B

Information about your partnership (Submitted in addition to Means 1 form). The form contains guidance about what additional documents may be needed.

## Forms – When to use them

### **CLS Means 1 C**

Information about a shareholding in a private limited company and/or directorship (Submitted in addition to Means 1 form). The form contains guidance about what additional documents may be needed. **It must be completed even if the company is dormant.**

### **CLS Means 2**

Means Assessment form. For people who receive Income Support, Income-based Jobseekers Allowance, Guaranteed State Pension Credit or Income Based Employment and Support Allowance.

### **CLS Means 3**

Means Assessment form

If you or your client's main home is outside the United Kingdom

### **CLS Means 4**

Means Assessment form

For applicants under the age of 16

### **CLS Means 5**

Change in capital after initial application submitted

### **CLS Means 6**

Means assessment form for suppliers to provide details of means to the LSC where Fax Emergency Application is being made on form CLS App 6.

### **CLS Means 7**

Means assessment form for Family Mediation

### **L17**

Statement of earnings form, to be completed by the employer.

### **L31**

Information about an applicant's partnership or self employed work

## Forms – When to use them

### CLS Finance Forms

#### CLS Claim 1

Claim for assessment of costs or payment of taxed costs following detailed assessment in civil cases

#### CLS Claim 2

Report in civil cases – costs met in part or full by other party

#### CLS Claim 3

Counsel's fee note in civil cases

#### CLS Claim 4

Claim for payment on account in civil cases

#### CLS Claim 4A

For payment on account in public law cases

#### CLS Claim 5

Claim for Family Graduated Fee (Counsel)

#### CLS Admin 1

Preservation or recovery under the Statutory Charge and request to postpone enforcement.

#### CLS Admin 2

Change of clients details

#### CLS Admin 3

Application to suspend contributions/undertaking as to costs

#### CLS Admin 4

Payment of monies

### Controlled Work Forms

#### Controlled Work 1

Legal Help and Help at Court

#### Controlled Work 1 PL

Level 2 Funding in Care/Supervision cases (Parents or persons with parental responsibility only)

#### Controlled Work 1 & 2 – MH

Legal Help and Controlled Legal Representation - mental health

## Forms – When to use them

### **Controlled Work 2 (IMM)**

Controlled Legal Representation - Immigration

### **Controlled Work Counsel**

An application for Prior Authority to incur enhanced rates for counsel

### **Controlled Work 3**

Extension of upper cost limit (non-immigration matters)

### **Controlled Work 3A**

Extension of upper cost limit (immigration matters) Pre- 01/10/07 only

### **Controlled Work 3B**

Extension of upper cost limit (immigration matters) Post- 01/10/07 only

### **Controlled Work 3C**

Extension to Disbursement Limit - Graduated Fee Scheme (immigration matters)

### **Controlled Work 4**

Review of refusal or withdrawal of Controlled Legal Representation (immigration matters)

### **Controlled Work 4 Mental Health**

Review of refusal or withdrawal of Controlled Legal Representation

### **Controlled Matter Start Form**

Monthly reporting of controlled work.

### **Imm Consolidated Matter Report Form**

Monthly reporting of consolidated immigration matters

### **Family Consolidated Matter Report Form**

Monthly reporting of consolidated family matters

### **TFF Consolidated Matter Report Form**

Monthly reporting of Consolidated TFF matters

### **Mental Health Consolidated Matter Report Form**

Monthly reporting of consolidated mental health matters

## Forms – When to use them

### **NFP Only**

These forms are for NFP matters only.

- Contract Work Report Spreadsheet and Guidance - last updated February 2008
- Contract Work Report Form – last updated May 2003
- Application

### **CDS Forms**

#### **CDS 1**

Client Details Form

To record client details (all matters) and financial assessment where applicable.

#### **CDS 2**

Application for Advice & Assistance

Must be completed prior to giving freestanding Advice and Assistance.

#### **CDS 3**

Application for Advocacy Assistance/ Representation

Limited types of Advocacy Assistance (e.g. ASBOs, SOOs and Prison Law work) or when applying for a Representation Order to the LSC (extremely limited circumstances)

#### **CDS 4**

Application for Prior Authority to incur disbursements

#### **CDS 4A**

Application for prior authority to incur disbursements in criminal cases in the Central Criminal Court only.

#### **CDS 5**

Application for Extension of the Upper Limit

When seeking to extend any applicable upper limit for the case or matter

#### **CDS 6**

Contract Work Report Form (CWRF)

To report all work done under contract other than Non Standard Fee claims. Work on a matter must be reported at the end of the investigations stage, work on a case at the end of the proceedings stage.

## Forms – When to use them

### **CDS 7**

Non Standard Fee Contract Work Assessment Form

For all Non Standard Fee claims for work done under a Representation Order.

### **CDS 8**

Assigned Counsel's Fee Note in Criminal Cases

Completed by assigned Counsel where assigned under a Representation Order in the magistrates' court.

### **CDS 10**

Application for review of refusal or withdrawal of Advocacy Assistance or Representation

Used to appeal to the Funding Review Committee

### **CDS 11**

Claim Cost Summary Sheet

To record the summary of costs incurred in each class of work on a file. Enables the LSC to check cost claims on audit.

### **CDS 12**

Duty Solicitor Application Form

To apply to become a Duty Solicitor, or to join additional Duty Solicitor schemes.

### **CDS 13**

Application form for contribution towards fees for Accreditation for Duty Solicitor or Accredited Representative

### **CDS 18**

Exceptional Cases.

### **LF1**

A claim form for litigator fees

### **LF2**

A litigator fee review form

### **FR1**

Claims for file reviews of reported crime and civil matters on an annual basis

## Forms – When to use them

### Criminal Means Assessment Forms

**CDS 14**

Application for Legal Aid in Criminal Proceedings

**CDS 15**

Financial Statement

**CDS16**

Application for Review on the Grounds of Hardship

**CDS 17**

Statement of Truth

## LSC Forms Checklists

### New CLS Applications Checklist:

Following this list will help us process your Applications quicker.  
**1 in 4 rejected applications are unsigned.**

	Have all the forms been <b>signed and dated</b> by the applicant and the legal representative?
	Are the <b>signatures original</b> and <b>less than 2 months old</b> ?
	Have you submitted the relevant <b>Means form(s)</b> ?
	Has the applicant <b>completed all sections of the Means form(s) and signed/dated it</b> ?
	Do you need to submit a <b>Form L17</b> ? If so, has it been <b>stamped/signed by the employer</b> ?
	Has the applicant provided <b>evidence of the benefits</b> they are in receipt of?
	Have you included a <b>statement of case</b> and any <b>supporting documents</b> ?
	Where appropriate have you submitted a form <b>CLSAPP7 (mediation)</b> ?
	Should <b>Devolved Powers</b> have been used?

Both funding code criteria and Decision Making Guidance can be found on the Legal Services Commission website or in the **Legal Services Commission Manual, Volume 3**.

### Means Assessment Checklist:

	Has the applicant <b>signed and dated</b> the means assessment form? If your client has a <b>partner</b> who does not have a contrary interest in the case the partner <b>must also sign and date the form</b>
	Are signatures <b>original</b> and <b>less than 2 months old</b> ?
	Have all 'means' questions been answered 'yes' or 'no'?
	Do you need to submit a <b>Form L17</b> ? If so, has it been <b>stamped/signed by the employer</b> ?
	If the applicant is in business, <b>has the guidance on forms CLSMean 1A, 1B and 1C been followed</b> ?

As a rough guide to your clients' eligibility you can use the [Legal Aid Eligibility Calculator](#) found on the Community Legal Advice website

## Claims Checklist:

Following this list will help us process your claims quicker.

**1 in 5 rejected claims are either unsigned or have documents missing.**

	Have all forms been <b>signed/dated</b> by the solicitor?
	Has the form been <b>completed in full</b> ?
	Is the <b>amount claimed</b> the same as the amount on the <b>assessment certificate</b> ?
	Where appropriate have you included the <b>relevant documentation</b> and the <b>file of papers</b> ?
	Where required, have you included a <b>breakdown of Counsel's fees</b> ?
	Where necessary, have you included a <b>signed, original assessment certificate</b> ?
	Is the bill being submitted in time? (Section 3 Part D Vol 1 LSC Manual)

Both funding code criteria and Decision Making Guidance can be found on the Legal Services Commission website or in the **Legal Services Commission Manual, Volume 1**.

## Family Graduated Fees Checklist:

Following this list will help us process your claims quicker.

	Is the <b>CLS Claim 5 fully completed &amp; signed</b> by Counsel?
	Is the <b>case reference</b> correct?
	Have you enclosed the <b>signed original of the Judge's verification form</b> ?
	Are you sending your claim to the <b>correct Regional Office</b> ?
	Have you <b>attached a CLSADMIN 5</b> , if appropriate?
	Have you <b>provided sufficient detail</b> of the case and hearing times?
	Have you <b>included reasons for your instruction</b> , if claiming travel expenses?
	Are all <b>enclosures correct</b> ?
	Is it a <b>Family Graduated Fee Case</b> ?

Both funding code criteria and Decision Making Guidance can be found on the Legal Services Commission website or in the **Legal Services Commission Manual, Section 10, Part D, Volume 1**.