

GUIDE TO LSC CRIME APPLICATION FORMS

Guide to LSC Criminal Forms

CDS1 – Client's details form

CDS2 – Application for Advice and Assistance

CDS3 – Application for Advocacy Assistance

CDS4 – Application for Prior Authority

CDS5 – Application for extension of Upper Limit

CDS6 – Contract Work Report Form

CDS7 – Non-Standard Fee Contract Work Assessment Form

CDS8 – Assigned Counsel's Fee note

CDS9 – Police Station Standby Report

CDS10 – Application for Review of Refusal or Withdrawal of Advocacy Assistance or Representation

CDS11 – Generic Costs Form

CDS12 – Duty Solicitor Application Form

CDS13 – Application form for contribution towards fees for Accreditation for Duty Solicitor or Accredited Representative

CDS14 – Application for Legal Aid in Criminal Proceedings (Interests Of Justice Test, passported benefit)

CDS15 – Financial Statement

CDS16 – Application for Review on Grounds of Hardship (appealing refusal of Legal Aid)

CDS17 – Statement of Truth (employed people only in custody)

CDS18 – Police Station Exceptional Cases

LF1 – Litigator Fee Claim Form

LF2 – Litigator Fee review Form

Standard Fees and Limits table

In both Table A and B the rates in brackets are the London rates

Table A: Undesignated Area Standard Fees

	Lower Standard Fee £	Lower Limit £	Higher Standard Fee £	Higher Limit £
Category 1	173.45 (223.25)	298.45 (382.90)	417.20 (529.25)	517.10 (646.85)
Category 2	306.25 (392.95)	512.70 (651.00)	702.40 (882.65)	854.40 (1041.60)
Category 3	276.50 (349.75)	452.20 (548.25)	626.50 (735.30)	789.50 (841.55)

Table B: Designated Area Standard Fees

	Lower Standard Fee £	Lower Limit £	Higher Standard Fee £	Higher Limit £
Category 1	221.59 (284.35)	298.45 (382.90)	477.41 (611.15)	517.10 (646.85)
Category 2	378.46 (484.60)	512.70 (651.00)	792.71 (1005.49)	854.40 (1041.60)
Category 3	357.87 (406.46)	452.20 (548.25)	734.56 (888.85)	789.50 (888.86)

Designated Areas

The Criminal Justice Areas of: Greater Manchester, London, Merseyside and West Midlands, and

the Local Authority Areas of: Brighton & Hove, Bristol, Cardiff, Derby & Erewash, Kingston upon Hull, Leeds & Bradford, Leicester, Nottingham, Portsmouth, Newcastle-upon-Tyne & Sunderland (including Gateshead, North Tyneside and South Tyneside), Sheffield and Southampton.

Reason(s) for Non-Standard Fee Claim

- Core costs exceed higher limit (Core costs are attendance, preparation, advocacy, letters & calls)
- Enhanced rates claimed
- Counsel assigned
- Representation Order withdrawn
- Extradition

Most common reject reasons when submitting forms:

- Not signed
- Not fully completed
- Original Representation Order missing
- Old version of CDS7 used (Version 8 October 2008 is the current version)
- File not submitted

Some common assessment reasons:

- Insufficient information on file to justify the time spent. See 2.7.2, 2.75 and 2.84 Criminal Bills Assessment Manual.
- The costs claimed in respect of this item have been disallowed since no supporting invoice/receipt could be found on the file. See 4.1.3 Criminal Bills Assessment Manual
- There is no separate charge for routine letters received. See 2.9.39 Criminal Bills Assessment Manual.
- No copy of the witness statement / proof of evidence referred to in the attendance note could be found on the file. See 2.8.2 Criminal Bills Assessment Manual

For detailed guidance

Unified Contract Crime Specification

Criminal Bills Assessment Manual

FOCUS publication

LSC website – www.legalservices.gov.uk

E-Flyer

Mailshots