

PROTECT- PERSONAL INFORMATION

Litigator Fee claim - this form should be completed for all litigator fee claims.

LF1

Which type of fee are you claiming?

Litigator final fee <input type="checkbox"/>	Litigator Fixed Fee <input type="checkbox"/>	Interim Disbursement (over £100) <input type="checkbox"/> Do not complete Section 3.
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Solicitor's firm _____
 DX _____
 or
 Address _____

 Contact telephone number _____

Hardship <input type="checkbox"/>	Warrant <input type="checkbox"/>
Complete sections 1, 3, 5, 7, 8 & 9.	Complete sections 1, 3, 6, 7, 8 & 9.

Have you entered this claim online?

Yes <input type="checkbox"/>	Bill ID(s): _____
No <input type="checkbox"/>	_____

Section one - case details

Solicitor's a/c number _____ Crown Court Case Number _____
 Name of Crown Court _____ Court code _____
 Prosecuting Authority _____
 If the case has transferred to a different court -
 Name of Crown Court _____ Court code _____
 Is this a retrial? Yes No

Crown Court Case Numbers for this defendant:	
First Name _____	Date of Birth dd/mm/yyyy / /
Last Name _____	
Representation Order Dates: original / / transfer / /	
Has there been an order for Judicial Apportionment? Yes <input type="checkbox"/> No <input type="checkbox"/>	MAAT ID number [][][][][][][][] (7 digits, to be found on the Rep Order)
Evidence Provision Fee Claimed £0 <input type="checkbox"/> Lower <input type="checkbox"/> Higher <input type="checkbox"/>	Number of Instructed Advocates provided for in Rep Order 1 <input type="checkbox"/> 2 <input type="checkbox"/>

Crown Court Case Numbers for this defendant:	
First Name _____	Date of Birth dd/mm/yyyy / /
Last Name _____	
Representation Order Dates: original / / transfer / /	
Has there been an order for Judicial Apportionment? Yes <input type="checkbox"/> No <input type="checkbox"/>	MAAT ID number [][][][][][][][] (7 digits, to be found on the Rep Order)
Evidence Provision Fee Claimed £0 <input type="checkbox"/> Lower <input type="checkbox"/> Higher <input type="checkbox"/>	Number of Instructed Advocates provided for in Rep Order 1 <input type="checkbox"/> 2 <input type="checkbox"/>

4 Please continue on a separate sheet if necessary.

4 If Judicial Apportionment applies, a copy of the order must be provided

Section three - Claim Details

(please complete for all claims including hardship/warrant and fixed fees.)

Please complete this box if the representation order is dated on or after 3 October 2011.	
This case was:	
Sent by the magistrates' court (Indictable only)	<input type="checkbox"/>
Transferred/ directed by the magistrates' court*	<input type="checkbox"/>
Elected by the client**	<input type="checkbox"/>
<p>* 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>** Where the defendant elected Crown Court AND the case didn't proceed to trial OR retrial, a fixed fee will be payable. Please complete section 4 for the fixed fee.</p>	

Committal for trial hearing date/s (see guidance notes)	/ / / /
Committal for trial offence type (please enter relevant statute and offence description)	

Please complete this box for all claims.	
Final trial date	/ /
Offence class (A-K) and description of offence	
Trial Type (e.g. trial, guilty plea)	
Trial length in days	
No. of pages of PPE If there has been a transfer, and you are the original solicitor, please confirm the number of pages served at the time of the transfer.	
Was any of this evidence served electronically?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of defendants represented by your firm	
If there was a change of solicitor, are you the original or new solicitor?	
Are you claiming Special Preparation in accordance with paragraph 15 of Schedule 2 of the Criminal Defence Service (Funding) Order 2007 (as amended)?	Yes <input type="checkbox"/> (Please provide full justification in a covering letter) No <input type="checkbox"/>

Section three - Claim Details continued

Committal for trial

- 4 You may only claim this fee when you are claiming your Litigator final fee
- 4 You may claim one fee per committal hearing. Therefore, if you represented more than one defendant at the same hearing, you may claim one fee. If you represented more than one defendant for the Crown Court case but they appeared at different committal for trial hearings, you may claim one fee for each hearing. The committal for trial fee can only be claimed when the representation order is dated between 06/04/2010 and 02/10/2011.

Special Preparation

- 4 Where you have been served evidence that meets the definition of PPE (see Schedule 2, part 1, paragraph 1(2) of The Criminal Defence Service (Funding) Order 2007 as amended and it has been served electronically on the court, you may submit a claim for special preparation
- 4 Where you have been served with more than 10,000 PPE you may make a claim for special preparation
- 4 The hourly rates can be found in the table following paragraph 22 of the Criminal Defence Service (Funding) Order 2007 as amended

Section four - Fixed Fees

Please indicate which Fixed Fee applies:

- Appeal against sentence from a Magistrates Court.
- Appeal against conviction from a Magistrates Court.
- Committal for sentence.
- Contempt proceedings.
- Alleged breach of Crown Court order.
- Hearing subsequent to sentence (for representation orders on or after 3 August 2009 only).
Please select relevant option:
 - s1c of Crime and Disorder Act 1998 (vary/ discharge an ASBO).
 - s155 Powers of Criminal Courts (Sentencing Act 2000) (alteration of Crown Court sentence).
 - s74 of Serious Organised Crime and Police Act 2005 (assistance by defendant: review of sentence).
- Committal for trial fee - for representation orders before 3 October 2011
- Elected case not proceeded (ENP) - for representation orders dated on or after 3 October 2011 AND the defendant elected Crown Court trial AND the trial OR retrial did not proceed
- Before trial transfer (org) - cracked/ guilty (elected)
- Before trial transfer (new) - cracked/ guilty (elected)
- Up to and including PCMH transfer (org) - cracked/ guilty (elected)
- Up to and including PCMH transfer (new) - cracked/ guilty (elected)

Section five - Hardship Claims

(NB evidence must be provided of hardship e.g. bank statements, letters from bank), please see the Litigator Fee Guidance which is available on our website.

Date representation order granted to your firm:	/ /
Date of Hardship application	/ /
Is this case likely to end within 3 months? (Hardship claims should not be made for cases likely to end within 3 months).	
Value of case costs at time of hardship application (exc. VAT) (please ensure section 3 is completed)	£ :

Section six- Warrant Claims

WARRANT (for work up to and including warrant issue date). Where the case has subsequently finished, a final fee payment should be claimed. Please see the Litigator Fee Guidance which is available on our website.

Date Warrant issued	/ /
Has Warrant been executed?	
Date Warrant executed	/ /

Section seven - Total Claim

		VAT	Total
Litigator Fee claimed	£ :	£ :	£ :
Committal for trial fee claimed	£ :	£ :	£ :
Hardship Payment claimed	£ :	£ :	£ :
Warrant Payment claimed	£ :	£ :	£ :
Disbursements claimed	£ :	£ :	£ :
		Total claimed	£ :

Section eight - Declaration

I confirm that I have enclosed the following (where applicable):

- Representation Order. **(Where there has been a transfer and you are the new Solicitors, please supply a copy of the original representation order).**
 - The front sheet(s) from the committal bundle and NAEs served by the prosecuting authority, showing the total of pages served **(required for all final graduated fee and hardship claims).**
 - A copy of the indictment **(required for all final graduated fee and hardship claims).**
 - Original disbursement vouchers (for claims over £20 excluding VAT and mileage).
 - Prior authority confirmation.
 - Order in respect of Judicial Apportionment (for each defendant).
 - Instructions to advocate re outcome of mode of trial hearing.
 - Hardship supporting evidence (e.g. bank statements/ bank letter), please give details
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- Other supporting evidence. A list of acceptable evidence can be found on the LSC website.
 - 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'.

Section nine - Solicitor's certification

I certify on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the CDS fund.

Signed _____
(A Solicitor or a Fellow of the Institute of Legal Executives)

Name _____ Date ____/____/____

Section ten

CLAIM OUTCOME - TO BE COMPLETED BY LSC STAFF ONLY

Paid in full

Assessed

Rejected

Total Litigator Final Fee allowed (inc vat) £ :

Total disbursements allowed (inc vat) £ :

Reasons _____

Caseworker initials Date processed