

# **Livenote Application Form**

## **Criminal Case Disbursement for Realtime Transcription**

The cost of Livenote Realtime Transcription is divided equally amongst the court, prosecution and defence. In order to authorise funding for the defence share of the cost, each defence team is required to submit this form for consideration by the Complex Crime Unit.

This form should be completed by a solicitor on behalf of the client/s they represent.

Is this case contracted with the Complex Crime Unit? .....  
If not, please state the appropriate Regional Office:.....

### **Firms details**

Contact Name:.....  
Email Address:.....  
Firms Name:.....  
Address:.....  
.....  
DX:.....  
Legal Aid Account Number:.....  
Phone:.....

### **Client Details**

Surname:..... First names:.....  
Date of Representation Order:.....  
Main offence:.....

# Court Details

Crown Court sitting at:.....

Before HHJ:.....

Trial date:..... Time estimate:.....

T number:.....

Names of all co defendants in trial	Details of Representatives
1	
2	
3	
4	
5	
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10	
11	

Please add details of further co defendant on a separate sheet of paper if applicable.

## Please complete the section below:

a) Giving reasons for the application and details of how Livenote will assist your defence at trial:

b) Giving details why it is reasonable for this expense to be incurred:

**(max. 150 words)**

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Please give a brief summary of the prosecution Case (**max. 150 words**):

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## Livenote Specifics

Please provide details of how many connections you require:.....

**PLEASE NOTE THAT THE LSC WILL NOT AUTHORISE FUNDING FOR THE FOLLOWING:**

- **Laptop rental**
- **Training**
- **Any more than 2 connections (unless representing more than one client)**
- **Remote connections**
- **Additional hard copy or disk copies of transcripts, or delivery charges.**

# Solicitor's certification

I certify that the information provided is correct.

**Signed:**.....**Date:**.....  
Solicitor or a Fellow of the Institute of Legal Executives.

**Name:**.....

Please also submit a copy of the Representation Order.

Please send to:

Livenote Applications  
Complex Crime Unit  
Legal Services Commission  
11<sup>th</sup> Floor  
Exchange Tower  
2 Harbour Exchange Tower  
London E14 9GE  
DX 100170 Docklands 2

**Upon receipt of application, written confirmation will be required from both the Court and the Prosecution. Once received, our decision will be sent to you in writing.**

**In order to assist us in obtaining information from the prosecution and court, we would ask that you provide the following:**

**Prosecution contact details:**.....  
.....  
.....

**Court contact details:**.....  
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**If funding for Livenote is authorised, Merrill Legal Services will invoice firms directly. In order to receive payment, please forward your invoice from Merrill Legal Services to the address above. If the case is contracted with the Complex Crime Unit, payment will be made by the LSC. If not, a letter will be sent to the National Taxing Team directing them to make a payment to you.**