

Office Schedule No: /

| Case Reference Number | Case Start Date | Case ID | UFN | Client Forename | Client Surname | Client Date of Birth | UCN | Gender | Ethnicity | Disability | Client Postcode | Case Concluded Date | Matter Type 1 | | |
|-----------------------|-----------------|-------------|-------------|-----------------|---------------------------|----------------------|------------------------------|--------------------------|--------------------------|--------------------------|-----------------------|---------------------------|--------------------|---------------|--------------------|
| | | | | | | | | | | | | | | | |
| Matter Type 2 | Case Stage | Advice Time | Travel Time | Waiting Time | Net Profit Costs excl VAT | Net Disb excl VAT | Net Cost of Counsel excl VAT | Disbursements VAT amount | VAT Indicator | Travel and Waiting Costs | Adjourned Hearing Fee | Additional Travel Payment | Meetings Attended? | Stage Reached | Outcome for Client |
| | | | | | | | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | | |

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*Field not applicable until 1st January 2008

From 1st October 2007 all submissions should be made electronically. For more information go to: <http://www.legalservices.gov.uk/civil/ebusiness/features.asp>