

Legal Services Commission

NOTICE 1

ACCESS TO JUSTICE ACT 1999

Rules C16 and C17 Funding Code Procedures

Notice of Issue of Certificate

No.

IN THE

[COUNTY COURT]

[DIVISION]

Between
and

Applicant/Claimant/Petitioner⁽¹⁾

Defendant/Respondent⁽¹⁾

TAKE notice that Certificate No.

dated the day of

has been issued by the Legal Services Commission

to

The certificate is: Emergency Substantive

The level of service covered by the certificate is:

Investigative Help Full Representation Family Help (Higher)

The description/scope⁽¹⁾ of the certificate is:

Emergency certificates only - the emergency certificate [has] [has not]⁽¹⁾ been granted for a specified period. [It will expire on]:⁽¹⁾

Dated

Signed

of

Solicitor for

To:

(1) Delete as appropriate

Note to Client's Solicitor

- This notice must be served in accordance with Rules C16 and C17 Funding Code Procedures.
- For all non-family certificates issued on or after 2 April 2001 this notice must be served when first notifying a potential opponent of a proposed claim (Rule C16 3(a)). In all other cases and subject to any pre-action protocol the notice need only be served when proceedings are issued.

Notes to Opponent or Opponent's Solicitor

- Definitions of the different levels of service are contained in the Funding Code.
- If a certificate has already been issued to your client in these proceedings in most cases you must notify your Legal Services Commission Regional Office that a certificate has been issued to your client's opponent - Rule C43 Funding Code Procedures. However if the certificate related to Family Proceedings there is no need to notify the Regional Office unless the proceedings are under Section 15.12 of the Funding Code (Financial Provision and Other Proceedings). The Regional Office need not be notified in domestic violence and public or private law children cases.
- All monies payable to the client must be paid to his/her solicitor or, if he/she is no longer represented by a solicitor, to the Legal Services Commission. This is so even if his/her certificate has been discharged or revoked. Only the solicitor or the Legal Services Commission is capable of giving good discharge for monies so payable - reg. 18 Community Legal Service (Costs) Regulations 2000.
- Under Rule C41 of the Funding Code Procedures you have the right to make representation regarding the grant or continuation of a certificate.