

Family Graduated Fees Checklist:

Following this list will help us process your claims quicker.

	Is the CLS Claim 5 fully completed & signed by Counsel?
	Is the case reference correct?
	Have you enclosed the signed original of the Judge's verification form?
	Are you sending your claim to the correct Regional Office?
	Have you provided sufficient detail of the case and hearing times?
	Have you included reasons for your instruction, if claiming travel expenses?
	Are all enclosures correct?
	Is it a Family Graduated Fee Case?

Both funding code criteria and Decision Making Guidance can be found on the Legal Services Commission website or in the **Legal Services Commission Manual, Section 10, Part D, Volume 1.**