

General Civil Contract (Not-for-Profit) Contract Work Report Form

Organisation name	
LSC Contract No	
Report Period	
Work Start Date	Work End Date

Category	Direct Casework Time worked		
	1 st month	2 nd month	3 rd month
Actions Against the Police etc			
Clinical Negligence			
Community Care			
Consumer / General Contract			
Debt			
Education			
Employment			
Family			
Housing			
Immigration			
Mental Health			
Miscellaneous			
Personal Injury			
Public Law			
Welfare Benefits			

All Level i matters			
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Travel time to outreach sessions, only where your Schedule authorises you to claim this as Casework Time			
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Total Hours of Direct Casework Time for this period (hh:mm)			
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Disbursements paid (£)			
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Total travel time incurred (on individual cases)			
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Total waiting time incurred (on individual cases)			
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This form must be returned to [insert LSC regional office address] by [insert date]