

Case description

Indicate which stages were passed through in this case.

- Initial assessment Evidence gathering
a obtaining reports, affidavits etc. Counsel instruction
- First contact with other side Date: ____ / ____ / ____
- Issue of proceedings Date: ____ / ____ / ____
- Directions
- First hearing Date commenced: ____ / ____ / ____
- Set down
- Final hearing Date commenced: ____ / ____ / ____
- Appeal
- Date of final work on the case, excluding bill preparation: ____ / ____ / ____

Name(s) of court(s) or proposed court: _____

Case number: _____

In which track did the case proceed?

- Small Claims Fast Track Multi Track Not Applicable

Outcome of case

Outcomes

a When answering the following questions, please use the relevant codes referred to in the Certificate Outcomes Checklist. This checklist is available in the LSC Forms Masterpack and on the LSC website: www.legalservices.gov.uk

- 1) At what stage did case end?
- 2) How did case end?
- 3) What was the result?
- 4) Was ADR proposed or used?
- 5) Were significant wider public benefits achieved?

Recoveries

Indicate which, if any, of the following were awarded:

- Costs Damages Property

If any of the above were awarded you must also complete pages 8 and 9.

If your client was unsuccessful, indicate whether any costs were awarded against:

- Your client CLS fund

Was a wasted costs order made? Yes No

Late Submission (only when the Claim is to be assessed by the LSC)

a) The Date from which the three-month time period for late submission runs: ____ / ____ / ____

b) If the time period has already expired please provide an explanation for the delay:

Bill to be assessed by the Legal Services Commission

Details of work being claimed

Give details of the case, including any factors in support of time spent in attendance and preparation:

If you are seeking an enhanced rate or uplift, state percentage sought and give full reasons (if the enhancement is claimed as a member of SFLA Accredited Specialist Scheme, Law Society's Children Act Panel or Family Law Panel - Advanced please also sign the declaration on page 8.)

If you have instructed counsel in the Family Proceedings Court but not received authority to do so, set out your reasons:

Bill to be assessed by the Legal Services Commission

Schedule of time spent

a Complete in chronological order.

Fee earner's Initials	Date dd mm yy	Code	Preparation		Hearing hrs : mins	Travel hrs : mins	Waiting hrs : mins	Rate £ : P	Basic Claim £ : P	Enh/ uplift %	Claim £ : P	For Office Use Only
			Attendance or conference	Examining/drafting documents hrs : mins								
1								:	:		:	
2								:	:		:	
3								:	:		:	
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20								:	:		:	
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22								:	:		:	
23								:	:		:	
Total times			:	:	:	:	:				:	
Total costs			:	:	:	:	:	TOTAL			:	

For total costs extract "Attendance" figures from "Claim" column and enter in "Total Costs" box at bottom of "Attendance or Conference" column. Repeat for "Preparation of Document", "Hearing", "Travel" and "Waiting" columns and total these costs. The total of these costs should match total in box A.

A

Cost details

a Disbursement vouchers must be provided where appropriate

<p>Disbursements subject to VAT you should only use this box for those costs incurred that are part of the solicitors integral service or are 'true' disbursements (meeting the criteria set out in H M Customs & Excise VAT Notice 700) where VAT has been charged. Expenses that are part of your supply e.g. travel expenses and interpreter's fees must be entered here with VAT amounts even if no VAT has been charged.</p>			For office use only
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		Sub total	:
	VAT	:	
	Total	:	
<p>Disbursements not subject to VAT You should include in this box those items which are 'true' disbursements but do not attract VAT e.g. court fees and search fees or expert reports where no VAT is paid because the expert is not VAT registered.</p>			
		:	
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		Total	:
	Total	:	

Cost details

a Complete page in full for Costs Claims to be assessed by the LSC: for Claims where costs have been assessed by the court, complete right hand column and the Certification.

	Item rate	Number	£ : p	For Office Use Only		For Office Use Only
Letters out					Solicitor's claim:	
					Net profit costs £ _____ :	
					Net disbursements £ _____ :	
					Net Cost of detailed assessment £ _____ :	
					Total Net costs £ _____ :	
Letters in					Solicitor's VAT:	
					VAT on profit costs £ _____ :	
					VAT on disbursements £ _____ :	
					VAT on Costs of detailed assessment £ _____ :	
					Total VAT £ _____ :	
Phone calls					Total solicitor's claim: £ _____ :	
					Counsel's claim:	
					No. of counsel claiming: _____	
					Total counsel's fees £ _____ :	
					VAT counsel's fees £ _____ :	
					Total counsel's claim £ _____ :	
Total						
Enhancement/ Uplift Claimed <i>(Carry over A from page 4)</i>						
GRAND TOTAL						

If the number of counsel claiming is more than one, please confirm the amount due to each and provide fee notes or copies of Counsel's claims.

Account number					
Amount					

If monies/property have been awarded complete "Details of monies/property awarded" box on page 8.

Certification

I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the CLS fund.

If costs are to be assessed by the Legal Services Commission I certify that, where the assisted person/client has a financial interest, a copy of the bill has been provided to the assisted person/client with an explanation of their rights and that either 21 days have passed since the copy was so provided or the assisted person/client has confirmed in writing (copy attached) that s/he will not be making any representations in relation to the bill.

If costs were assessed by the court I certify that a copy of the bill has been provided to the assisted person/client pursuant to the regulations with an explanation of their financial interest in the assessment and the steps which can be taken to safeguard that interest. They have not requested that the authorised court officer be informed of their interest and have not requested that notice of the assessment appointment be sent to them.

Signed: _____ Date: ____ / ____ / ____

(A Solicitor or Fellow of the Institute of Legal Executives)

Name: _____

Panel Membership Declaration

I declare that I am a member of:

- i) The Solicitors Family Law Association specialist accreditation Scheme, The Law Society's Family Law Panel - Advanced or
- ii) in relation to work done under a certificate which includes proceedings relating to children, the Law Society's Children Act Panel

Signed: _____ Date: ____/____/____

(Panel Member Solicitor)

Name: _____

Signed: _____ Date: ____/____/____

(Panel Member Solicitor)

Name: _____

All Panel Members must sign the declaration. If there is not enough space, please copy the page, sign and attach to the claim.

Details of costs awarded

a You should attach copies of any orders made

Pre-certificate costs awarded: £ _____ :

During certificate costs awarded:
(LSC prescribed rates) £ _____ :

During certificate costs awarded:
(Market Rates) £ _____ :

Total costs awarded £ _____ :

Are legal advice and assistance, and/or Legal Help costs included in the pre-certificate costs awarded? Yes No

If yes, tell us the amount: £ _____ :

Interest on all costs: £ _____ :

Date interest commenced or commences: ____/____/____

Please provide a breakdown where interest has been calculated:

Amount recovered to date: £ _____ :

a If a cheque is enclosed, please submit with form CLSADMIN4

Date order was served: ____/____/____

Address of service: _____

Does the court order say leave of the court is required before enforcement can take place?

Yes No

Has a determination of the debtor's means been undertaken by the court?

a If a determination has been made a copy of the order must be attached.

Yes No

If yes, give the amount: £ _____ :

Has any offer been made by the debtor? Yes No

If so, give details:

Details of monies/property awarded

a You should attach copies of any judgments made and form CLSADMIN1 if this has not already been sent.

Value of award: £ _____ :

Amount recovered to date: £ _____ :

Debtor's details

a The last known address of debtor is required

a If all costs have been recovered, completion of this section is unnecessary.

Title: _____ Initials: _____ Surname or Organisation: _____

First name: _____ Date of Birth: ____ / ____ / ____

National Insurance no: _____

Address: _____

Town: _____

County: _____ Postcode: _____

Phone (work): _____ Phone (home): _____

Mobile: _____ Fax no: _____

email address: _____

Solicitor's firm name: _____

Is the debtor: Employed Self-employed Unemployed

Job: _____

Employer's name: _____

Employer's address: _____

Town: _____

County: _____ Postcode: _____

Any assets owned by debtor, e.g. property, shares, Bank/building society accounts, PEPS/ISAs, Bonds (including premium), Gilts, Government stocks, Life policies, Vehicles owned etc.

Debtor's income: £ _____ :

Was the debtor legally aided or funded from the CLS fund? Yes No

If yes, give our case reference: _____

Please give any information which would help in recovery of monies.