



# Claim for costs CLS CLAIM1A in fixed fee public law scheme

For Official Use Only

Tag No: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please indicate if:

Claim for costs to be assessed  
by the LSC

Claim for costs assessed  
by the court

Type of Case: \_\_\_\_\_

## Section 1

### Your client's details

Our case reference number: \_\_\_\_\_

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Does this claim cover more than one certificate? If so, give the other case reference numbers.

### Your details

Account number:

Roll number:

Name of firm: \_\_\_\_\_

Your case reference: \_\_\_\_\_

Contact name for enquiries: \_\_\_\_\_

### Previous advice and other related claims

Did your client receive advice under the advice and assistance scheme, Legal Help or Family Help (Lower) in this matter?

Yes

No

Total costs incurred: £ \_\_\_\_\_

Have any other providers acted in this matter?

Yes

No

If yes, a separate claim must be submitted.

Are there any further claims to be made (by you or any other Provider)?  Yes  No

## Outcome of case

### Outcomes

4 When answering the following questions, please use the relevant codes referred to in the Certificate Outcomes Checklist. This checklist is available on the LSC website:  
<http://www.legalservices.gov.uk/civil/forms.asp>

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?

Date of final Order, or date of last work on file if no final order: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Recoveries

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

Costs       Damages       Property

4 If any of the above were awarded you must also complete pages 9 & 10.

Was a wasted costs order made?  Yes       No

If yes, please attach a copy.

## Section 2

### Actual costs incurred

	Net	VAT
Profit Costs (exc advocacy)	£ <input type="text"/> :	£ <input type="text"/> :

In which region are you based?  Midlands     North     South     Wales

Is your client  A child?     A parent?     Joined?

How many are you acting for?  1       2 or more

In which court did the case finish?  High       County       Family Proceeding Court

# Actual costs incurred cont

Is this an Exceptional Case?

Yes  No

If **Yes**, go to Section 3. Your file of papers must be submitted with this form if the claim is to be assessed by the Commission.

If **No**, complete the remainder of this section

	Net amount	VAT
(fixed fee)	£            :	£            :
+		
Disbursements	£            :	£            :
Solicitor advocacy	£            :	£            :
+		
Counsel advocacy (Complete relevant details on pages 6 & 8)	£            :	£            :
=		
Total claim	£            :	£            :

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					

(Complete Section 3 with details of the **relevant advocacy claim only** and submit your file of papers)

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Authorised Litigator. The solicitor or litigator instructed must have a valid practising certificate. The LSC will not pay for any work done during any period in which the solicitor does not have a practising certificate.)

Name: \_\_\_\_\_

## Section 3

### 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 below.)

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

### Panel Membership Declaration

I declare that I am a member of:

- Please tick
- 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.**

# Bill to be assessed by the Legal Services Commission

## Schedule of time spent 4 Complete in chronological order.

Fee earner 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								
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Total times												
Total costs												
<b>TOTAL</b>											:	<b>A</b>

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.







# Details of costs awarded

4 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: £ \_\_\_\_\_ : \_\_\_\_\_

Date order was served: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address of service: \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

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?

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

Yes

No

If yes, please give the amount: £ \_\_\_\_\_ : \_\_\_\_\_

Has any offer been made by the debtor?

Yes

No

If so, please give details:

## Debtor's details

4 The last known address of debtor is required

4 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: \_\_\_\_\_

\_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_ 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.