



## 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

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](http://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 the relevant sections of pages 4, 5 and 6.

## No claim on fund - costs met by other side

	Summary of costs		VAT	Total
Profit cost:	£ _____	£ _____	£ _____	£ _____
Disbursements:	£ _____	£ _____	£ _____	£ _____
Counsel's fees:	£ _____	£ _____	£ _____	£ _____
Total claim:	£ _____	£ _____	£ _____	£ _____
Legal advice and assistance or Legal Help costs:	£ _____	£ _____	£ _____	£ _____
* Pre-certificate interest on costs:	£ _____			
* Post-certificate interest on costs:	£ _____			
Damages or monies awarded:	£ _____			

\* Please give details of how the interest recovered on costs was calculated, on a separate sheet

## Cases where counsel has been instructed under the FGF scheme (for certificates issued on or after 1 May 2001)

Names of counsel instructed: \_\_\_\_\_

\_\_\_\_\_

Please confirm that you have advised counsel that the case has concluded:

Yes                       No

As far as you are aware, have all outstanding claims for payment by counsel been submitted to the LSC?

Yes                       No

Has this case escaped the FGF scheme?

Yes                       No

If yes, reason for escape (please tick):

Main hearing lasted more than 10 days

Contract agreed with Special Cases Unit (Very High Cost Cases)

### **LSC only assessment Summary of case**

Give brief details of the case and its outcome.

## Summary of costs agreed and paid

	£	VAT	Total
Profit cost:	£ _____ :	£ _____ :	£ _____ :
Disbursements:	£ _____ :	£ _____ :	£ _____ :
Counsel's fees:	£ _____ :	£ _____ :	£ _____ :
Total costs:	£ _____ :	£ _____ :	£ _____ :
Legal advice and assistance or Legal Help costs:	£ _____ :	£ _____ :	£ _____ :
* Pre-certificate interest on costs:	£ _____ :		
* Post-certificate interest on costs:	£ _____ :		
Damages or monies awarded:	£ _____ :		

\* Please give details of how the interest recovered on costs was calculated, on a separate sheet

### Disbursements

	£ : p
<b>Subject to VAT</b>	:
<i>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 &amp; 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.</i>	:
Sub total	:
VAT	:
Total	:
<b>Not subject to VAT</b>	:
<i>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.</i>	:
Total	:
<b>Total disbursements</b>	:

## 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: \_\_\_\_\_ Surname or Initials: \_\_\_\_\_ 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: \_\_\_\_\_

## Debtor's details Continued

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.

## 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 or 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: \_\_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

## Declaration where uplift claimed for membership of SFLA Accredited Specialist Scheme, Law Society's Children Act Panel or Family Law Panel - Advanced

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: \_\_\_\_\_

# Profit costs claimed

If you are seeking an enhanced rate of remuneration

Identify the item of work, the reason for the enhancement and the enhanced rate claimed.

Tell us: the total profit costs (excluding VAT) claimed inter partes £ \_\_\_\_\_ : \_\_\_\_\_  
 the total profit costs (excluding VAT) recovered inter partes £ \_\_\_\_\_ : \_\_\_\_\_

Section 1a Work Claimed (Work not covered by an Inter Partes Order (Legal Aid only costs) or work not accepted by the paying party). <i>For items not recovered from the paying party please provide a copy of the bill and explain which items were not accepted and why. If you seek assessment of Legal Aid only costs please provide a schedule of the items claimed. If the space on this form is insufficient you may use copies of pages 4-7 of the Claim1 for this.</i>	Time or no. of items	Claimed		Allowed	
		£	p	£	p
		Total Section 1a			
<b>Section 1b Disbursements</b>				£	p
Subject to VAT					
Sub Total					
VAT					
Total					
Not subject to VAT					
Total					
Total Disbursements					
Net Profit Costs				:	
VAT				:	
Net Disbursements				:	
VAT				:	
<b>TOTAL</b>				:	

