

Counsel's fee note **CLS CLAIM3** in civil cases



This form must not be used where payment may be claimed under the Family Graduated Fees Scheme (for certificates issued on or after 1st May 2001)

Please complete in block capitals

Your client's details

Our case reference number: _____

Title: _____ Initials: _____ Surname: _____

Counsel's details

Supplier number:

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Phone: _____

Full name of counsel: _____

Counsel's reference: _____

Contact name for enquiries: _____

Solicitor's details

Firm's name: _____

Your case reference: _____

Relevant case information

Give details of any relevant factors in support of your claim, e.g. the purpose of any oral or written opinion, any factors contributing to the complexity of the case and the reasons for travelling or waiting time:

Schedule of time spent

Complete in chronological order

At court

Date dd mm yy	Travel hrs:mins	Waiting hrs:mins	Attendances hrs:mins	Preparation hrs:mins	Advocacy hrs:mins	Brief or refresher £:p	Did solicitor attend?
Totals							

In conference

Date dd mm yy	Where held	Travel hrs:mins	Waiting hrs:mins	Attendances hrs:mins	Preparation hrs:mins	Fee £:p	Did solicitor attend?
Totals							

Written advice and drafting

Date dd mm yy	Item	Time hrs:min	Fee £:p
		:	
Totals			

Fees

At court £ _____

In conference £ _____

Written advice and drafting £ _____

Fees total £ _____

VAT £ _____

Total claim £ _____