

3. Replacement counsel

Are you aware of any other counsel having performed work for your client(s) in this case?

Yes No

If yes please provide details:

Function fee type and date of hearing (if relevant): _____

Counsel's name: _____

Address: _____

Supplier number (if known):

4. Instructing solicitor details

Supplier number (if known):

Name of organisation: _____

Address : _____

DX details: _____

Town: _____

County: _____ Postcode: _____

Phone: _____ E-mail: _____

Contact name for enquiries: _____

Their case reference: _____

5. Description of main issues in this case

Please include name of court, nature of application(s) and where applicable hearing listing times and time spent at hearing (please give starting and finishing times if not endorsed on the brief)

6. Schedule of payments claimed

a Complete in chronological order. All figures are net of VAT.

a Where the claim relates to more than one set of proceedings please photocopy and complete this page once to show work done per set of proceedings.

Category of case (please tick one only):

A Family injunctions B Public law children

C Private law children D Ancillary relief and all other family proceedings

a Where a set of proceedings covers more than one category of work, counsel must choose which single category of work to be paid under.

Function	No. of function payments claimed *1	Hearing dates	FDR F3 payment *2	Prep but no hearing *3	No. of hearing units *4	Rate for units *5	Base fee total cost *6	Settlement supplement *7	No. of SIPS per function *8	Cost of SIPS *9	Court bundle 176-350 pages *10	Court bundle 351-700 pages *10	Special Prep time (hrs:mins) *11	Special Prep cost	High Court payment *12	Sub Total per Function
F1						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0:00 p
F2						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0:00 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
F3						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
F4						£ p	£ p			£ p	£ p	£ p	:	£ p		£ 0 p
F5						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
						£ p	£ p	£ p		£ p	£ p	£ p	:	£ p		£ 0 p
Sub totals	0		£0:00		0		£ 0:00 p	£ 0:00 p	0	£ 0:00 p	£ 0:00 p	£ 0:00 p	0 : 0	£ 0:00 p	£	P

A

B

C

D

E

F

G

Total of A + B + C + either D or E x G + F = £ p

H

7. Incidental items

a Please photocopy, complete and attach additional copies of this page as required

Total cost

Audio/Visual tapes and discs	£:p	
No. of tapes: _____		I
Running time (hrs:mins): _____ : _____		
Travel time		J
Dates: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____		
Time each date (hrs:mins) : _____ : _____ : _____ : _____ : _____		
Hotel Expenses		K
Dates: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____		
Dates: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____		
Total number of nights claimed: _____		
Travel Expenses		L
Dates: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____		
Mileage per date: _____		
Cost of 2nd class travel per date: _____	0:00	
Total claimed (I + J + K + L = M)		M

Total of H + M = £	p
Total VAT: £	p
Grand total: £	p

- Notes
- *1 Only one base fee may be claimed in respect of each of functions F1 and F4 in relation to any single set of proceedings.
 - *2 In respect of a set of proceedings which include ancillary relief, an additional payment is payable in respect of Financial Dispute Resolution hearings in F3 only.
 - *3 Please provide additional details in the relevant section below. Note that no special issue payments or court bundle payments may be claimed.
 - *4 Please see CLS (Funding) (Counsel in Family Proceedings) Order 2001 for definition of hearing units.
 - *5 Please insert the rate for either QC or all other counsel as applicable, as set out in schedule 1 of the CLS (Funding) (Counsel in Family Proceedings) Order 2001.
 - *6 Total to be inserted does not include settlement supplements, special issue payments or court bundle payments.
 - *7 This can only be claimed once per case. No settlement supplement ("SS") is payable in respect of a settlement which takes place in function F1 (unless the proceedings include ancillary relief proceedings). No SS is payable in function 4, or where settlement occurs during the primary hearing unit of function 5 where proceedings have been listed for less than 2 days, or during a secondary hearing unit of function 5. Where settlement has occurred during function 5, please supply additional information in the relevant section below.
 - *8 With regard to functions F2 and F3, where more than one hearing has taken place in a single set of proceedings, counsel must specify in respect of which single hearing in each function the SIP shall be made. Please provide details of which of the 7 possible SIPs are claimed in the relevant section below.
 - *9 Apply the relevant percentage (set out in schedule 1 of the CLS (Funding) (Counsel in Family Proceedings) Order 2001) to the single unit base fee for that function.
 - *10 Please insert set figure per function as set out in schedule 1 of the CLS (Funding) (Counsel in Family Proceedings) Order 2001.
 - *11 Cases concluded without hearing:
Please provide details in the relevant section below for concluded cases where no hearing has taken place (where SIPs will be assessed by the Commission rather than the court).

Cases where special preparation has been assessed by the court: insert time allowed and cost.
 - *12 An uplift of 33% may be claimed on the total fees (including SIPs, court bundle payment and settlement supplements as applicable) for work carried out in the High Court only. The uplift does not apply to special preparation or IPs.

8. Preparation for hearing where no hearing takes place or counsel is prevented from attending

Please provide full details in support of your claim, including reasons why you were not able to represent your client at the hearing or the hearing did not take place:

9. Special preparation: cases where the LSC assesses payment (ie non hearing functions)

(a) Court bundle payment

Did the court bundle exceed 700 pages?

Yes No

If yes, please state total number of pages _____

How many hours of preparation do you seek payment for? _____

(b) Complexity

Did the proceedings involve exceptionally complex issues of law or fact?

Yes No

If yes, please supply details:

Please state the number of hours you would normally have worked on this type of case, if it did not involve exceptionally complex issues of law or fact _____

How many additional hours of preparation do you seek payment for? _____

(c) Public Law

In public law proceedings, was the main hearing split so that a period of at least 4 months elapsed between its commencement and the time at which it resumed?

Yes No

If yes please state duration of time elapsed: _____

Please state the number of hours you would normally have spent on preparation, had the main hearing not been split _____

How many additional hours of preparation do you seek payment for? _____

10. Settlement supplement claimed for Function 5

How many days was the main hearing listed for? _____

On what day did the case settle? _____

Note: no settlement supplement is payable in the primary hearing unit of Function F5 where the proceedings have been listed for less than two days, or any secondary hearing unit

11. Special Issue Payments

Please identify which of the seven possible SIPS listed below are claimed per function payment in this table:

Function payment claimed (insert number F1 - F5)	Hearing date (functions 2, 3 and 5 only)	SIP claimed (please insert number 1 - 7)

SIPs

- 1 Litigant in Person
- 2 More than two parties
- 3 Representing more than one child
- 4 More than one expert
- 5 Foreign element
- 6 Assets
- 7 Conduct

In cases where the Commission assesses payment (ie no hearing has taken place), please supply details as to how the special issues were relevant to the issues before the court.

12. Prior authorities

1. If you are a QC, was authority obtained from the LSC to instruct/brief you?

Yes No

2. If proceedings in this case were in the Magistrates court, was authority obtained from the LSC to instruct/brief you?

Yes No

13. High Cost Cases

As far as you are aware, is this case likely to meet (or does it already meet) the requirements for a High Cost Case contract? Yes No

If yes, are you able to confirm the running costs to date?

If so, please indicate amount £ _____ :

14. Payment Point

Please tick relevant payment point for this claim:

- when the proceedings are concluded
- when the funding certificate under which the work has been carried out is discharged or revoked and any review by the Commission or the Costs Committee has been completed
- when you have completed all work in respect of which you have been instructed up to and including function F2 or F3, as appropriate
- when you have completed all work in respect of which you have been instructed in function F5
- where you have received no instructions from the instructing solicitor for a period of 3 months

15. Enclosures

You should submit the following

- Form of instruction from instructing solicitor confirming the work counsel should undertake (copy brief or instructions endorsed by counsel) (for every claim)
- Evidence of prior authority (if prior authority required)
- Counsel's note of the main conference (when claiming F4 payment only)
- Judicial certification/record as required of: certificate for counsel, SIPS (if any), amount of special preparation payable and court bundle payments (when claiming F2, F3, F5 payments only)
- Receipts for travel/hotel expenses if over £50.00
- Other, give details _____

16. Certification

I certify that the information I have provided is correct and the work carried out by me has not been and will not be the subject of any other claim by me for payment from the CLS Fund. I understand that if information given by me is incorrect or misleading, payment may be recouped and other steps taken against me.

Signed _____

Date: ____/____/____

Name: _____

I understand a false declaration may lead to prosecution.