

Solicitor's details

Name of Solicitor or Fellow of the Institute of Legal Executives instructed:

Address: _____

Town: _____

County: _____ Postcode: _____

Telephone number: _____ DX: _____

Solicitor's reference: _____

Case details

Main Offence: _____ Date offence committed: ____/____/____

Was assigned counsel instructed: Yes No

Does this claim cover more than one defendant?

Yes No

a If yes and your costs are not split equally, give the percentage proportion against each named defendant

Was the defendant or any co-defendant charged with any indictable only offence?

Yes No

If so, please give the date the charge was laid
and enclose the indictment with this claim: ____/____/____

Was a wasted costs order made against your firm and/or counsel? Yes No

a If yes, please attach a copy

Case Disposal

Guilty plea Uncontested breach Discontinuance/
withdrawal

Bind over Deferred sentence
hearing Change of
solicitor

Warrant of arrest - *date of issue* ____/____/____

Not guilty plea Cracked trial - *date guilty plea indicated
to solicitor* ____/____/____

Contested breach Discontinuance/withdrawal/bind over/no
evidence offered after case fully prepared

Mixed pleas

Transfer: s.4 CJA 1987 Transfer: s.53 CJA 1991

s.6(2) Committal (including discontinuance/withdrawal)

s.6(1) Committal discontinued or withdrawn before the date of
s.6(1) hearing fixed (pre s.47 CPIA 1996)

s.6(1) Committal - Criminal Procedure and Investigations Act 1996
(including discontinuance/withdrawal)

Other *a give details*

N.B. If a case is "sent" to the Crown Court for trial, the Magistrates' Court claim must be submitted to the Crown Court and not the Commission

Reason(s) for Non-Standard Fee Claim

a Tell us why you are claiming a non-standard fee by ticking the box(es) that apply in this case

- Core costs exceed higher limit
- Enhanced rates claimed
- Counsel assigned
- Representation Order withdrawn on ____ / ____ / ____
- Extradition
- s.6(1) Committal (pre CPIA 1996)
- Other a give details

Claim details

1. Where applicable, give the approximate number of pages for:

prosecution evidence _____ defence statements _____

a i.e. total number of pages of defence evidence including any statements by the defendant and defence witnesses

2. Number of defence witnesses _____

3. Does this bill represent a supplemental claim?

Yes No

a If yes, attach a copy of the previous claims

4. Did you or any member of your firm advise and assist your client(s) under the police station scheme?

Yes No

If yes, tell us the date of the initial attendance at the police station:

____ / ____ / ____

5. Did you or any member of your firm give your client(s) Advice and Assistance on the same matter under the Criminal Investigations Class of Work?

Yes No

If yes, tell us the amount of time spent:

6. Was any preparation time spent watching/listening to taped evidence?

Yes No

If yes, tell us the total running time of the tape(s) (hrs:min).

7. Has the case been remitted back to the Magistrates by the Crown Court?

Yes No

a If yes, please provide a copy of any related Crown Court claim and any notice of provisional assessment

Pre Order work

Are you claiming for any work which precedes the date of grant shown on the order?

Yes No

If yes, please give the date on which the application was received by the court:

____ / ____ / ____

Claim for costs

	Number	Costs £:p	
Letters written (old rate)			
Letters written (current rate)			
If enhanced rates claimed % uplift	%		
Total letters and costs			D
Telephone calls (old rate)			
Telephone calls (current rate)			
If enhanced rates claimed % uplift	%		
Total calls and costs			E
Solicitor's core costs (A+B+C+D+E)			

Disbursements	£:p	Details (if car state mileage)
Travel (solicitor)		
VAT on travel		
Disbursements subject to VAT		
VAT		
Disbursements not subject to VAT		
Total disbursements		

Solicitor's claim	£:p
Core costs claimed	
Travel time costs	
Waiting time costs	
Solicitor's costs	
VAT	
Total solicitor's costs	

Relevant case information

Information given here may expedite payment. Please give details of any relevant factors in support of time spent on the case and details in support of a claim for enhanced rates.

If this claim is being submitted more than 3 months after the conclusion of the proceedings please provide details of the circumstances.

Solicitor's 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 CDS fund.

Signed: _____ Date: ____ / ____ / ____
(A Solicitor or a Fellow of the Institute of Legal Executives)

Name: _____

Notice of application for review of assessment of costs

a Please complete in block capitals

Supplier Number:

I wish to apply for a review against the assessment of my costs

Do you wish to attend? Yes No

Request Venue/Office _____

Signed: _____ Date: ____ / ____ / ____

Name: _____

Reasons for review

Please give details below of your objections to the assessment of your costs.
Please return your file of papers with this review notice, so that the Costs Committee can consider it at the review hearing, should they so wish.

a continue on reverse, if necessary