



Legal Aid
Agency

Claim for Advocate Graduated Fees

Have you entered this claim online? Yes ☐ No ☐

Chambers/Firm Address:

Instructed Advocate Name:	
Advocate Provider No.:	
Chambers/Firm Phone No:	
Chambers/Firm Fax No.:	
Chambers/Firm Email:	

Section 1: Case, Instructed Advocate & Offence

Scheme:	
Court Name:	
Court Code:	
Principal Case Number:	
Additional Case Number:	
Prosecuting Authority:	
Type of case (e.g. trial, guilty plea)	
If Type of Case is Retrial or Cracked Retrial:	
Did the same advocate appear at both trials?	
If "Yes" Reduction applied to first Trial or Retrial?	
Please confirm the percentage reduction to be applied.	

Principal Defendant

First Name	Date of Birth (dd/mm/yyyy)	
Middle Name (if applicable)		
Last Name	MAAT Ref. No's.	
Representation Order Date (dd/mm/yyyy)		
Has there been an Order for Judicial Apportionment? Yes or No		

2nd Defendant

First Name	Date of Birth (dd/mm/yyyy)	
Middle Name (if applicable)		
Last Name	MAAT Ref. No.	
Representation Order Date (dd/mm/yyyy)		
Has there been an Order for Judicial Apportionment? Yes or No		

3rd Defendant

First Name	Date of Birth (dd/mm/yyyy)	
Middle Name (if applicable)		
Last Name	MAAT Ref. No.	
Representation Order Date (dd/mm/yyyy)		
Has there been an Order for Judicial Apportionment? Yes or No		

If there are further defendants please supply the same details for them in the additional space provided on page 3.

Section 1: Case, Instructed Advocates & Offence continued

Instructed Advocate's Claim Reference:			
Instructed Advocate Category: (Please tick)	QC <input type="checkbox"/>	Leading Junior <input type="checkbox"/>	
	Led Junior <input type="checkbox"/>	Junior Alone <input type="checkbox"/>	
Date notice of 1st Fixed/Warned issued:		1st Fixed/Warned Trial Date:	
Date Case Cracked:			
Offence Class:		Offence Value:	
Offence Description:			
<p>This case was:</p> <p>Sent by the magistrates' court (Indictable only) <input type="checkbox"/></p> <p>Transferred/ directed by the magistrates' court* <input type="checkbox"/></p> <p>Elected by the client** <input type="checkbox"/></p> <p>* Where it was deemed by the magistrates' unsuitable for summary trial, please provide supporting evidence if claiming a cracked trial, discontinuance or guilty plea graduated fee in Section 2.</p> <p>** Where the defendant elected Crown Court AND the case didn't proceed to trial OR retrial, a fixed fee will be payable, please complete section 3 for the fixed fee</p>			
Estimated Length of Trial (Days):		Actual Length (Days)	
Date proceedings concluded:			

Section 2 Additional information:

Section 3: Basic Fee & Enhancements (Amount excluding VAT)

Description		Code	Qty	Rate	Amount
Basic Fee	Date of 1st day at trial:	BAF			
Number of Defendants uplift		NDR			
Number of Cases uplift		NOC			
Number of Prosecution Witnesses		NPW			
Pages of Prosecution Evidence		PPE			
Daily Attendance Fee		DAF			
Dates Attended					
Daily Attendance Fee (41 to 50)		DAH			
Dates Attended					
Daily Attendance Fee (51+)		DAJ			
Dates Attended					
Plea and Case Management Hearing		PCM			
Dates Attended					
Section 3 Basic Fee & Enhancement Total (exc VAT)					

Section 4: Fixed Fees (amount excluding VAT)

Description	Code	Qty	Rate	Amount
Appeals to the Crown Court against Conviction	ACV			
Appeals to the Crown Court against Conviction Uplift	ACU			
Appeals to the Crown Court against Sentence	ASE			
Appeals to the Crown Court against Sentence Uplift	ASU			
Breach of a Crown Court order	CBR			
Breach of a Crown Court order Uplift	CBU			
Contempt hearings	CON			
Committal for Sentence Hearings	CSE			
Committal for Sentence Hearings Uplift	CSU			
Cracked case discontinued	CCD			
Cracked case discontinued Uplift	CDU			
Elected case not proceeded*	ENP			
Elected case not proceeded uplift*	ENU			
*Use where the representation order is dated on or after 3 October 2011 AND the defendant elected Crown Court trial AND the trial OR retrial did not proceed.				
Section 4 Fixed Fees Total (exc VAT)				

Section 5: Miscellaneous Fees (Amount excluding VAT)

Description	Code	Qty	Rate	Amount
Abuse of Process Hearings (Half Day)	APH			
Abuse of Process Hearings (Whole Day)	APW			
Abuse of Process Hearings (Half Day Uplift)	AHU			
Abuse of Process Hearings (Whole Day Uplift)	AWU			
Adjourned appeals	SAF			
Application to dismiss a charge day 2 onwards (Half Day)	PAH			
Application to dismiss a charge day 2 onwards (Whole Day)	PAW			
Application to dismiss a charge day 2 onwards (Half Day Uplift)	PHU			
Application to dismiss a charge day 2 onwards (Whole Day Uplift)	PWU			
Conferences and Views	Date(s) attended CAV			
Confiscation hearings (Half Day)	DTH			
Confiscation hearings (Whole Day)	DTW			
Confiscation hearings (Half Day Uplift)	DHU			
Confiscation hearings (Whole Day Uplift)	DWU			
Deferred Sentence Hearings	DSE			
Deferred Sentence Hearings Uplift	DSU			
Hearings relating to admissibility of Evidence (Half Day)	AEH			

Section 5: Miscellaneous Fees (Amount excluding VAT) continued

Description	Code	Qty	Rate	Amount
Hearings relating to admissibility of Evidence (Whole Day)	AEW			
Hearings relating to admissibility of Evidence (Half Day Uplift)	EHU			
Hearings relating to admissibility of Evidence (Whole Day Uplift)	EWU			
Hearings relating to Disclosure (Half Day)	HDH			
Hearings relating to Disclosure (Whole Day)	HDW			
Hearings relating to Disclosure (Half Day Uplift)	HHU			
Hearings relating to Disclosure (Whole Day Uplift)	HWU			
Noting Brief Fee	NBR			
Paper Plea & Case management	PPC			
Paper Plea & Case management uplift	PCU			
Proceeds of Crime hearings (Half Day)	PCH			
Proceeds of Crime hearings (Whole Day)	PCW			
Proceeds of Crime hearings (Half Day Uplift)	CHU			
Proceeds of Crime hearings (Whole Day Uplift)	CHW			
Public Interest Immunity hearings (Half Day)	PAH			
Public Interest Immunity hearings (Whole Day)	PAW			
Public Interest Immunity hearings (Half Day Uplift)	PHU			
Public Interest Immunity hearings (Whole Day Uplift)	PWU			
Research of very unusual or Novel Factual issue	RNF			
Research of very unusual or Novel point of Law	RNL			
	Date(s) attended			
Standard Appearance Fee	SAF			
Standard Appearance fee Uplift	SAU			
Sentence Hearings *	SHR			
Sentence Hearings Uplift	SHU			
Special Preparation Fee	SPF			
Trial Not Proceed	TNP			
Trial Not Proceed Uplift	TNU			
Unsuccessful application to vacate a guilty plea (Half Day)	PAH			
Unsuccessful application to vacate a guilty plea (Whole Day)	PAW			
Unsuccessful application to vacate a guilty plea (Half Day Uplift)	PHU			
Unsuccessful application to vacate a guilty plea (Whole Day Uplift)	PWU			
Written / Oral Advice	WOA			
Wasted Preparation Fee	WPF			
Section 5 Miscellaneous Fees Total (exc VAT)				

* For scheme 8 onwards a Sentence Hearing is treated as one of the standard appearances included in the Basic Fee.

Section 6: Travel & Hotel Expenses (Amount excluding VAT)

				Code	Hours	Amount
Travel & Hotel Expenses				THE		
Where you are instructed to appear at a non-local court, please provide justification for attendance (e.g. no local bar) and amount claimed (e.g. where you have travelled from):						
Date	Advocate	Expense Type	Location	Quantity	Rate	Amount
				Code	Hours	Amount
Travel Time to Conferences & Views				TCT		
Please provide full details of destination e.g. HMP Walton so that reasonable time and expenses can be determined:						
Date	Advocate	Location		Hours	Rate	Amount
Section 6 Expenses Total (exc VAT)						

Section 7: Claim Summary

	Section 3 Total B/F	
	Section 4 Total B/F	
	Section 5 Total B/F	
	Section 6 Total B/F	
	Claim Total - Total Fees & Expenses (exc VAT)	
VAT on Fees & Expenses (please tick if required) <input type="checkbox"/>	Total VAT	

Deduct Advancement	
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TOTAL DUE (INC. VAT)	
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Enclosure checklist - You must enclose all of the following where appropriate

- ☐ A copy of the original representation order and any amendments for each of the clients that you are claiming for and for any additional case uplifts you are applying for.
- ☐ The front sheet(s) from the committal bundle and NAEs served by the prosecuting authority, showing the total pages served (required for all final graduated fee and hardship claims)
- ☐ A copy of the indictment (required for all final graduated fee and hardship claims)
- ☐ Order in respect of Judicial Apportionment (for each defendant) where applicable.
- ☐ Invoices/receipts for accommodation and travel expenses (excluding mileage) required for all individual disbursements of £20 or more.
- ☐ Hardship supporting evidence (e.g. bank statements/ bank letter), please give details:

- ☐ Details of any and all fee advancements made previously
- ☐ Other supporting evidence. A list of acceptable evidence can be found on the LAA website.
- ☐ Where it was deemed by the magistrates' court unsuitable for summary trial, please provide evidence to support this.
- ☐ If your claim is submitted more than three months after the case concluded, please provide written justification in line with the relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

Section 8 Certification

Please select the relevant option:

- ☐ I certify that I am the Instructed Advocate as I notified the court in writing before the PCMH as per the relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012. A copy of the letter is attached.
- ☐ I certify that I am the Instructed Advocate as I attended the PCMH and no other advocate wrote to the court prior to this to advise that they were the Instructed Advocate as per the relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
- ☐ I certify that I am the Instructed Advocate as I attended the first hearing after the PCMH and no other barrister or solicitor advocate attended the PCMH or wrote to the court prior to this to advise that they were the Instructed Advocate as per the relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
- ☐ I certify that I am the Instructed Advocate as there was a change of Instructed Advocate under the provision of the relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012. The court was notified of this in writing by the previous Instructed Advocate.
- I certify that where I have represented more than one defendant in this matter, only one claim has been, and will be made, for all those defendants together, including where one defendant has transferred representation to another advocate.
 - I certify that no hardship payment has been received on any case number within this matter other than the one under which this claim is made.
 - I certify that where there is a joined indictment, then all matters dealt with by me, as the Instructed Advocate, within that joined indictment are included in this claim.
 - I certify that where there has been a transfer between one Crown Court and another, then no claim has been made separately for the work in the first Crown Court, all of the work in both Courts being included in this claim.
 - I certify that this work has not been and will not be the subject of any other claim for remuneration from criminal legal aid.
 - 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 criminal legal aid. I understand that if information given by me is incorrect or misleading, payment may be recouped.

Instructed Advocate's Signature: _____

Instructed Advocate's name: _____ Date: _____

Section 9 - To Be Completed By LAA Staff Only

Claim Outcome

Paid in full:		Assessed		Rejected:		Refused:	
:							
Total Advocate Final Fee allowed (inc. VAT):				£	:		
Total Expenses allowed (inc. VAT):				£	:		
Reasons:							
Caseworker Initials:				Date Processed:			