



Legal Aid
Agency

Interim Disbursement Claim

LF1
Interim

This form should be completed for all interim disbursement claims incurred under the Litigator Graduated Fee Scheme. If you have incurred any disbursements in respect of confiscation proceedings, you should apply to the National Taxing Team for remuneration.

Solicitor's firm _____
 DX _____
 or
 Address _____

 Contact telephone number _____

I confirm I have enclosed the following:

Original Representation Order	<input type="checkbox"/>
Transfer Orders (where applicable)	<input type="checkbox"/>
Prior Authority Confirmation	<input type="checkbox"/>
Invoices	<input type="checkbox"/>

Section one - case details

Solicitor's a/c number _____ Crown Court Case Number _____
 Name of Crown Court _____ Court code _____
 Prosecuting Authority _____
 If the case has transferred to a different court -
 Name of Crown Court _____ Court code _____
 Is this a retrial? Yes ☐ No ☐

Defendants details:	
First Name	Date of Birth
Last Name	dd/mm/yyyy / /
Representation Order Dates:	original / / transfer / /
Has there been an order for Judicial Apportionment? Yes <input type="checkbox"/> No <input type="checkbox"/>	MAAT ID number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (7 digits, to be found on the Rep Order)
Evidence Provision Fee Claimed £0 <input type="checkbox"/> Lower <input type="checkbox"/> Higher <input type="checkbox"/>	Number of Instructed Advocates provided for in Rep Order 1 <input type="checkbox"/> 2 <input type="checkbox"/>

Defendants details:	
First Name	Date of Birth
Last Name	dd/mm/yyyy / /
Representation Order Dates:	original / / transfer / /
Has there been an order for Judicial Apportionment? Yes <input type="checkbox"/> No <input type="checkbox"/>	MAAT ID number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (7 digits, to be found on the Rep Order)
Evidence Provision Fee Claimed £0 <input type="checkbox"/> Lower <input type="checkbox"/> Higher <input type="checkbox"/>	Number of Instructed Advocates provided for in Rep Order 1 <input type="checkbox"/> 2 <input type="checkbox"/>

4 Please continue on a separate sheet if necessary.

Section two - details of disbursements

A copy of the prior authority authorisation letter must be submitted along with the invoice for the work undertaken by the expert.

Type of Disbursement	Net Amount Claimed (£)	VAT Claimed (£)	Gross Amount Claimed (£)

Section three - 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 Criminal Legal Aid.

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

Name _____ Date ____/____/____

Section four

CLAIM OUTCOME - TO BE COMPLETED BY LAA STAFF ONLY

Paid in full ☐

Assessed ☐

Rejected ☐

Total disbursements allowed (inc vat) £ :

Reasons

Caseworker initials Date processed