



Legal Aid  
Agency

# Legal Aid Committal Form

This form should be completed and signed at the Mode of Trial hearing or any other hearing where the venue is known for all Either Way cases that are directed to the Crown Court by the magistrates or for 3rd strike burglary/drug offences. **This form must not be completed where the defendant elects Crown Court trial (either way offences).**

The form must be submitted to the LAA along with the claim for payment and a copy of the form must be provided to the Instructed Advocate. Where the defendant is unrepresented, the provider is able to obtain a memorandum of conviction from the court. There is a fee payable, and the LAA will pay this as a disbursement.

## Part A - HEARING DETAILS

This section is to be completed by the instructed solicitor

Defendant first name(s)	
Defendant last name	
Magistrates' court name	
Court room	
Court session (morning/afternoon)	
Offence description	
MAAT Reference number	

## Part B - OUTCOME OF HEARING

This section must be completed by the Court Legal Adviser / Court Associate

I certify that the defendant named above: (please tick as appropriate)

1. Did not elect Crown Court trial (either way offences) ☐

2. Was sent to the Crown Court due to 3rd strike burglary/drug offences ☐

PRINT NAME	
Signature	
Date	/ /