



**Legal Aid  
Agency**

# Special Preparation Claim

This form should be completed where you are claiming a Special Preparation Fee. Please refer to the LGFS form guidance notes for further information regarding Special Preparation.

LF1  
Special  
Preparation

Solicitor's firm: \_\_\_\_\_ Solicitor's a/c number: \_\_\_\_\_

Defendant's name: \_\_\_\_\_

MAAT number:        Case number: \_\_\_\_\_

Prosecuting Authority: \_\_\_\_\_

## Section one -Evidence of service

You must provide confirmation that any evidence that you are claiming under special preparation has been served, such as a NAE or paginated lists. If this evidence is different to or in addition to the PPE evidence you have provided with your Graduated Fee claim, please attach to this claim form. If you do not have this evidence or wish to provide any information in relation to the evidence you are providing please use the space below.

For claims in respect of electronic evidence, the discs containing the evidence claimed for must be attached. It is appreciated that there are occasions where the discs cannot be supplied due to the sensitive nature of the material contained therein, please provide an explanation of this:

## Section two- Fee earner details

Please provide the full name and grade of fee earner who carried out the special preparation. Please confirm how the grade of fee earner is met. If this section is not completed the assessment will be made on the basis of a grade C fee earner (please see the relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012 for details).

## Section three- Details of claim

Please provide a breakdown of the number of hours/minutes claimed by each grade of fee earner.

	Time claimed Hrs : mins
Grade A	:
Grade B	:
Grade C	:
Total claimed	:

## Section four- Case Summary

This section is optional but should be used to provide any supporting information that is relevant to your special preparation claim, such as an overview of the prosecution and defence case, justification for the number of hours claimed or for the grade of fee earner used.

Please continue on a separate sheet if necessary.

## Section Five- Preparation/ attendance notes

Please attach preparation notes from the fee earners who carried out the special preparation. These should be as detailed and thorough as possible as they will be the main instrument used by the determining officer when assessing your claim.

## Section six - 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 seven

### CLAIM OUTCOME - TO BE COMPLETED BY LAA STAFF ONLY

Paid in full ☐

Assessed ☐

Rejected ☐

Total special Preparation Fee allowed (inc VAT) £ :

Reasons

Caseworker initials ..... Date processed