



**Legal Aid
Agency**

Graduated Fee claim - this form should be completed for all LGFS Graduated Fees

Please refer to the LGFS Form Guidance for advice on how to complete this form.

Hardship ☐ Warrant ☐

VHCC Criteria

Did the case last more than 60 days at trial?

Yes ☐ No ☐

Was this case notified to the CCU?

Yes ☐ No ☐

If yes, please provide a copy of your notification and response.

If no, please provide an explanation as to why not, in a covering letter

Solicitor's firm _____
DX _____
or
Address _____

Contact telephone number _____

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 dd/mm/yyyy / /	
Last Name		
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"/>
This case was: Elected <input type="checkbox"/> Directed <input type="checkbox"/> Sent <input type="checkbox"/>		Please complete if the Rep Order is dated on or after 3/10/2011.

Defendants details:

First Name	Date of Birth dd/mm/yyyy / /	
Last Name		
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"/>
This case was: Elected <input type="checkbox"/> Directed <input type="checkbox"/> Sent <input type="checkbox"/>		Please complete if the Rep Order is dated on or after 3/10/2011.

4 Please continue on a separate sheet if necessary.

If prior authority has been granted, a copy of the authorisation letter must be submitted. Disbursement vouchers must be submitted for all disbursements of £20 or more, regardless of whether prior authority has been granted. Please use Section 3 for all travel costs claimed.

[illegible]

When claiming travel costs the date of travel, destination and reason for travel must be included. If you are travelling to visit your client you must justify why these expenses should be paid when a local provider would not incur them. Travel will be allowed at public transport rates unless justification for private travel is provided. Please provide copies of all tickets or receipts for public transport costs incurred over £20.00. Please see the LGFS Guidance for more information.

Date (dd/mm/yy)	Destination	Reason for travel	Distance (if claiming mileage at Public transport rate)	Distance (if claiming mileage at Private transport rate)	Amount claimed £:p (Exc VAT)	VAT Y/N
Total claimed						

Section four - Claim Details

(please complete for all claims including hardship/warrant and fixed fees.)

Please complete if the representation order was granted on or after 6 April 2010 but before 3 October 2011.

Committal for trial hearing date/s (see guidance notes)	/ / / /
Committal for trial offence type (please enter relevant statute and offence description)	

Please complete this box for all claims.	
Final Hearing Date (i.e. date of sentence/acquittal)	/ /
Offence class (A-K) and description of offence	
Trial Type (e.g. trial, guilty plea)	
Trial length in days Trial start date Trial end date	/ / / /
No. of pages of PPE If there has been a transfer, and you are the original solicitor, please confirm the number of pages served at the time of the transfer.	Statements _____ Exhibits _____ Photos _____ Other _____ Transcripts _____ Total = _____
Was any of this evidence served electronically?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of defendants represented by your firm	
If there was a change of solicitor, are you the original or new solicitor?	
Are you claiming Special Preparation in accordance with any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012?	Yes <input type="checkbox"/> Please submit your special preparation claim on form LF1-Special prep. No <input type="checkbox"/>

Section five - Hardship Claims

(NB evidence must be provided of hardship e.g. bank statements, letters from bank), please see the Litigator Fee Guidance which is available on our website.

Date representation order granted to your firm:	/ /
Date of Hardship application	/ /
Is this case likely to end within 3 months? (Hardship claims should not be made for cases likely to end within 3 months).	
Value of case costs at time of hardship application (exc. VAT) (please ensure section 3 is completed)	£ :

Section six- Warrant Claims

WARRANT (for work up to and including warrant issue date). Where the case has subsequently finished, a final fee payment should be claimed. Please see the Litigator Fee Guidance which is available on our website.

Date Warrant issued	/ /
Has Warrant been executed?	
Date Warrant executed	/ /

Section seven - Total Claim

	Net	VAT	Total
Graduated Fee claimed	£ :	£ :	£ :
Committal for trial fee	£ :	£ :	£ :
Hardship claim	£ :	£ :	£ :
Warrant claim	£ :	£ :	£ :
Disbursements claimed exc travel	£ :	£ :	£ :
Travel disbursements claimed	£ :	£ :	£ :
Total claimed			£ :

Section eight - Declaration

I confirm that I have enclosed the following (where applicable):

- ☐ Representation Order. **(Where there has been a transfer and you are the new Solicitors, please supply a copy of the original representation order).**
- ☐ The front sheet(s) from the committal bundle and NAEs served by the prosecuting authority, showing the total of 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).**
- ☐ Original disbursement vouchers (for claims over £20 excluding VAT and mileage).
- ☐ Prior authority confirmation.
- ☐ Order in respect of Judicial Apportionment (for each defendant).
- ☐ Hardship supporting evidence (e.g. bank statements/ bank letter), please give details
- ☐ Other supporting evidence. A list of acceptable evidence can be found on the LAA website.
- ☐ Form LAC1 or Memorandum of Conviction.

Section nine - 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 ten

CLAIM OUTCOME - TO BE COMPLETED BY LAA STAFF ONLY

Paid in full ☐

Assessed ☐

Rejected ☐

Total Litigator Final Fee allowed (inc vat) £ :

Total disbursements allowed (inc vat) £ :

Travel allowed (inc vat) £ :

Reasons

Caseworker initials Date processed

Section eleven - Additional information (this page is optional)

Please give us any further information here that will allow us to process your claim. This page need only be submitted if you would like to provide supporting information.