



Legal Aid
Agency

#HelpUsSayYes Webinar: Advocate graduated fee scheme & criminal legal aid independent review (CLAIR)

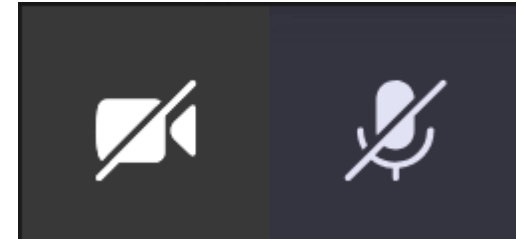
Advocate graduated fee scheme (AGFS) team

May 2024

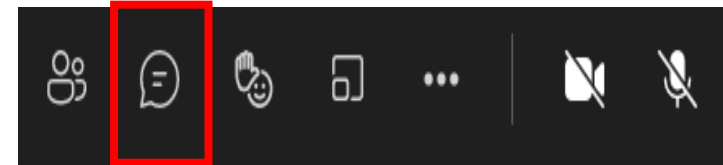
Technical tips for this webinar:

1. Please remain on mute during the webinar
2. You can ask questions throughout the session through the 'meeting chat'
3. Click on the 'meeting chat' to ask a question
4. You can keep the meeting chat open throughout to view other people's questions
5. Email us if you experience technical issues during the webinar: LAAHelpUsSayYes@justice.gov.uk

Camera and audio off when icons appear like this:



Click here to view the meeting chat



Content

How to complete a Claim for Crown Court Defence (CCCD) application

LAA process

Additional guidance

Advocate Graduated Fee Scheme & Criminal Legal Aid Independent Review (CLAIR)

Purpose of the webinar:

- To



By the end of the webinar, you will have an understanding of:

- The information needed to complete the claim for crown court defence (CCCD) application
- The LAA application process
- New fees that have been introduced following the criminal legal aid independent review

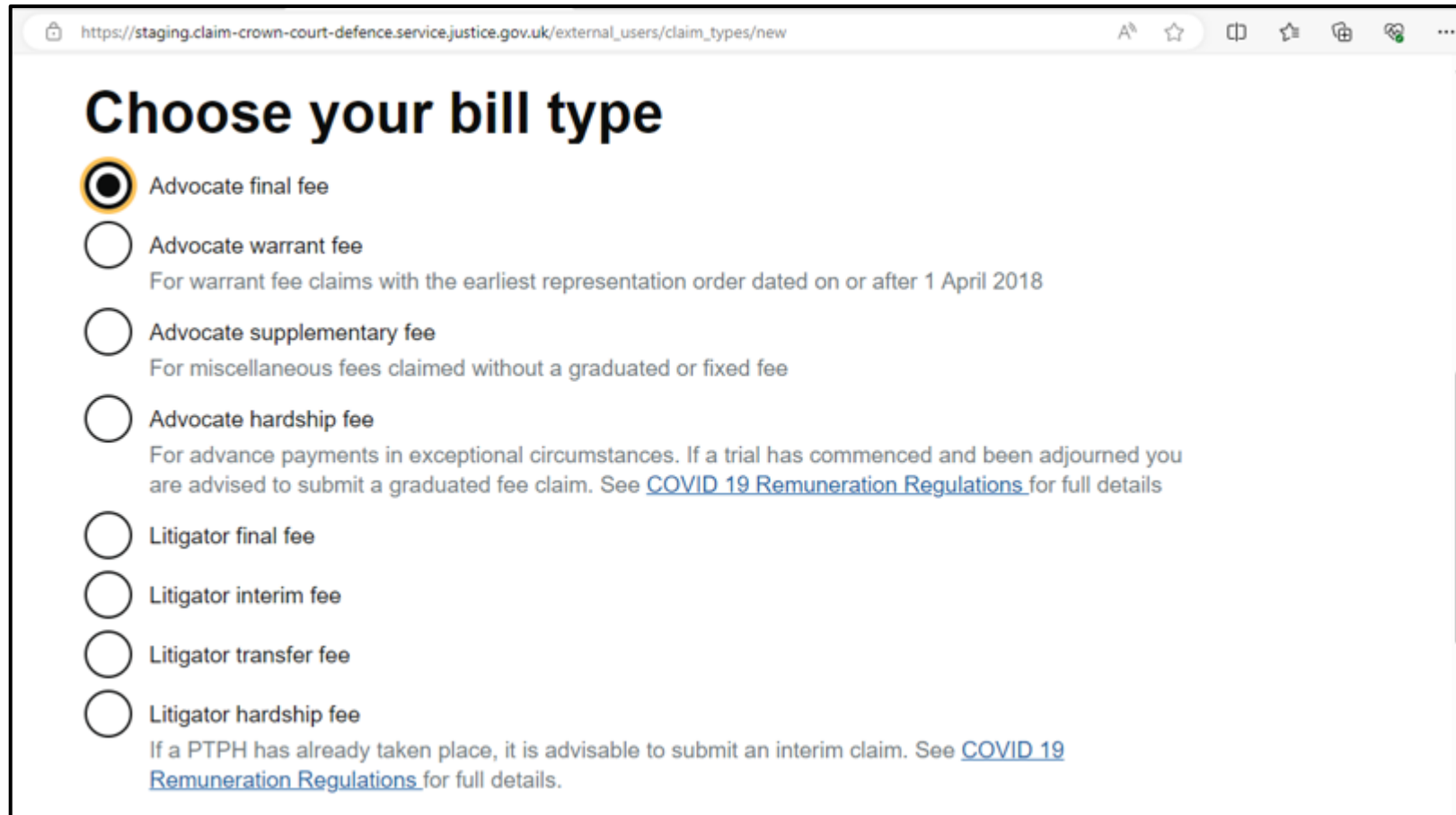


Legal Aid
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How to complete a Claim for Crown Court Defence (CCCD) application

Bill type:

- Select the type of bill that you wish to claim from the list (for this example, we will be showing an AGFS final bill).



The screenshot shows a web browser window with the URL https://staging.claim-crown-court-defence.service.justice.gov.uk/external_users/claim_types/new. The page title is "Choose your bill type". It features a list of radio button options for selecting a bill type. The first option, "Advocate final fee", is selected. The other options are "Advocate warrant fee", "Advocate supplementary fee", "Advocate hardship fee", "Litigator final fee", "Litigator interim fee", "Litigator transfer fee", and "Litigator hardship fee". Each option has a brief description or note below it. The "Advocate hardship fee" and "Litigator hardship fee" options include links to "COVID 19 Remuneration Regulations" for full details.

Choose your bill type

- ☒ Advocate final fee
- ☐ Advocate warrant fee
For warrant fee claims with the earliest representation order dated on or after 1 April 2018
- ☐ Advocate supplementary fee
For miscellaneous fees claimed without a graduated or fixed fee
- ☐ Advocate hardship fee
For advance payments in exceptional circumstances. If a trial has commenced and been adjourned you are advised to submit a graduated fee claim. See [COVID 19 Remuneration Regulations](#) for full details
- ☐ Litigator final fee
- ☐ Litigator interim fee
- ☐ Litigator transfer fee
- ☐ Litigator hardship fee
If a PTPH has already taken place, it is advisable to submit an interim claim. See [COVID 19 Remuneration Regulations](#) for full details.

Add advocate:

- Select the advocate who is making the claim:

Do you use a case management system?

You may be able to create claims without re-typing. [Read more on API information.](#)

[Do not show API information again](#)

Trial Advocate

☒ Earner, Fee (0000N)

☐ Earner, Fee (0000N)

▶ [Help with missing trial advocates](#)

Reference number

Your internal reference number for this claim

Test claim |

! You should **not** select **elected cases not proceeded** if:

- The representation order is dated on or after 30 September 2022

Type of case:

- Select the type of case being claimed:

• The representation order is dated on or after 17 September 2020 with a main hearing date on or after 31 October 2022.

For these claims, select **guilty plea** or **cracked trial**.

Case type
For example Trial

Breach of Crown Court order

Committal for Sentence

Contempt

Cracked before retrial

Cracked Trial

Discontinuance

Elected cases not proceeded

Guilty plea

Retrial

Trial

For multi-day hearings, please provide the latest date to receive the correct fee rates

Court and case number:

- Confirm the court where the case was heard.
- Confirm the case number.
 - **Please note:** For Xhibit cases, provide the A,S or T numbers; For Common Platform cases use the URN for the case.
- Confirm the final date of the main hearing

For example Trial

Trial

Court

For example Cardiff

Central Criminal Court

Case number or URN

For example T20170101 or 05PP1000915

T19900000

Final main hearing date

For multi day hearings, please provide the latest date to receive the correct fee rates

For example 31 9 2022

Day Month Year

15 01 2024

Was this case transferred from another court?

Trial information:

- For a trial complete the requested information:

First day of trial
For example, 31 3 2017
Day Month Year

Trial concluded on
For example, 31 3 2017
Day Month Year

Estimated trial length
Number of days

Actual trial length
Number of days

Defendant details:

- Complete the defendants' details including their MAAT number.

Please note: Our internal system will create a claim based on the MAAT number

Defendant details

Defendant[Remove](#)

First name

Last name

Date of birth

For example, 31 3 1980

Day

Month

Year

☐

Order for judicial apportionment

► [Help with judicial apportionment](#)

Representation order details[Remove](#)

Representation order date

Representation order date

For example, 31 3 1980

Day

Month

Year

MAAT reference

This should be 7 digits long, starting with at least a 4

[Add another representation order](#)

[Add another defendant](#)

Save and continue

Save as draft

Offence:

- Confirm the offence band you wish to claim from the indictment.

Please note: Once you have entered the offence, the system generates numerous options:

- Review and choose one which matches the claim.

Claim for advocate final fees

Offence details

Search for the offence
For example class, band, offence or act name

Clear search

[Help with the offence classification](#)

For more information on offence classification for the Advocates' Graduated Fee Scheme (AGFS), please visit the [Crown Court fee guidance](#) page on GOV.UK.

[Sexual Offences \(children\) – defendant or victim a child at the time of offence > Band: 4.1](#)
Rape
Sexual Offences Act 1956, s.1

[Sexual Offences \(children\) – defendant or victim a child at the time of offence > Band: 4.1](#)
Rape
Sexual Offences Act 2003, s.1

[Sexual Offences \(children\) – defendant or victim a child at the time of offence > Band: 4.1](#)
Rape of a child under 13
Sexual Offences Act 2003, s.5

[Sexual Offences \(Adult\) > Band: 5.1](#)
Rape
Sexual Offences Act 1956, s.1

[Sexual Offences \(Adult\) > Band: 5.1](#)
Rape
Sexual Offences Act 2003, s.1

[Sexual Offences \(children\) – defendant or victim a child at the time of offence > Band: 4.1](#)
Rape
Sexual Offences Act 1956, s.1

[Sexual Offences \(children\) – defendant or victim a child at the time of offence > Band: 4.1](#)
Rape
Sexual Offences Act 2003, s.1

[Sexual Offences \(children\) – defendant or victim a child at the time of offence > Band: 4.1](#)
Rape of a child under 13
Sexual Offences Act 2003, s.5

[Sexual Offences \(Adult\) > Band: 5.1](#)
Rape
Sexual Offences Act 1956, s.1

[Sexual Offences \(Adult\) > Band: 5.1](#)
Rape
Sexual Offences Act 2003, s.1

Select and continue

Category of advocate:

- Confirm the category of the advocate.
- **Please note:** The majority will have only one Counsel who will be a junior alone.
 - If the case has two Counsel or King's Counsel alone, an extending representation order will be required.

Claim for advocate final fees

Graduated fees

All fees should be entered exclusive of VAT.
Check the [graduated fees calculators](#) for help.

Advocate category

☒ Junior
☐ Leading junior
☐ KC

Basic fees

Case type
Trial

Offence

- **Class** : Sexual Offences (children) – defendant or victim a child at the time of offence
- **Band** : 4.1
- **Category** : Rape

Summary total
Graduated fees
£2,323.00
Miscellaneous fees
£0.00
Travel expenses
£0.00
VAT
£464.60
Total
£2,787.60

Trial: Additional information

- As this matter is a trial, the first day of trial is part of the basic fee. All other trial days need to be claimed as daily attendance fees.
- In this scenario a section 28 hearing has occurred prior to the formal trial. This is payable as a trial day, but allowed as a daily attendance fee rather than the first day of trial.

Net amount
£ 2323.00

[Help with basic fees](#)

First day of trial
09/01/2024

Additional fees

Type of fee
Please choose all relevant options

☒ Daily attendance fee (2+)

☐ Standard appearance fee

☐ Plea and trial preparation hearing

☐ Conferences and views

☐ Number of defendants uplift

☐ Number of cases uplift

Summary total

Graduated fees
£2,323.00

Miscellaneous fees
£0.00

Travel expenses
£0.00

VAT
£464.60

Total
£2,787.60

Date attended
For example, 31 3 1980

Day Month Year
12 12 2023

[Remove](#)

Date attended
For example, 31 3 1980

Day Month Year
09 01 2024

[Remove](#)

Date attended
For example, 31 3 1980

Day Month Year
10 01 2024

[Remove](#)

Date attended
For example, 31 3 1980

Day Month Year
11 01 2024

[Remove](#)

Date attended
For example, 31 3 1980

Day Month Year
12 01 2024

[Add another date](#)

Summary total

Graduated fees
£5,373.00

Miscellaneous fees
£0.00

Travel expenses
£0.00

VAT
£1,074.60

Total
£6,447.60

Trial: Additional information continued

- Some ancillary hearings can be added at this point, for example, plea and trial preparation hearing (PTPH) and standard appearance fees.

<input type="checkbox"/>	Standard appearance fee	
<input checked="" type="checkbox"/>	Plea and trial preparation hearing	
Quantity		
Number of hearings		
<input type="text" value="1"/>		
Rate		
<input type="text" value="£ 145.00"/>		
▶ How is this calculated?		
Remove		
Date attended		
For example, 31 3 1980		
Day	Month	Year
<input type="text" value="29"/>	<input type="text" value="11"/>	<input type="text" value="2023"/>
Add another date		
Net amount		£145.00
<input type="checkbox"/>	Conferences and views	
<input type="checkbox"/>	Number of defendants uplift	
<input type="checkbox"/>	Number of cases uplift	

Summary total
Graduated fees
£5,518.00
Miscellaneous fees
£0.00
Travel expenses
£0.00
VAT
£1,103.60
Total
£6,621.60

Miscellaneous fees:

- Miscellaneous fees, which cannot be selected on the previous page, can be included and selected as shown on the following screens:

fees

Miscellaneous fees

! This claim may be eligible for 'Additional preparation fee' and 'Unused materials (up to 3 hours)'.

All fees should be entered exclusive of VAT.
Check the [graduated fees calculators](#) for help.
If needed, please complete an [appropriate special prep form](#) or [unused materials \(over 3 hours\) form](#) and attach to the claim.

Miscellaneous fees [Remove](#)

Type of fee

Quantity

Rate
£

Net amount £0.00

Summary total

Graduated fees
£5,518.00

Miscellaneous fees
£0.00

Travel expenses
£0.00

VAT
£1,103.60

Total
£6,621.60

Miscellaneous fees: Type of fee

- For any case where a Section 28 hearing takes place, which has a representation order between 1 February and 15 November 2023, one section 28 fee of £670 is payable.
- For representation orders dated 16 November 2023 onwards this fee increases to £1000. This fee is additional to the daily attendance fee.

Miscellaneous fees

! This claim may be eligible for 'Additional preparation fee' and 'Unused materials (up to 3 hours)'.

All fees should be entered exclusive of VAT.

Check the [graduated fees calculators](#) for help.

If needed, please complete an [appropriate special prep form](#) or [unused materials \(over 3 hours\) form](#) and attach to the claim.

Miscellaneous fees

[Remove](#)

Type of fee

Section 28 hearing

Quantity

Number of hearings

1

Rate

£ 670.00

[▶ How is this calculated?](#)

Net amount £670.00

[Add dates](#)

Summary total

Graduated fees
£5,518.00

Miscellaneous fees
£670.00

Travel expenses
£0.00

VAT
£1,237.60

Total
£7,425.60

Miscellaneous fees: Additional preparation

- Additional preparation is payable on all cracked trial, or trial cases, with a representation order on or after 17 April 2023

[How is this calculated?](#)

Net amount £670.00

[Add dates](#)

Miscellaneous fees 2 [Remove](#)

Type of fee

Quantity
Number of fees

Rate

[How is this calculated?](#)

Net amount £62.00

[Add dates](#)

[Add another fee](#)

Summary total
Graduated fees £5,518.00
Miscellaneous fees £732.00
Travel expenses £0.00
VAT £1,250.00
Total £7,500.00

Miscellaneous fees: Unused material

- Unused material for the first 3 hours is payable on any cracked trial / trial case with a representation order on or after 17 September 2020.

Net amount	£62.00	Summary total
Add dates		Graduated fees
		£5,518.00
Miscellaneous fees 3	Remove	Miscellaneous fees
Type of fee		£799.95
Unused materials (up to 3 hours)		Travel expenses
		£0.00
Quantity		VAT
Number of hours		£1,263.59
1		Total
Rate		£7,581.54
£ 67.95		
How is this calculated?		
Net amount	£67.95	
Add dates		
Add another fee		


Miscellaneous fees: Unused material continued

- As per slide 19, the first 3 hours spent considering unused material is payable as a fixed fee.
- Any time above this is then claimed separately. For example:
 - If the total time spent considering unused material is 12 hours, any time in excess of the first 3 hours, a completed AU1 would be required.
 - For claims over 10 hours, we would require a worklog.

[Add dates](#)

Miscellaneous fees 4 [Remove](#)

Type of fee

 You need to add a separate "Unused material (up to 3 hours)" fee for the first 3 hours

Quantity
Number of hours

Rate

[How is this calculated?](#)

Net amount £407.70

[Add dates](#)

[Add another fee](#)

Summary total
Graduated fees £5,518.00
Miscellaneous fees £1,207.65
Travel expenses £0.00
VAT £1,345.13
Total £8,070.78

Travel expenses:

- Travel expenses would be added here as well as any additional information to allow us to consider the travel expenses.

Claim for advocate final fees

Travel expenses

Please enter each expense (for example train ticket, hotel stay) separately

Expense

Type of expense

Please select

[Remove](#)

Add another expense

Duplicate last expense

Additional information

Provide any information that will help in the assessment of your expenses. For example, if you claim the private mileage rate on travel expenses, we need to know why.

Save and continue

Save as draft

Summary total

Graduated fees	£5,518.00
Miscellaneous fees	£1,207.65
Travel expenses	£0.00
VAT	£1,345.13
Total	£8,070.78

Supporting evidence:

- If your claim has electronic evidence, for example, raw phone data claimed as PPE for a band 6 or band 9 offence, select the sending electronic evidence box and upload this to the secure file exchange.

Claim for advocate final fees

Supporting evidence

Will you be sending electronic evidence for this claim?

☐ Yes

☒ No

Upload supporting evidence

Upload file

Supporting evidence checklist

Select all that apply

☐ Order in respect of judicial apportionment

☐ Committal bundle front sheets

Summary total

Graduated fees	£5,518.00
Miscellaneous fees	£1,207.65
Travel expenses	£0.00
VAT	£1,345.13
Total	£8,070.78

Supporting evidence checklist:

- Upload any relevant material for us to consider your claim.
 - If the matter is a case on indictment, rather than a fixed fee, it is mandatory to provide the supporting evidence.
 - You can provide additional information for any aspect of the case here

Supporting evidence checklist		Summary total	
Select all that apply		Graduated fees	
<input type="checkbox"/>	Order in respect of judicial apportionment	£5,518.00	
<input type="checkbox"/>	Committal bundle front sheets	Miscellaneous fees	
<input checked="" type="checkbox"/>	Copy of the indictment	£1,207.65	
<input type="checkbox"/>	Representation order	Travel expenses	
<input type="checkbox"/>	Hardship supporting evidence	£0.00	
<input type="checkbox"/>	Details of previous fee advancements	VAT	
<input type="checkbox"/>	Expenses invoices	£1,345.13	
<input type="checkbox"/>	Justification for out of time claim	Total	
<input type="checkbox"/>	Special preparation form	£8,070.78	
<input type="checkbox"/>	Prior authority CRM4		
Additional information			
Provide any information that will help in the assessment of your claim			
<div></div>			

Overview:

- You will be brought into an overview screen of what has been claimed
- You can make any amendments before submitting
- When you are satisfied with the information, select save and continue

Description	Net amount	VAT amount	Total amount
Graduated fees	£5,518.00	£1,103.00	£6,621.00
Miscellaneous fees	£1,207.65	£241.53	£1,449.18
Travel expenses	£0.00	£0.00	£0.00
Claim total	£6,725.65	£1,345.13	£8,070.78

[Save and continue](#) [Save as draft](#) [Delete draft claim](#)

Case details [Change](#)

Reference number	Test claim
Advocate	Fee Eamer
Crown court	Central Criminal Court
Case number	T19900000 82408
Case type	Trial
First day of trial	09/01/2024
Estimated trial length	6
Actual trial length	6
Trial concluded on	15/01/2024
Final main hearing date	15/01/2024

Defendant details [Change](#)

First name	XXXX
Last name	XXXXXX
Date of birth	01/01/2000
Order for judicial apportionment	No
Representation order date	15/11/2023

Offence details [Change](#)

Class	Sexual Offences (children) – defendant or victim a child at the time of offence
Band	4.1
Category	Rape

Graduated fees [Change](#)

Advocate category	Junior
-------------------	--------

Basic and additional fees

Type of fee	Dates	Quantity	Rate	Net amount	VAT amount	Total amount
Basic fee		1	£2,323.00	£2,323.00	£454.60	£2,787.60
Daily attendance fee (2+)		5	£610.00	£3,050.00	£610.00	£3,660.00
Plea and trial preparation hearing		1	£145.00	£145.00	£29.00	£174.00
Total				£5,518.00	£1,103.00	£6,621.00

Miscellaneous fees [Change](#)

Type of fee	Dates	Quantity	Rate	Net amount	VAT amount	Total amount
Unused materials (up to 3 hours)		1	£87.95	£87.95	£13.59	£101.54
Unused materials (over 3 hours)		9.00	£45.30	£407.70	£81.54	£489.24
Section 28 hearing		n/a	n/a	£870.00	£134.00	£1,004.00
Additional preparation fee		1	£62.00	£62.00	£12.40	£74.40
Total				£1,207.65	£241.53	£1,449.18

Travel expenses [Change](#)

There are no travel expenses for this claim

Certification:

- The certification page: For a claim with a representation order on or after 05/05/2015, the only Counsel who can submit is the trial advocate. They would be the counsel who attended the main hearing, or first day of trial.

Certification

By ticking a box, you confirm you are the trial advocate (in cases where legal aid was granted on or after 5 May 2015) or instructed advocate and that you are entitled to submit a claim for this case. If our records show that you are not the trial or instructed advocate, we may reject this claim without payment.

Please only tick the relevant box.

Final fee claims where the representation order was granted on or after 5 May 2015.

I certify that I am the trial advocate as:

☒ I attended the main hearing (1st day of trial)

I certify that I am the instructed advocate as:

☐ I notified the court, in writing before the PCMH that I was the instructed advocate. A copy of the letter is attached.

☐ I attended the PCMH (where the client was arraigned) and no other advocate wrote to the court prior to this to advise that they were the instructed advocate.

☐ I attended the first hearing after the PCMH and no other advocate attended the PCMH or wrote to the court prior to this to advise that they were the instructed advocate.

☐ The previous instructed advocate notified the court in writing that they were no longer acting in this case and I was then instructed.

☐ The case was a fixed fee (with a case number beginning with an S or A) and I attended the main hearing.

☐ they were no longer acting in this case and I was then instructed.

☐ The case was a fixed fee (with a case number beginning with an S or A) and I attended the main hearing.

All of the above options are in accordance with relevant provision of any secondary legislation arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

You also confirm that you certify that:

- where you've represented more than one defendant in a case, you have only made, and will make, one claim for all those defendants together, including where one defendant has transferred representation to another advocate.
- neither you nor any other advocate has received any interim, hardship or staged payment on any case number within this matter other than the one under which this claim is made - unless fully detailed (case number, court and advocate supplier number under which payment was made) within this claim.
- where there is a joined indictment, you have included all matters that you as the instructed advocate have dealt with within that indictment in this claim.
- where a case has been transferred from one crown court to another, no claim has been made separately for the work in the first crown court and all work in both courts is included in this claim.
- this work has not been and will not be the subject of any other claim for remuneration from criminal legal aid.
- the information you have provided is correct and that you have not made, and will not make, any other claim for payment from criminal legal aid for the work you have done on this claim. You understand that you have given incorrect or misleading information, your payment may be recouped.
- if you are claiming a staged payment, you will make sure that any subsequent trial advocate is advised of this payment, with all necessary claim and payment details.

Name of person certifying
Enter full name

Fee Earner

Date

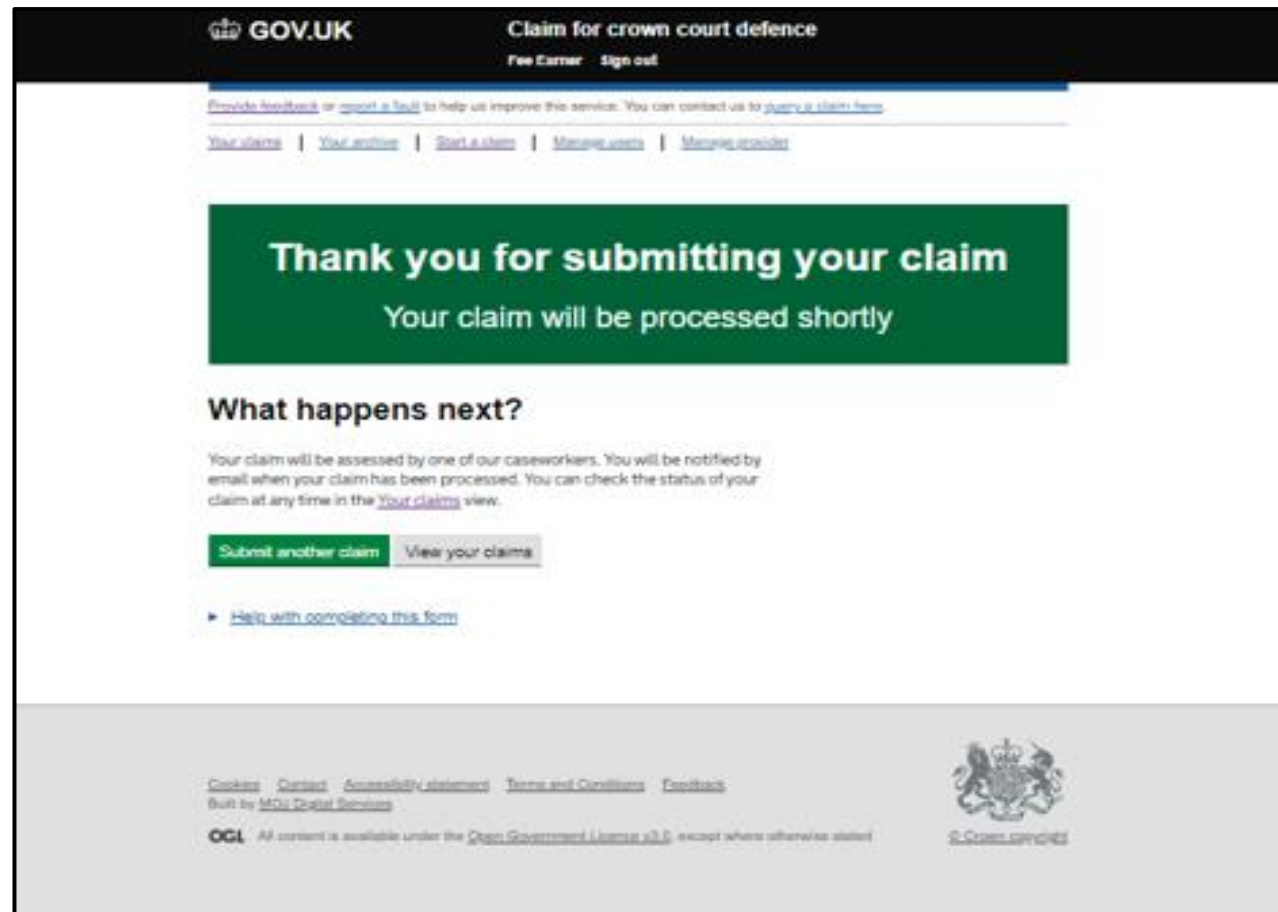
Day Month Year

25 1 2024

[Certify and submit claim](#) [Return to claim](#)

Submission confirmation:

- Confirmation the claim has been submitted.




Provider list of claims:

- The case will show within the provider list of claims.

Your claims							Showing 7 claims of 7	
Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
LGFS Transfer	T00000000	Fee Earner	Dee Fendant	£32,629.39	-	DRAFT	-	No messages
LGFS Interim	T00000000	Fee Earner	Defen Dant	£9,016.90	-	DRAFT	-	No messages
LGFS Final	T00000000	Fee Earner	Def Endant	£978.62	-	DRAFT	-	No messages
LGFS Final	T000000000000	Fee Earner	De Fendant	£85,150.54	-	REJECTED	04/01/2024	View (1 new)
LGFS Final	T000000000000	Fee Earner	De Fendant	£85,150.54	-	REDETERMINATION	04/01/2024	View (2 new)
LGFS Final	T11111111	Fee Earner	D F	£279.58	-	SUBMITTED	10/01/2024	No messages
AGFS Final	T19900000 Test claim	Fee Earner	XXX XXXXX	£8,070.78	-	SUBMITTED	25/01/2024	No messages

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Legal Aid
Agency

LAA process

Providing access to justice through working with others to achieve excellence in the delivery of legal aid

Information for providers:

- When the case has been allocated to a caseworker, the status will show as 'allocated'.

Please note: Occasionally we use holding queues for work allocations. This will appear the same to the provider as when it is allocated to a caseworker. If you see a claim reallocated or allocated ahead of the time given on our website, this is likely what has occurred.

The screenshot displays the 'Claim for crown court defence' page on the GOV.UK website. The page header includes the GOV.UK logo and the title 'Claim for crown court defence', with links for 'Fee Earning' and 'Sign out'. A navigation bar contains links for 'Your claims', 'Your archive', 'Start a claim', 'Manage users', and 'Manage provider'. The main content area shows the following details:

- Case number:** T19 900 000 (with a small #2408 below it)
- Status:** Allocated (in a purple box)
- Claim assessed date:** not yet assessed
- Defendant names:** X. XXXXX
- Firm or Chambers:** Provider A

Below these details is a section titled 'Messages and claim status' which contains a scrollable list of messages:

- A message dated **25/01/2024** stating: 'Your claim has been submitted' (Fee Earning 13:35).
- A message dated **Today** stating: 'Your claim has been allocated (System) 08:45'.

At the bottom of the messages section is a link for 'Print all messages'. Below the messages is a text input field labeled 'Enter a message'.

Assessment:

- When the assessment has been made, the caseworker will send a note explaining the assessment unless paid in full.
- The caseworker completes the assessment summary which details the figures paid.

The screenshot shows a web interface for managing a claim. At the top, a message from Stephen Kelly states: "Thank you for the submission. We have only been able to confirm a 5 day trial. Counsel is not signed in at the hearing on the 10/01/24. Also only able to confirm 8 hours of unused in total, Counsel has claimed 4 hours of scheduling time which we would not allow." Below this is a text input field and a "Send" button. A green status message says "Message successfully sent". The "Assessment summary" section has radio buttons for "Part authorised" (selected), "Authorised", "Refused", and "Rejected". A table shows the breakdown of costs:

Description	Claimed by advocate	Total authorised by LAA
Fees	£6,725.65	6264.45
Expenses	£0.00	0.00
Total excluding VAT	£6,725.65	£6,264.45
Total (including 20% VAT)	£1,345.13	£1,252.89

The screenshot shows the "Claim for crown court defence" page. A red box highlights an error message: "Claim not injected. 1 data injection error. No defendant found for Rep Order Number: '9999999'. Dismiss this message". Below the error, the claim details are shown:

Case number: **T19 900 000**
Status: **Part authorised**
Claim assessed date: **08/03/2024**
Defendant names: **X. XXXXX**
Firm or Chambers: **Provider A**

Below this is a table titled "Messages and claim status" showing 14 claims. The table has columns for Item and Amount:

Item	Amount
Fees	£6,264.45
Expenses	£0.00
Disbursements	£0.00
Total (ex VAT)	£6,264.45
VAT	£1,252.89
Total (inc VAT)	£7,517.34

Provider list of claims once assessed:

- Once we have assessed the claim on CCCD, providers will see:
 - The amount assessed
 - The authorisation status (in this example it is part authorised).
 - A message, if applicable, which will explain the assessment.

Total outstanding:
£279.58

Total authorised:
£7,517.34

[View details](#)

[View details](#)

[Start a claim >](#)

Search
for example case number, defendant name, advocate/litigator name

[Search claims](#)

Your claims

Showing 2 claims of 12

Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
LGFS Final	T11111111	Fee Earner	D F	£279.58	-	Submitted	10/01/2024	No messages
AGFS Final	T19900000 Test claim	Fee Earner	XXX XXXXX	£8,070.78	£7,517.34	Part authorised	25/01/2024	View (1 new)

[First](#) [Previous](#) [1](#) [2](#)

[Help with completing this form](#)

Appealing an assessment:

- If you wish to appeal the assessment made:
- Select 'Apply for redetermination'
- Complete the message field:
 - Explain the area of the assessment you disagree with
 - Attach any relevant evidence to support your appeal.

Update your claim status

☒ Apply for redetermination

Enter a message

Please see attached attendance note for the hearing. Counsel would consider the scheduling time for the unused should be payable, please reconsider this.

Optionally attach a file
Files accepted: pdf, doc, docx, xls, xlsx, rtf, jpeg, png, tiff, bmp: (Max file upload 20MB)

No file selected.

Summary totals

Description	Net amount	VAT	Gross amount
Fees	£6,725.65	£1,345.13	£8,070.78
Claim total	£6,725.65	£1,345.13	£8,070.78

Redetermination:

- Once the redetermination has been requested, it will show in the provider list of claims: Status will show as a redetermination.
- Then automatically sent to the AGFS appeals work queue, pending assessment.

[View details](#)[View details](#)

Search
for example case number, defendant name, advocate/litigator name

[Search claims](#)

Your claims


Showing 2 claims of 12

Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
LGFS Final	T11111111	Fee Earner	D F	£279.58	-	Submitted	10/01/2024	No messages
AGFS Final	T19900000 Test claim	Fee Earner	XXX.XXXXX	£8,070.78	£7,517.34	Redetermination	08/03/2024	View

[First](#) [Previous](#) [1](#) [2](#)

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Redetermination continued:

- The AGFS team will allocate the case to a caseworker who will consider the basis of the redetermination.
- Similarly to the original assessment, we will send a message and explain our decision on the redetermination.

Defendant names: **X. XXXXX** Firm or Chambers: **Provider A**

Messages and claim status Showing 14 of 14 claims

Claim part authorised
Stephen Kelly 09:12

Please see attached attendance note for the hearing. Counsel would consider the scheduling time for the unused should be payable, please reconsider this.

Fee Earner 09:22

Redetermination requested
Fee Earner 09:22

Claim allocated
Stephen Kelly to Stephen Kelly 09:24

[Print all messages](#)

Enter a message

Case number: **T19 900 000** Status: **Part authorised** Claim assessed date: **08/03/2024**
#2408

Defendant names: **X. XXXXX** Firm or Chambers: **Provider A**

Messages and claim status Showing 14 of 14 claims

Trial day now paid, 6 day trial allowed. We uphold the decision around unused material and would advise if you wish to appeal this you request written reasons.
Stephen Kelly 09:27

Item	Redetermination made Amount
Fees	£6,874.45
Expenses	£0.00
Disbursements	£0.00
Total (ex VAT)	£6,874.45

[Print all messages](#)

Enter a message

Post assessment:

- After assessment by the AGFS team the claim will show in the provider's queue with a new message
- The example below is still part authorised.

Total outstanding:
£279.58

Total authorised:
£8,249.34

Start a claim >

[View details](#)[View details](#)

Search

for example case number, defendant name, advocate/litigator name

Search claims

Your claims

Showing 2 claims of 12

Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
LGFS Final	T11111111	Fee Earner	D F	£279.58	-	Submitted	10/01/2024	No messages
AGFS Final	T19900000	Fee Earner	XXX.XXXXX	£8,070.78	£7,517.34	Part authorised	08/03/2024	View (1 new)

First Previous 1 2

- On entering the main page for this case, Counsel will see the caseworker note and the amount paid.

[Your claims](#) | [Your archive](#) | [Start a claim](#) | [Manage users](#) | [Manage provider](#)

Case number:
T19 900 000
#2408

Status:
Part authorised

Claim assessed date:
08/03/2024

Defendant names:
X. XXXXX

Firm or Chambers:
Provider A

Actions:
[Archive](#)

Messages and claim status

Trial day now paid, 6 day trial allowed. We uphold the decision around unused material and would advise if you wish to appeal this you request written reasons.
(Case worker) 09:27

Item	Redetermination made	Amount
Fees		£6,874.45
Expenses		£0.00
Disbursements		£0.00
Total fees VAT		£6,874.45

[Print all messages](#)

Update your claim status

☐ Apply for redetermination ☐ Request written reasons

Post assessment: Provider options

Provider will have 3 options:

1. If you accept the assessment, you can archive the case.
2. Request further redetermination:
 - We advise only doing this after the first assessment if you can provide further information
3. Request written reasons:
 - If counsel does not agree with the decision made, we advise to request written reasons. These will be provided by an experienced caseworker if we agree with the decision previously made. This will allow counsel to go before a Costs Judge.
 - In this example we have chosen the request written reasons tab

The screenshot displays a legal aid portal interface. At the top, it shows 'Total outstanding: £279.58' and 'Total authorised: £0.00', with a green 'Start a claim >' button. Below this are links for 'View details' and a 'Search' section with a text input field and a 'Search claims' button. The main section is titled 'Your claims' and shows 'Showing 2 claims of 12'. It contains a table with columns: Type, Case number, Advocate / Litigator, Defendants, Claimed, Assessed, Status, Date submitted, and Messages. The first row shows a 'Submitted' claim for £279.58. The second row shows an 'Awaiting written reasons' claim for £8,070.78. At the bottom, there are pagination links 'First Previous 1 2' and a link 'Help with completing this form'.

Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
LGFS Final	T11111111	Fee Earner	D F	£279.58	-	Submitted	10/01/2024	No messages
AGFS Final	T19900000	Fee Earner	XXX XXXXX	£8,070.78	£7,517.34	Awaiting written reasons	08/03/2024	View

Next steps:

- Once the caseworker has provided written reasons, if Counsel decide to take this matter to the Senior Courts Cost Office, they have 21 days on receipt of the letter to do so.
 - Alternatively, if counsel decides not to proceed, they can now choose to archive the case.

Messages and claim status

Please provide written reasons
Fee Earner 09:38

Written reasons requested
Fee Earner 09:38

Attached written reasons
Stephen Kelly 09:43

Claim part authorised
Stephen Kelly 09:43

[Print all messages](#)

Enter a message

Optionally attach a file
Files accepted: pdf, doc, docx, xls, xlsx, rtf, jpeg, png, tiff, bmp: (Max file upload 20MB)

[Browse...](#) No file selected.

[Send](#)

Defendant names: **X. XXXXX** Firm or Chambers: **Provider A** Actions: [Archive](#)

Messages and claim status

Please provide written reasons
Fee Earner 09:38

You requested written reasons
Fee Earner 09:38

Attached written reasons
(Case worker) 09:43

Your claim has been part-authorised
(System) 09:43

[Print all messages](#)

Update your claim status

☐ Apply for redetermination ☐ Request written reasons

Summary totals

Description	Net amount	VAT	Gross amount
Fees	£6,725.65	£1,345.13	£8,070.78
Claim total	£6,725.65	£1,345.13	£8,070.78

Archiving a claim:

- In this example counsel has decided to archive the claim:
 - The claim will still be available for 16 weeks after archiving.
 - The claim can be unarchived during those 16 weeks if required..

Your claim archive

! Time-limited retention of claims is being introduced from 19th September 2016.
[More information on time-limited retention](#)
[Do not show time-limited retention information again](#)

Search
for example case number, defendant name, advocate/litigator name

Search claims

Your claims Showing 1 claim of 1

Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
AGFS Final	T19900000 Test claim	Fee Earner	XXX XXXXX	£8,070.78	£8,249.34	Archived pending delete	08/03/2024	View

Case number: **T19 900 000**
#2408

Status: **Archived pending delete**

Claim assessed date: **08/03/2024**

Defendant names: **X. XXXXX**

Firm or Chambers: **Provider A**

Actions: **Unarchive**

Messages and claim status

You requested written reasons
Fee Earner 09:38

Attached written reasons
(Case worker) 09:43

Your claim has been part-authorised
(System) 09:43

Your claim has been archived
Fee Earner 09:49

[Print all messages](#)

Summary totals

Description	Net amount	VAT	Gross amount
Fees	£6,725.65	£1,345.13	£8,070.78
Claim total	£6,725.65	£1,345.13	£8,070.78



Legal Aid
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Additional guidance / contact us

Useful links / contact us:

Links:

- Secure file exchange:
<https://www.gov.uk/guidance/secure-file-exchange>
- Processing dates: [Crime processing dates - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/crime-processing-dates)
- Offence list: [Banding of offences in the Advocates' Graduated Fee Scheme - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/banding-of-offences-in-the-advocates-graduated-fee-scheme)

Contact us:

- For any electronic evidence claim that needs to be sent directly to our office, please send to the following:

FAO: AGFS team, Floor 3
1, Unity Square,
Queensbridge Rd,
Nottingham
NG2 1AW
DX 10035

Our training website:



Crime guidance

- [Ministry of Justice: Crime landing page](#)

Online Support Webchat

- Use Webchat for help with IT system issues

Webinar Recordings

- Our 'Help Us Say Yes' webinars focus on areas where there have been issues or high enquiry levels
- Popular sessions are posted on the training website: [Ministry of Justice](#)

Our communication channels:

Legal Aid Bulletin

- A fortnightly e-alert with links to relevant pages
- Join our thousands of subscribers: [Sign-up to LAA Bulletin >>](#)



Social Media

- Follow us on X (formerly Twitter)
- Get help from our customer service twitter account
- Read our blog





Legal Aid
Agency

Legal Aid Agency

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102 Petty France
London SW1H 9AJ

gov.uk/government/organisations/legal-aid-agency

Providing access to justice through working with others to achieve excellence in the delivery of legal aid

