

# Counsel Fees Claim Form



Counsel: \_\_\_\_\_

BL

SC

Client Name: \_\_\_\_\_

Case Reference: \_\_\_\_\_

LAB Solicitor: \_\_\_\_\_

Law Centre: \_\_\_\_\_

Court:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District	Circuit	High	Central Criminal	Court of Appeal	Supreme	Inquest

Please specify and detail each individual item being claimed with reference to the Legal Aid Board's Terms and Conditions for the Retention of Counsel (or the previous Bar Council Agreement, where appropriate). **Counsel must include the relevant date(s) and times (where applicable).** Any services not authorised in advance by the Legal Aid Board will not be payable.

## Certification of Counsel

I confirm that I have provided the services specified below, which were authorised in advance by the Legal Aid Board. I accordingly seek payment of the appropriate fee in accordance with (a) the Terms and Conditions for the Retention of Counsel, as issued by the Legal Aid Board with effect from 1 August 2012 or, (b) the agreement between the Legal Aid Board and the General Council of the Bar of Ireland for the payment of fees in civil law cases (whichever is appropriate).

If a travel claim is additionally submitted I further declare that:

1. The travelling expenses charged have been actually and necessarily disbursed solely in relation to the legally aided cases outlined on this form;
2. The claim is in accordance with the agreement between the Legal Aid Board and the General Council of the Bar of Ireland for the payment of travelling expenses in civil legal aid cases;
3. The particulars furnished herein are in all respects true.

Signed: \_\_\_\_\_

Base Location of Counsel: \_\_\_\_\_

VAT Registered: Yes  No

VAT Number: \_\_\_\_\_

Date: \_\_\_\_\_

Law Centre Received Stamp

**To be completed by Counsel:**

Claim Item(s)	Date(s)	Details		Initial each item
<b>Full Case Fee</b> (include date of substantive hearing)				
<b>Stage Fee (Temporary)</b> What date were proceedings instituted? (To be completed by law centre)  In respect of Circuit Court Divorce/Judicial Separation /Cohabitant proceedings a stage fee payment of one third of the case fee (that is €382 for junior counsel and €550 for Senior Counsel) may be claimed once proceedings have been issued or, in the defence of proceedings, where the Defence has been delivered.				
<b>Brief Withdrawn Fee</b> What date were proceedings instituted? (To be completed by law centre)  No fee shall be payable in respect of a case where the brief is withdrawn by the Board prior to any work being carried out by the barrister. If the brief is withdrawn by the Board after the institution of proceedings and prior to the case being set down for trial, half the case fee shall be payable unless the legal aid certificate / authorisation is limited to a certain piece of work, e.g, drafting a court pleading, in which case the specific fee shall apply.				
<b>Refresher(s)</b> List subsequent hearing date(s).  For a court attendance to qualify as a refresher there must have been legal submissions and or evidence presented greater than 30 minutes.  <b>Who attended from the Law Centre?</b> Use additional paper if required. Please ensure all Details as per the required ones on this form are completed on any additional paper used.		Time from:	Law Centre Attendee	
		Time to:	Law Centre Attendee	
		Time from:	Law Centre Attendee	
		Time to:	Law Centre Attendee	
		Time from:	Law Centre Attendee	
<b>Interlocutory Application in Circuit Court pursuant to Section 35 of the Family Law Act 1995/Section 37 of the Family Law (Divorce) Act 1996</b>  A fee for an application under Section 35 of the Family Law Act 1995/Section 37 of the Family Law (Divorce) Act 1996 shall be payable in addition to a case fee where the solicitor certifies that such an application was made to the Court.  This fee can be claimed separately as a stage fee.				

<b>Other Interim/ Interlocutory Application(s)</b> Payable for an interim or interlocutory application, other than pursuant to Section 35 of the Family Law Act 1995/Section 37 of the Family Law (Divorce) Act 1996, subject to such application being specifically approved in advance on foot of the legal aid certificate granted to the client.  This fee can be claimed separately as a stage fee.			
<b>Emergency/Interim Care Orders in childcare matters</b>  Where there has been an Emergency/Interim care order hearing in the District Court then the fees payable in respect of these applications may be claimed in advance of a case being concluded. We would stipulate that no claims be submitted for Emergency/Interim care order applications until 5 such fees are due in respect of any one legal aid certificate.			
<b>Re-entry / Enforcement</b>			
<b>Opinion</b>			
<b>Taking judgment</b>			
<b>Other</b> (please specify)			

### Counsel travelling expenses claim Travel payable for court sittings only

Full particulars of journeys must be supplied. Incomplete forms will be returned

Date	Travelled from (Please supply Eircode if available)	Travelled to (Please supply Eircode if available)	Distance in Km	Initial Each item	Verified (Head Office Use Only)
<b>Head Office Use Only</b>			<b>Total:</b>	<b>Rate:</b>	<b>Total Payable:</b> €

Please complete the following if any other Legal Aid Cases were dealt with on any of the above dates:

Date	Name of Client	Case Ref.

### Law Centre Use Only

#### Certification of Solicitor:

I certify that I have examined the above claim and confirm that the services as set out above were provided by Counsel as claimed. I further certify that any claims for interim and refresher hearings, were authorised in advance on foot of a valid legal aid certificate or other written authority from the Legal Aid Board and are properly payable.

Counsel was briefed after notice of trial served or after the matter was given a hearing date:

Yes  No  N/A

Signed: \_\_\_\_\_

Date sent to head office: \_\_\_\_\_