



Claim For Payment

Name of case (BLOCK CAPITALS)	
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Court		Type of case (please tick)	European Arrest Warrant	
			Extradition	
Court Order Number(s)			Judicial Review	
			Habeas Corpus (Art.40.4.2.)	

A. Solicitor Claim

I have included the following documents (where relevant) with my claim for payment under the Scheme:
<ol style="list-style-type: none">1. An original Invoice / Bill of Costs / Fee Note / Statement of Account itemising the legal representation service provided by my firm and the relevant dates and the specific fees being claimed for each item. As applicable, the invoice itemises disbursements for travel (number of kilometres travelled, train tickets etc.), photocopying (number of pages) and Commissioners’ fees. All such disbursements are vouched and attached to this claim.2. An original invoice in respect of any expert witness engaged or any report commissioned in this case. I include a note on the necessity for engaging the expert witness and commissioning the report and whether or not the expert witness and / or the report was utilised in the Court setting. (N.B. where a solicitor has already paid directly for the expert witness or report this should be recorded and an original receipt must be submitted).3. An original invoice along with an original fully completed Form CI 4 Translator/ Interpreter Attendance Form in respect of any claim for translation / interpretation expenses being claimed.4. The Initiating and Final Court Orders stipulating the applicant’s intention to apply for access to the Scheme and the Court’s ultimate recommendation that the Scheme would apply. I acknowledge that only the junior and / or senior counsel specifically mentioned on the final Court Order may be considered for, and entitled to, payment.5. A copy of a current Tax Clearance Certificate for the Firm (please disregard if you have already submitted to this office a TCC that is valid at the date of this claim). I understand that all payees must be currently tax compliant.

Solicitor Declaration

I certify that the information provided with this claim is correct and that the individual named above applied at the commencement of the proceedings for access to the Legal Aid – Custody Issues Scheme and that the court recommended payment of the individual’s legal representation under the Scheme. I declare that no payment has been made by or on behalf of the individual towards the cost of the case and no agreement has been or will be entered into by me with or on behalf of such individual.

I declare that the proceedings fall within the provisions of the Legal Aid – Custody Issues Scheme and, where it is indicated that they concern Judicial Review proceedings, I confirm that those proceedings concern criminal matters or matters where the liberty of the applicant is at issue.

Solicitor signature: _____

Print solicitor name: _____

Print name of solicitor firm: _____

B. Junior Counsel Claim

I have included the following documents (where relevant) with my claim for payment under the Scheme:
1. An original Invoice / Bill of Costs / Fee Note / Statement of Account itemising the legal representation service I have provided and the relevant dates and the specific fees being claimed for each item.
2. A copy of a current Tax Clearance Certificate (this only pertains to practitioners not on the Criminal Legal Aid Panel).

Junior Counsel Declaration

I certify that the information provided with this claim is correct and that the individual named above applied at the commencement of the proceedings for access to the Legal Aid – Custody Issues Scheme and that the court recommended payment of the individual’s legal representation to include junior counsel under the Scheme. I declare that no payment has been made by or on behalf of the individual towards the cost of the case and no agreement has been or will be entered into by me with or on behalf of such individual.

Junior Counsel Signature: _____

Print Counsel Name: _____

C. Senior Counsel Claim

I have included the following documents (where relevant) with my claim for payment under the Scheme:
1. An original Invoice / Bill of Costs / Fee Note / Statement of Account itemising the legal representation service I have provided and the relevant dates and the specific fees being claimed for each item.
2. A copy of a current Tax Clearance Certificate (this only pertains to practitioners not on the Criminal Legal Aid Panel).

Senior Counsel Declaration

I certify that the information provided with this claim is correct and that the individual named above applied at the commencement of the proceedings for access to the Legal Aid – Custody Issues Scheme and that the court recommended payment of the individual’s legal representation to include senior counsel under the Scheme. I declare that no payment has been made by or on behalf of the individual towards the cost of the case and no agreement has been or will be entered into by me with or on behalf of such individual.

Senior Counsel Signature: _____

Print Counsel Name: _____

This fully completed CI 1 Claim Form along with all accompanying documentation, as outlined above, should be forwarded by the relevant solicitor for consideration and processing to:

Legal Aid Board, Legal Aid – Custody Issues Scheme, Criminal Legal Aid Section, 48/49 North Brunswick Street, George’s Lane, Smithfield, Dublin 7 (DX 1085 FOUR COURTS).

Further information on the Legal Aid – Custody Issues Scheme including a Guidance Document can be accessed at www.legalaidboard.ie