

Instruction sheet for Bidwell Henderson Costs Consultants

APPLIES WHEN? ANY STANDARD FIXED FEE CASES

Cases where the profit costs (excluding any Enhancement & FAS) do not escape the Standard Fixed Fee threshold.

I.E. The escape threshold for Care & Supervision is 2x Relevant Standard Fixed Fee and for Family Cases (Children / Finance / Domestic Abuse) the escape threshold is 3x the Relevant Standard Fixed Fee.

In these cases your full file of papers is not usually required and you can simply complete this instruction sheet and supply the documents required for billing as an alternative to sending your full file of papers. We will charge for the preparation of the CLAIM1A, LAA checklist (completed so far as we are able to do so), and our letter of any points to note, on the basis of time taken, at the prescribed hourly rate (rather than on a percentage basis).

Please note if you require a Standard Fixed Fee Only CLAIM1A to be prepared on this basis the onus is on you to ensure accurate information is provided to us, as we cannot accept responsibility for information being omitted if not provided to us. When we return the CLAIM1A to you (by email) we will flag up with you if there are any points to consider or if we think there may be missing information. If any amendments are to be made, then you can email us with the details, and we will make the amendments as quickly as possible (usually within 24 hours), and return the updated CLAIM1A to you by email.

NB If you are unsure as to whether the file falls within the Standard Fixed Fee please submit your file to be costed.

Please complete the following:

Your File Reference:	
Conducting Fee Earner:	
Client's Name	
Client's Date of Birth:	
If Legal help provided 1. Amount of Legal Help received (excluding any settlement fee(s) but including VAT) & 2. Date Legal Help form signed:	1. £ 2.
Date proceedings issued:	
Date of final work done (usually final/last hearing or date funding discharged):	
Brief details of the outcome of the case & at what Stage the matter concluded (If Known include the Outcome Codes):	
Any other points for the Costs Draftsman to Note:	

DOCUMENTS REQUIRED?

Please provide copies of the documents listed below.

If you are able to do so please scan & email the documents with this instruction sheet to ah@bidwellhenderson.co.uk or alternatively place this completed instruction sheet with the file and pass to the relevant person at your office ready for the next courier collection.

Please provide Copies Only of:

- The most recent legal aid certificate & a copy of any emergency certificate, if issued.
- The Final Order, and any Orders relating to experts fees (*Or provide details & date of the Final Order made, which Court the proceedings concluded in, and details of expert fees/apportionment, in the 'Any other points' Box above*).
- Any costs orders (*although very rare in family / care cases*).
- Evidence or Details of all Disbursements
E.g. Counsel's Fee Note(s) & confirmation payment letter from LAA if available, Invoices / Receipts / Travel Expenses
- Family Advocacy Scheme Forms
- The Court Attendance note(s). If a pre 22nd April 2014 FAS form then we will need to know how long was taken for lunch, if any.
- The Telephone Attendance note(s) or Court attendance note(s) of any Advocates' Meetings which have taken place.
- Time Ledger together with the summary / breakdown of the work, showing routine items/prep/attendances/travel & waiting, if available
- Finance Ledger