

Instruction sheet for Bidwell Henderson Costs Consultants

APPLIES WHEN? ANY EXCEPTIONAL/ESCAPE STANDARD FIXED FEE CASES OR HOURLY RATE CASES

Please feel free to complete this form & submit with your file instead of preparing a letter of instruction for the following cases:

A) Exceptional / Escape Cases - Where the base profit costs (excluding any Enhancement & FAS) escape the relevant Standard Fixed Fee threshold (*I.E. for Care & Supervision 2x Relevant Standard Fixed Fee and for Family Cases (Children/Finance/Domestic Abuse) 3x the Relevant Standard Fixed Fee*).

B) Borderline Cases - Where you are unsure if the base profit costs (excluding any Enhancement & FAS) escape the relevant Standard Fixed Fee and wish for your file to be fully costed to determine whether the case escapes the Standard Fixed Fee and should therefore be claimed at the relevant prescribed hourly rate.

Please complete the following:

Your File Reference:	
Conducting Fee Earner:	
Any Panel Memberships of Fee Earners who have undertaken work on the file & if known, the date Membership began: <i>I.E. Law Society's Children Panel / Law Society Family Law Panel Advanced Accreditation / Resolution Accredited Specialist</i>	
Type of Case:	
Legal Aid Certificate Costs Limitation:	
Any Funding / Costs issues that the Costs Draftsman needs to be aware of? <i>E.g. Breaks in funding (Embargos / Notices to Show Cause / Notification of Intention to Withdraw Funding), Issues with Experts Fees, or missing disbursement vouchers etc.</i>	
If appropriate any Enhancement you would like included?	_____% (NB The Costs Draftsman can advise in respect of enhancements if you're not sure as to what may be justifiable)
Brief details of any specific points to support any claim for an enhancement: <i>E.G. Complexity / Vulnerabilities of the Client / Out of Hours Work / Any Urgent Work etc.</i>	NB (Only brief details need be provided as these will be expanded upon by the Costs Draftsman at the costing stage)
Any other points for the Costs Draftsman to Note:	

DOCUMENTS REQUIRED?

Please tick to confirm documents enclosed:

- All correspondence files.
- Court Bundle together with a recent / up to date Index, if available
- Any documents files, if kept separately from the Court Bundle

Please provide Copies Only of:

- All Legal Aid Certificates, including any emergency certificate.
- Evidence 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
- Time Ledger
- Finance Ledger

Please note that we often don't need all the documents in the Court Bundle but we do require the main documents which form the Court Bundle I.E. Orders & Applications / Statements & Care Plans / Guardian's Reports / Expert Reports.

We would therefore be grateful if you don't send us the following, often, voluminous documents as we generally do not need to have sight these:

- Medical Notes (if there have been substantial medical notes provided please just flag this up in the letter to us, with an approximate figure of how many pages of medical notes)
- Contact Notes (as above)
- Copies of Bundles for Counsel/Experts/or Witnesses.

If on a particular case you're not sure what we might need please send an email to ah@bidwellhenderson.co.uk