

Request for detailed assessment

(Legal aid/ Legal Aid Agency only)

Name of court	
Claim no.	
Claimant (include Ref.)	
Defendant (include Ref.)	

I now ask the court to provisionally assess the bill (arrange an assessment hearing as the assisted person/LAA funded client wishes to be heard)

I enclose copies of (*tick as appropriate*)

- The document giving the right to detailed assessment;
- the bill of costs;
- a statement giving the names, addresses for service and references of all persons to whom the court should give notice of the hearing;
- a copy of all the orders made by the court relating to the costs of the proceedings which are to be assessed;
- any fee notes of counsel and receipts or accounts for other disbursements relating to items claimed;
- all civil legal aid certificates and LAA certificates and amendments to them; notice of discharge or revocation and specific legal aid authorities;

*I certify that the assisted person/LAA funded client wishes to attend the assessment hearing and I believe the hearing will take (*give estimate of time court should allow*).

I enclose my fee of £

**(delete if not applicable)*

Signed _____
(Claimant)(Defendant)(s solicitor)

Date _____

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.