# <u>Standard Claim Form</u> For Submission of Common Fund Costs for Legal Aid Assessment

Court Action No.	*		
Legal Aid Reference No.	*		985.994.001994/4/4/1998.001991019910182555555555555
Name of Aided Person	:	(	)
Date of Legal Aid Certificate	*	(中)	文姓名)

# A. General Information

- 1. Relevant Costs. Orders (please provide copy if not provided to LAD before) / Notice of Acceptance of Sanctioned Payment (if applicable)
  - (i)
  - (ii)
  - (iii)

# 2. Fee Earners' Rates of Charge per hour:

1.	Name of Solicitor (and abbreviation)	<u>Hourly Rate</u>	<u>Year of Admission</u> (HK) (Common Wealth) (once a barrister/solicitor)
2.			
3.			
	Other Fee Earners (and abbreviation)	Hourly Rate	
1.	Trainee Solicitor (TS)		
2.	Legal Executive (LE)		
3.	Litigation Clerk (LC)		
4.	Costs Clerk (LCC)		
5.	Law Costs Draftsman (LCD)		

#### B Manual Work

1.	Photocopy charges : _		pages	\$	
2.	Attendance by LC :	for filing	\$ X	time(s)	= \$
		for serving	\$ X	time(s)	= \$

# C. Communications Including Conferences, Telephone Calls and Letters 1. Attendance on Aided Person a) Conference(s) Fee Earner Date Time spent b) Telephone call(s) Fee Earner Date Time spent c) Letter(s) written Time spent Pages involved Fee Earner Date d) Letter(s) received

Sub-total of C1: \$\_\_\_\_\_ 2. Attendance on the opposite party a) Conference(s) <u>Date Time spent Fee Earner</u>

Time spent

b) Telephone call(s) <u>Date</u> <u>Time spent</u>

Date

c) Letter(s) written <u>Date</u> <u>Time spent</u>

d) Letter(s) received <u>Date</u> <u>Time spent</u>

Pages involved Fee Earner

Pages involved

Fee Earner

Pages involved

Fee Earner

Fee Earner

Sub-total of C2: \$\_\_\_\_\_

3.	Attendance	on	Counsel

l		
<u>lime spent</u>	Fee Earner	
ime spent	Fee Farner	
ine spen	<u>r co Eurror</u>	
<u>Time spent</u>	Pages involved	Fee Earner
ima mont	Degas involved	Foo Formor
inne speni	rages involved	<u>Fee Earner</u>
	Sub-total of C3:	\$
		an, tagana na
ime spent	Fee Earner	
<u>ime spent</u>	Fee Earner	
Time coont	Pages involved	Fee Earner
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ime spent	Pages involved	<u>Fee Earner</u>
<u>ime spent</u>	Pages involved	<u>Fee Earner</u>
	Time spent	Time spentFee EarnerTime spentFee EarnerTime spentPages involvedTime spentPages involvedSub-total of C3:Sub-total of C3:Time spentFee EarnerTime spentFee Earner

5.	Attendance on others (please specify e.g. mediator, expert) a) Conference(s)				
		Date	<u>Time spent</u>	Fee Earner	
	b)	Telephone call(s	P		
		Date	<u>Time spent</u>	<u>Fee Earner</u>	
	c)	Letter(s) written			r. r.
		Date	<u>Time spent</u>	Pages involved	Fee Earner
	d)	Letter(s) receive	ed		
		Date	Time spent	Pages involved	<u>Fee Earner</u>
				Sub-total of C5:	8

# D. Professional Work

1. Preparation of Documents (please provide copy pleadings, if not provided to LAD before) :

	Nature of Documents	<u>Fee</u> Earner	Time spent	Pages involved	Profit <u>costs</u>
(i)					\$
(ii)		n an gun ann an Ann			\$
(iii)					\$
(iv)					\$
				Sub-total :	\$

	Nature of Documents	<u>Fee</u> Earner	Time <u>spent</u>	Pages involved	Profit <u>costs</u>
(i)					\$
(ii)					\$
(iii)					\$
(iv)			annen en fan de fan it de fan de f	ans an gerypting blind hitter er en gering gering gynna ( <sup>1</sup> 186) er en gering gerinden.	\$
-				Sub-total :	\$ -

2. Perusal of Documents :

3. Preparation of hearing :

	Nature of Documents	Fee Earner	Time	Profit
	Nature of Documents	<u>rec Earner</u>	spent	costs
(i)				\$
(ii)				\$
(iii) —				\$
Surface and			Sub-total:	\$

4. Hearing including call-over and interlocutory application(s) :

	Date of Hearing /	Fee Earner	Time	Profit
	<u>Call-over</u>	<u>i ce Lainei</u>	spent	costs
(i)				\$
(ii)				\$
(iii)				\$
(iv)				\$
			Sub-total :	\$

## E. General care and conduct

Fee Earner	Time claimed	Profit costs
		\$
		\$
	Sub-total:	\$

## F. <u>Others</u>

### G. Total time and costs claimed by the following Fee Earners for C to F

	Fee Earner	Total time	Hourly rate		Total Amount claimed
1.			x \$	/hr.	
2.			x \$	/hr.	
3.			x \$	/hr.	
4.			x \$	/hr.	
5.			x \$	/hr.	
			,	Total:	S

#### H. <u>Counsel</u>

Please ensure that you have obtained and submitted all the fee notes from Counsel to us. (Please provide copy fee notes if not provided to LAD before)

	Counsel fee note numbers	Amount claimed
1.		\$
2.		\$
3.		\$
	Sub-total:	\$

#### I. Other Disbursements

(Please provide receipts if not provided to LAD before)

	Particulars	Amount claimed
1.		\$
2.		\$
3.		\$
	Sub	-total: \$

Total costs and disbursements: (B) + (G) + (H) + (I) =

Signed by Assigned Solicitor :

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