

Standard Claim Form

For Submission of Common Fund Costs for Legal Aid Assessment

Court Action No. : _____

Legal Aid Reference No. : _____

Name of Aided Person : _____ ()
(中文姓名)

Date of Legal Aid Certificate : _____

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:

	<u>Name of Solicitor</u> <u>(and abbreviation)</u>	<u>Hourly Rate</u>	<u>Year of Admission</u>
1.			(HK) (Common Wealth) (once a barrister/solicitor)
2.			
3.			

	<u>Other Fee Earners</u> <u>(and abbreviation)</u>	<u>Hourly Rate</u>
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)

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

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

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C1: \$ _____

2. Attendance on the opposite party

a) Conference(s)

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

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

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C2: \$ _____

3. Attendance on Counsel

a) Conference(s)

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

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

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C3: \$ _____

4. Attendance on LAD

a) Conference(s)

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

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

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C4: \$ _____

5. Attendance on others (please specify e.g. mediator, expert)

a) Conference(s)

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

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

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C5: \$ _____

D. Professional Work

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

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

2. Perusal of Documents :

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

3. Preparation of hearing :

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

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

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

E. General care and conduct

<u>Fee Earner</u>	<u>Time claimed</u>	<u>Profit costs</u>
		\$
		\$
		Sub-total: \$

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

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

H. Counsel

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)

	<u>Counsel fee note numbers</u>	<u>Amount claimed</u>
1.		\$
2.		\$
3.		\$
	Sub-total:	\$ _____

I. Other Disbursements

(Please provide receipts if not provided to LAD before)

	<u>Particulars</u>	<u>Amount claimed</u>
1.		\$
2.		\$
3.		\$
	Sub-total:	\$ _____

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

Signed by Assigned Solicitor : _____

Date : _____