



# Retrospective civil fee increase claim form

## RET/CIV/INC/09

This form should only be used for requests for **SUPPLEMENTARY** payment of fees in civil cases for fees incurred on or after 1 April 2008.

### SECTION A LEGAL AID PAYMENT DETAILS

1. Legal aid reference number

2. Applicant's name

3. Name of solicitor acting

4. Firm's name

5. Practitioner's code number

6. Firm's code

Branch code

7. Were Edinburgh or other agents instructed in this case?

Yes

No

If **Yes**, fees incurred by Edinburgh or other agents after 1 April 2008 should be included within your claim. You should send any payment made to the appropriate agent. Attach the relevant pages of the Edinburgh agent's account, along with your own, listing the work included within the claim.

### SECTION B RETROSPECTIVE FEES CLAIM

Retrospective sum claimed

### SECTION C CLAIM AND CERTIFICATE – TO BE COMPLETED BY THE SOLICITOR

I certify that to the best of my knowledge and belief the items charged in the claim are accurate and represent a true and complete record of all the work done; that all the work carried out was by the solicitor unless otherwise stated in the account and that the person carrying out the work was not engaged in any other business at the time and place except as apportioned therein.

Signature of solicitor \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS** – please indicate which of the following documents are enclosed with this claim form:

- **the account was paid as claimed** – pages of the account showing work after 1 April 2008. Also include any Edinburgh agent's work.

- **an offer has been made or subsequently agreed** – copies of the abated account, including work after 1 April 2008 only. If the offer has been increased following negotiation, mark details of the revised amounts on the account.

**FOR BOARD USE ONLY** Payment authorised by \_\_\_\_\_ Date \_\_\_\_\_

RETCIVINC09 DRAFT