



Reporting Form

CIV/REP
CIVIL

ISSUED 09/03

TO BE COMPLETED BY THE SOLICITOR AT REPORTING STAGES (BOTH COMPULSORY AND UNPROMPTED)

REMEMBER

All questions must be completed for your application to be processed

If there are any questions in this form that are not applicable please still write 'N/A' in the box provided or 'NOT KNOWN' if you do not have the answer.

KEY TO SYMBOLS



indicates what the next question you should answer is



further information on a specific question is provided



either you or the applicant should sign the form here

SECTION A

DETAILS OF APPLICANT

1 Legal aid reference number

2 Applicant's forename

3 Applicant's middle name(s)

4 Applicant's surname

5 Known as

6 Date of birth

SECTION B

DETAILS OF SOLICITOR ACTING

1 Practitioner's code number

2 Branch code

3 Firm's code number

4 Your reference

Telephone number

NAME

FIRM

ADDRESS

POSTCODE

LP/DX NO

SECTION C

REPORTING INFORMATION

Date of last Report

or if this is a first Report, date of grant of legal aid

1 Is this

- a) a Procedural Report?
- b) a Six/Twelve Month Report
- c) an unprompted Report

FOR INTERNAL USE ONLY

DATE RECEIVED

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2 Do you have a copy of the solicitor's section of the application form and all previous Reports on your file?

Yes No

➔ If No, please sign this form but otherwise do not complete it further; instead contact the Board with an explanation and a request for a copy.

3 a) What stage has the litigation now reached?

Blank lined area for writing the stage of litigation.

b) If appropriate, please give details about the next forthcoming Diet in the case:

i) nature

Blank lined area for describing the nature of the next diet.

ii) date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Referring to question 18 of the original application (your estimate of the applicant's prospects of success), has your opinion changed since the application/last Report?

Yes No ➔ go to Question 5

➔ If Yes, give details

Blank lined area for providing details if the opinion has changed.

5 a) Was question 19 (a claim for money or property) applicable to the original application?

Yes No

b) If you previously advised of a figure has your view changed since the date of the application/last Report?

Yes No ➔ go to Question 6

If Yes, provide details including how much money or the value of the property claimed and then proceed to Question 6

Blank lined area for providing details of the figure and property value.

c) If you were previously unable to advise of a figure, can you do so now or is a claim for money or property now applicable?

Yes No ➔ go to Question 6

➔ If Yes, provide details

Blank lined area for providing details if applicable.

- 6 Referring to prospects of recovery (question 20 of the original application) has your view changed since the date of the application/last Report?

Yes No

⇒ If Yes, provide details

- 7 Has your estimate of the cost of the case changed since the application/last Report?

Yes No

If Yes, What is your current estimate

Less than £1,000

£1,000 - £2,500

£2,501 - £5,000

over £5,000
(If over £5,000 please explain and in box below provide an estimate of the total costs)

£

- 8 Has your view about probable cause changed since the application/last Report?

Yes No

⇒ If Yes, provide details

- 9 Has your view about why it is reasonable for legal aid to be made available changed since the application/last Report?

Yes No

⇒ If Yes, provide details


- 10 Is there any other substantial matter now within your knowledge which you believe might cause the Board to revise their original decision to grant legal aid?

Yes No

⇒ If Yes, provide details

- 11 Are you claiming an interim payment with this Report?

Yes No

If Yes,  attach form application for payment on account of civil fees

I certify that to the best of my knowledge and belief that the information above is correct. I confirm that any opinion expressed represents my professional opinion as at this date. I have retained a copy of this Report on my file.

Signed (solicitor)



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Date

DAY MONTH YEAR

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Please provide any additional information here. Do not use a separate sheet.

Lined area for providing additional information.

Example Only

Signed (applicant)

Signature box for applicant

Signed (solicitor)

Signature box for solicitor