

\_\_\_\_\_ **Magistrates' Court**

APPLICATION FOR COSTS FROM CENTRAL FUNDS:

Section 16 Prosecution of Offences Act 1985

Rule 6 Costs in Criminal (General) Regulations 1986

**NOTES**

This application must be returned to the appropriate Court Office as soon as possible and in any event, no later than **THREE** months after the Costs Order. This time limit will only be extended by the Justices' Clerk for good reason.

Applicants must complete all relevant sections of the application; enter "NIL" if no claim is made.

**GRADE OF FEE EARNER**

There are four grades of fee earner:-

- a. Senior Partners or other Solicitors with over eight years post qualification experience, **Grade A**
- b. Junior Partners or experienced Solicitors or Experienced Legal Executives with over 4 years post qualification experience, **Grade B**
- c. Competent Solicitors and Legal Executives dealing with routine summary matters, **Grade C**
- d. Trainee Solicitors, Para Legal and Fee Earners of equivalent experience and ability. **Grade D.**

**Name of defendant(s):**

**Court ordered costs?**

**YES / NO**

**Date of Costs Order:**

**Solicitor:**

**Address for payment: *(Please note: Costs will generally be paid direct to the defendant. If payment is to be sent elsewhere written authorisation should be submitted with this form)***

**TO BE COMPLETED BY SOLICITOR**





## Waiting

Date of Work	Time Spent	Hourly rate claimed and by whom*	Sum Claimed
<b>SUB TOTAL</b>			
* See Grades of Fee Earner Above			

## Letters/Telephone Calls

	Number of	Sum claimed per item	Total
Letters Out			
Telephone Calls			
<b>SUB TOTAL</b>			

## Disbursements

Date	Nature of item	Sum Claimed
<b>SUB TOTAL</b>		
* See Grades of Fee Earner Above		

