

**CRIMINAL LEGAL AID  
NON-STATUTORY DISTRICT COURT (COUNSEL) SCHEME**

**CLAIM FOR FEES - BARRISTER ONLY (DISTRICT COURT OR AN APPEAL TO THE CIRCUIT COURT)**

**PART 1**

1. Name and Legal Aid Certificate Number of person ***(please use block capitals)*** in respect of whom Legal Aid (District Court) (Counsel) certificate was granted.

| Surname | Forename | L.A. Cert. No. <sup>1</sup> |
|---------|----------|-----------------------------|
|         |          |                             |

2. Name and location of Court which granted legal aid certificate:

.....

Date granted: \_\_\_\_/\_\_\_\_/20\_\_\_\_

District Court Case Number:

3. Name of Solicitor assigned pursuant to the Legal Aid (District Court) Certificate.

.....

4. State in general terms, the charge(s) in respect of which legal aid was assigned.

.....

5. Barrister's Fee Claimed: € \_\_\_\_\_  
*(NB The fee payable is a single fee per case)*

Date(s) of appearances: .....

I declare that:

- (i) the particulars given by me in this form are correct,
- (ii) that I have not received, nor will I accept any payment towards the cost of this case from, or on behalf of, the defendant(s), (iii) that I have not made any claim for payment to which I am not entitled,
- (iv) that I am liable for V.A.T.,
- (v) that in a case to which Regulation 7(4) applies, the Court certified for the granting of more than one certificate, and
- (vi) I further declare that I was on the Criminal Legal Aid panel when assigned to this case.**

Signed: ..... (Barrister assigned) Payee No.: .....

Name in capitals: ..... Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Address of Barrister: .....

**THIS CLAIM FOR FEES MUST BE ACCOMPANIED BY THE LEGAL AID (DISTRICT COURT) (COUNSEL) CERTIFICATE**

<sup>1</sup> Insert Number of Legal Aid Certificate granted under Section 2 of the Criminal Justice (Legal Aid) Act 1962

**Part 2**

(to be completed by the District Court Clerk, or Court Registrar, as the case may be, of the Court in which the case was heard)

I certify that the information given in reply at Nos. 1 – 4 of Part 1 (over) of this form is correct, that the Court directed the assignment of counsel and that the barrister who has signed Part 1 of this form was the counsel instructed and attended the Court sitting(s) on each of the dates listed for which a single fee is claimed at No. 5 of Part 1 of this form.

I certify that no application was made, in the opinion of the Court, for the barrister’s convenience.

I further certify that the following is the reason(s) given by the Court for deeming that more than one certificate has been granted (Regulation 7(4)):

.....  
.....

Signed: ..... Office held: ..... Date: \_\_\_/\_\_\_/20\_\_.

**Part 3**

(for use in the Department of Justice and Equality)

| <b>Name</b> | <b>Amount €</b> |
|-------------|-----------------|
| .....       | .....           |

Approved for payment in the sum of: €

Signature of approving officer: ..... Date: \_\_\_/\_\_\_/20\_\_.

Entered by: ..... Date: \_\_\_/\_\_\_/20\_\_.

Checked by: ..... Date: \_\_\_/\_\_\_/20\_\_.

**NOTES**

Where one Court grants the certificate(s) for free legal aid in respect of which a claim is made on this form and the case(s) is/are heard in a different Court, the barrister concerned should lodge the claim with the Officer of the Court which heard the case(s).

A claim form should be completed in respect of each certificate for free legal aid granted, except:

- Where two or more certificates are granted to a person and the cases in relation to which they are granted are heard together or in immediate succession and, in the absence of a direction otherwise by the Court, one certificate is deemed, in accordance with the provisions of Regulation 7(4), to have been granted, one claim only should be completed;
- Where certificates for free legal aid have been granted on behalf of two or more persons whose cases have been heard together, one claim form only should be completed in respect of such certificates.

This form, when completed, should be forwarded to:  
The Accountant, Criminal Legal Aid Payments Section, Department of Justice and Equality, Financial Shared Services, Deerpark Road, Killarney, County Kerry.