

Termination of Assignment payment request form Criminal Legal Aid Fixed Fees/Complex Cases

Use this form when a case has been reassigned to a new provider and you are seeking payment for work undertaken prior to reassignment. Note you will also need to submit a separate invoice in order to receive payment.

Name of aided person Name of lead provider Name of law firm Applicable fee schedule A-C D-F G H-I J Court location **Details of work/
handover**

Please give details of the work completed prior to termination of assignment and reasons to support payment of either:

- (a) termination of assignment fee (for Schedules A–C, G and J), or
(b) appropriate fee(s) for completed activities (for Schedules D–F, H and I)
(please note, where appropriate, whether a plea was entered and disclosure received, the stage the case reached, and the activities partially or fully completed).

Has a handover been completed? Yes → Please complete section A No → Please complete section B**Section A**Date Handover completed: **Section B**

Please give reasons why handover has not been completed and details of steps taken to complete handover.

Lead provider

Please tick as applicable:

- Handover occurred on the date specified above.
- An invoice for termination of assignment fee/appropriate fee is attached.
- An invoice for termination of assignment fee/appropriate fee will be submitted at a later date.

I confirm that:

- I have not claimed an interim fee for this case.

Signature of lead provider

Date

day month year

LA office use only

Fixed fees paid to date: _____

- Approve Further information Refuse

Name

Signature

Date

day month year

Reasons
