



PROFORMA INSTRUCTION SHEET

File Information

Client:

File Ref:

Type of Work:

Family Civil Sol/client POD/Replies

Other (please specify):-

Funding (please tick all that apply):-

Legal Aid Private/LEI CFA

Costs (please tick all that apply):-

IP order LSC assessment

Court (please tick all that apply):-

Mags County High CoA

Other (please specify):-

Final Order:

Date of Final order (proceedings):

Date of concluded agreement (no proceedings):

Other information (continue on separate sheet if necessary)

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Checklist

- Time ledger Disb ledger Counsel's fee notes/disp vouchers
 - Pleadings Correspondence files Funding documents
 - Instructions/Briefs to Counsel High cost case plan
 - Legal Help file Expert's reports
- (if relevant for inter partes costs)

Previous solicitors:

Costs to be claimed Yes No Undertaking given: Yes No

Papers included Yes No

Panel membership:

Law Society Children Panel Date of membership:

Accredited SFLA Date of accreditation:

Courier arranged Yes No Not applicable

