

# Request for detailed assessment (Legal aid/Legal Services Commission only)

In the	
Case No.	
Applicant/ Petitioner <small>(include Ref.)</small>	
Respondent <small>(include Ref.)</small>	
Co-Respondent <small>(include Ref.)</small>	

I now ask the court to provisionally assess the bill (arrange an assessment hearing as the assisted person/LSC funded client wishes to be heard)

I enclose copies of *(tick as appropriate)*

- ☐ the document giving the right to detailed assessment;
- ☐ the bill of costs;
- ☐ a statement giving the names, addresses for service and references of all persons to whom the court should give notice of the hearing;
- ☐ a copy of all the orders made by the court relating to the costs of the proceedings which are to be assessed;
- ☐ any fee notes of counsel and receipts or accounts for other disbursements relating to items claimed;
- ☐ all civil legal aid certificates and LSC certificates and amendments to them; notice of discharge or revocation and specific legal aid authorities;
- ☐ the relevant papers in support of the bill (Senior Courts Costs Office/PRFD assessments only)

\*I certify that the assisted person/LSC funded client wishes to attend the assessment hearing and I believe the hearing will take *(give estimate of time court should allow)*.

I enclose my fee of £

*\*(delete if not applicable)*

**Signed**

**Date**

(Applicant)(Petitioner)(Respondent)  
(Co-Respondent)(s solicitor)

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.