

**Legal Aid Board Private Practitioner International Protection Scheme - Claim Form (CF1)**



**LEGAL AID BOARD**

**Claim for fee payable under the Private Practitioner Asylum International Protection Scheme**

Solicitor: \_\_\_\_\_ PP No: \_\_\_\_\_

Client Name: \_\_\_\_\_

Law Centre Ref: \_\_\_\_\_ DJE Ref: \_\_\_\_\_

Matter: Please tick the relevant box(es) on the attached table(s) to specify the matters for which a fee is being claimed.

I certify that I have provided the legal services as specified in the attached table(s) in accordance with the terms and conditions for the Private Practitioner International Protection Scheme and I accordingly seek payment of the appropriate fee in accordance with those terms and conditions.

Total amount claimed: €	Current stage of this case:	
Liable for VAT: YES/NO	VAT No. if applicable:	
Signature of solicitor:	Date:	

**NB a complete claim form must be accompanied by:**

- (a) a copy of the signed legal aid certificate or other written authority (in the case of additional services) and
- (b) a letter from the relevant decision making authority as evidence of the stage of the case

**For cases referred by Cork and Galway law centres please send fee claim to:**

Legal Services Support Unit, Legal Aid Board, Quay Street, Cahirciveen, Co Kerry, V23 RD36. DX 166 004.

**For cases referred by Smithfield Law Centre please send fee claim to:**

Support Unit, Smithfield Law Centre, 48 North Brunswick Street, Dublin 7, D07 PE0C. DX 1085 Four Courts.

**For Office Use:**

Claim "Receipt Date" in Head Office: \_\_\_\_\_

Claim checked by \_\_\_\_\_ Date \_\_\_\_\_

Payment Authorised \_\_\_\_\_ Date \_\_\_\_\_

**Table of fees claimed**

**Schedule 1 - Fees claimed for asylum and related cases referred to a solicitor from the 1<sup>st</sup> September 2016 until the date of commencement of the single procedure provisions of the International Protection Act 2015**

<b><i>Fees for asylum cases (inclusive of any payments made to counsel and exclusive of VAT)</i></b>	<b><i>Matters claimed for first client</i></b> ✓	<b><i>Matters claimed for spouse*</i></b> ✓	<b><i>Matters claimed for children who have a separate case**</i></b> ✓
a) Provision of pre questionnaire and pre interview advice in relation to asylum and Subsidiary Protection where the client is referred to the solicitor <u>prior to completion</u> and submission of the questionnaire to ORAC, including making pre interview submissions and all advices and representations in relation to Dublin III.			
b) Provision of pre interview advice in relation to asylum and Subsidiary Protection, where a client is referred to the solicitor <u>after completion</u> and submission of the questionnaire to ORAC and before attending the ORAC interview, including making pre interview submissions and any advices and representations in relation to Dublin III.			
c) Subsidiary protection application to ORAC			
d) Representation before the Refugee Appeals Tribunal in relation to a Dublin III appeal.			
e) Appeal of negative recommendation for asylum at first instance to the Refugee Appeals Tribunal where the same solicitor/firm has represented the client at ORAC stage where the appeal involves an oral hearing.			
f) Appeal of negative recommendation for asylum at first instance to the Refugee Appeals Tribunal for a case which is being re-processed or where the solicitor/firm has not represented the client previously where the appeal involves an oral hearing.			
g) Appeal of negative recommendation for asylum to the Refugee Appeals Tribunal on the papers only.			
h) Representation before the Refugee Appeals Tribunal only where the appeal has already been submitted prior to the case being referred to the solicitor. The fee for the child only applies where there is a separate hearing in relation to the child's case.			

i) Appeal of negative recommendation on subsidiary protection to the Refugee Appeals Tribunal			
j) Leave to remain application to Minister	Inclusive in above	Inclusive in above	Inclusive in above
k) Adjournments	Inclusive in above	Inclusive in above	Inclusive in above
l) Call backs	Inclusive in above	Inclusive in above	Inclusive in above
m) Brief withdrawn fee may be paid subject to evidence of work carried out on the file			

**Schedule 2 – Fees claimed for International Protection Cases dealt with from the date of the commencement of the single procedure provisions of the International Protection Act 2015**

<b><i>Fees for cases (inclusive of any payments made to counsel and exclusive of VAT)</i></b>	<b><i>Matters claimed for first client ✓</i></b>	<b><i>Matters claimed for spouse* ✓</i></b>	<b><i>Matters claimed for children who have a separate case** ✓</i></b>
a) Provision of legal services at first instance in relation to an International Protection application (for asylum and subsidiary protection) including an application for permission to remain in the State under Section 16 of the International Protection Act 2015.			
b) Appeal of a negative asylum recommendation and/or an appeal of a negative subsidiary protection recommendation to the International Protection Appeals Tribunal where the appeal involves an oral hearing.			
c) Provision of advices and representations to the Protection Office where the client's application is being processed under the Dublin III Regulation, including advices in relation to Article 5 interview if same has not yet taken place, and to include submissions in relation to Dublin III where appropriate.			
d) Provision of advice, drafting notice of appeal and representation at the International Protection Appeals Tribunal for the purpose of an appeal against a decision to transfer the client to another EU jurisdiction on foot of the provisions of the Dublin III Regulation.			
e) Advice, submissions and representation in the Circuit Court, covering all matters in relation to the			

revocation of refugee declaration or subsidiary protection declaration under section 52 of the International Protection Act 2015.			
f) Advice, submissions and an appeal to the International Protection Appeals Tribunal in respect of the inadmissibility of an application under Section 21 of the International Protection Act 2015.			
g) Advice and submissions in respect of an accelerated appeal under Section 43 of the International Protection Act 2015 where there is no oral hearing.			
h) Fee payable where the client becomes un-contactable following the first consultation with the solicitor prior to substantive work being carried out.			
i) Adjournments	Inclusive in above	Inclusive in above	Inclusive in above
j) Call backs	Inclusive in above	Inclusive in above	Inclusive in above
k) Brief withdrawn fee may be paid subject to evidence of work carried out on the file			

**Schedule 3 – Fees claimed for transitional cases initiated but not completed prior to the commencement of the single procedure provisions of the International Protection Act 2015**

<b><i>Fees for asylum cases (inclusive of any payments made to counsel and exclusive of VAT)</i></b>	<b><i>Matters claimed for first client ✓</i></b>	<b><i>Matters claimed for spouse * ✓</i></b>	<b><i>Matters claimed for children who have a separate case** ✓</i></b>
a) Provision of legal services at first instance in accordance with the Board's Best Practice Guidelines in relation to an application for subsidiary protection and permission to remain in the State under the transitional provisions of the International Protection Act 2015.			
b) Appeal of negative recommendation on subsidiary protection application to the International Protection Appeal Tribunal			

Total fee claimed from all three tables above:			
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