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| --- | --- |
| **BARRISTERS PANEL – INTERNATIONAL PROTECTION SUB-PANEL**  **Claim for Fees** |  |
| A complete claim form must be accompanied by a copy of the legal aid certificate or other written authority (in the case of additional services). Please tick the relevant box(es) on the attached table(s) to specify the matters for which a fee is being claimed.  Please email to [localpp@legalaidboard.ie](mailto:localpp@legalaidboard.ie) | **Law Centre Received Stamp** |

SECTION A

**Case details**

|  |  |  |
| --- | --- | --- |
| 1. | Barrister |  |
| 2. | Email |  |
| 3. | Client Name |  |
| 4. | LAB Case No |  |
| 5. | LAB Solicitor |  |
| 6 | Law Centre | Smithfield  Cork Popes Quay  Galway Seville House |

SECTION B

**Table of fees claimed**

**Table A: Application for International Protection and Permission to Remain**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case Stage** | **This fee covers** | **Fee can be claimed when** | **Fees** | | |
| **Applicant** | **Spouse** | **Child** |
| 1. **Application for International Protection Questionnaire** | Assistance with the making an application for international protection and permission to remain in the State, including advice in relation to the provision of material reception conditions and access to the labour market. | An applicant’s Application for International Protection Questionnaire has been submitted to the International Protection Office  This fee shall also be claimable when the barrister is briefed after the questionnaire has been submitted, but, following a consultation with the applicant the barrister forms the view that it is necessary to submit an amendment to the questionnaire to the IPO and does so. |  |  |  |
| 1. **Personal Interview** | This fee covers the provision of legal advice in relation to a personal interview with an international protection officer including the making of submissions in relation to international protection and permission to remain and the obtaining of country of origin information. | An international protection officer makes a recommendation to the Minister in relation to an applicant’s application for international protection |  |  |  |
| 1. **Appeal to the International Protection Appeals Tribunal** | This fee covers the drafting of a notice of appeal, legal submissions, and advocacy before the Tribunal. | The Tribunal decides to uphold or overturn the recommendation of the international protection officer |  |  |  |
|  | Where the accelerated appeal procedure under section 43 IPA applies and there is no oral hearing, a reduced fee shall be payable. |  |  |  |  |
| 1. **Review of Permission to Remain (s49)** | Provision of legal advice and the making of submissions in relation to a review by the Minister for Justice and Equality in relation to a decision on permission to remain pursuant to section 49 of the International Protection Act 2015. | The applicant is granted permission to remain in the State or a deportation order is made. |  |  |  |
| 1. **Revocation or Amendment of Deportation Order** | Provision of legal advice in relation to a deportation order made by the Minister for Justice and Equality, pursuant to section 3 of the Immigration Act 1999, to include any representations to the Minister in relation to the possible amendment or revocation of the deportation order. | The Minister decides or refuses (as the case may be) to review or amend the deportation order. |  |  |  |

**Notes:**

\* The fee for a spouse is the fee payable where the applicant is the spouse or partner of another applicant and the same barrister is briefed in respect of both clients (a full fee will be payable for the first applicant in such cases). Where there is an entirely distinct claim a case can be made to the Board for payment of the full fee for the spouse’s case.

\*\* The fee for a child who has a separate case is the fee payable where the applicant is the child of another applicant in respect of whom the barrister is briefed and the child has a separate asylum case. A full fee will be payable if the barrister is only representing the child and not either parent.

A brief withdrawn fee may be payable subject to evidence of work carried out on the file where, for example, an applicant instructs alternative legal representation or becomes uncontactable after submission(s) or an appeal have been lodged on behalf of the applicant but before the applicant’s interview or hearing has taken place. The brief withdrawn fee shall be 50% of the highest fee that the barrister would have been entitled to in respect of the stage of work that had been commenced but not completed.

Fees are only payable for services authorised in advance by the Board.

**The appropriate fee can be claimed after each stage has taken place.**

**Table B: Additional fees payable in cases being processed under Regulation (EU) 604/2013 ("Dublin III Regulation")**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case Stage** | **This fee covers** | **Fee can be claimed when** | **Applicant** | **Spouse** | **Child** |
| **1A. Dublin III Advices and Submissions to IPO** | 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. | A decision on whether or not to transfer to the client to another jurisdiction under Dublin III is taken. |  |  |  |
| **1B. Dublin III Appeal** | 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. | The Tribunal decides to uphold or overturn the decision to transfer to the client to another jurisdiction under Dublin III. |  |  |  |

**Table C: Other Fees Payable in International Protection Matters**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case Stage** | **This fee covers** | **Fee can be claimed when** | **Applicant** | **Spouse** | **Child** |
| **Inadmissible Application (s21 IPA)** | 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. | The Minister makes a final decision that the application for international protection is inadmissible, or decides to admit the application.. |  |  |  |
| **Appeal in relation to the material reception conditions and access to the labour market** | Appeal to the International Protection Appeals Tribunal under Regulation 21 of the European Communities (Reception Conditions) Regulations 2018, and where there is an oral hearing  Where there is no oral hearing, a reduced fee shall be payable. | The Tribunal takes a decision in relation to the appeal. |  |  |  |

SECTION C

**Certification of Counsel**

# I confirm that I have provided the services specified above, which were authorised in advance by the Legal Aid Board. I accordingly seek payment of the appropriate fee in accordance with the Terms and Conditions for the Retention of Counsel, as issued by the Legal Aid Board with effect from 1 August 2012 and the Addendum to the Terms and Conditions of the Barristers Panel – Provision of advice services in International Protection cases issued by the Legal Aid Board with effect from 1st January 2023.

If a travel claim is additionally submitted I further declare that:

1. The travelling expenses charged have been actually and necessarily disbursed solely in relation to the legally aided cases outlined on this form;
2. The claim is in accordance with the agreement between the Legal Aid Board and the General Council of the Bar of Ireland for the payment of travelling expenses in civil legal aid cases;
3. The particulars furnished herein are in all respects true.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | Date |  |
| VAT Registered | Yes  No |  | VAT No. |  |
| Base Location | Law Library Dublin  Other (Please specify) | | | |

**Certification of Solicitor:**

I certify that I have examined the above claim and confirm that the services as set out above were provided by Counsel as claimed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | Date sent to Head Office |  |

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

1. a copy of the signed legal aid certificate or other written authority (in the case of

additional services) and

1. a letter from the relevant decision making authority as evidence of the stage of the case.

**Please send fee claims to:**

By email to [ppunit@legalaidboard.ie](mailto:ppunit@legalaidboard.ie) (preferred)

Or alternatively to Private Practitioner Services, Legal Aid Board, Quay Street, Cahirciveen, Co Kerry, V23 RD36. DX 166 004 CAHIRCIVEEN

**For Legal Aid Board use only:**

|  |  |  |
| --- | --- | --- |
|  | Authorised Officer | Date |
| Received by |  |  |