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| **CIRCUIT COURT SEPARATION AND DIVORCE 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)  All claims must be made on by way of paper claim form and include the solicitor’s handwritten signature. They should be returned by post to Private Practitioner Services, Legal Aid Board, Quay Street, Cahersiveen, Co. Kerry V23 RD36 or by DX to Private Practitioner Services, Legal Aid Board DX166004 CAHERSIVEEN.  We cannot accept claims sent other than by post or DX. | |

SECTION A

**Case details**

|  |  |  |
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| 1. | Solicitor |  |
| 2. | PP Number |  |
| 3. | Email |  |
| 4. | Client Name |  |
| 5. | LAB Case No |  |
| 6 | Proceedings | Separation  Divorce |
| 7 | Court venue | Advice only  In the Circuit Court at |

**Details of case outcome**

Please set out details of the outcome of the case (e.g. Separation Agreement entered into, Decree of Judicial Separation/Divorce Granted, Details of Ancillary Remedies).

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**Particulars of claim**

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| **Fees for separation and divorce cases (inclusive of any payments made to counsel and exclusive of VAT)** | **Fee payable** | **Fee claimed** |
| Judicial separation and divorce cases where a Notice of Trial has been served and to include as appropriate but not limited to, consultations, drafting or settling of pleadings, preparatory work, settlement negotiations and / or court appearances, including any interim applications.   * Fee claimable at conclusion of proceedings, in cases where no interim fee has been previously claimed in respect of the same case * Interim fee claimable after issue of proceedings or delivery of defence * Remainder of fee claimable at conclusion of proceedings, in cases where an interim fee was previously claimed | **€3,386**  **€1,130 €2,256** |  |
| Cases where matters have been resolved by a Separation Agreement rather than Judicial Separation proceedings. | **€2,539** |  |
| Fees for separation and divorce cases where proceedings have been issued but are discontinued prior to the service of a Notice of Trial and to include as appropriate but not limited to, consultations, drafting or settling of pleadings, preparatory work, settlement negotiations and / or court appearances, including any interim applications.   * Fee claimable upon discontinuance of proceedings, where no interim fee has been previously claimed in respect of the same case * Interim fee claimable after issue of proceedings or delivery of defence * Remainder of fee claimable upon discontinuance of proceedings, in cases where an interim fee was previously claimed | **€1,693**  **€1,130 €563** |  |
| Separation and divorce cases where the legally aided person has given instructions to the solicitor/firm but either fails to give further instructions or chooses not to proceed with the matter. | **€423** |  |
| Additional fee where a judicial separation or divorce case requires more than one day of evidence. | **€592** |  |
| Additional fee for taking judgement where a case is heard and judgement is reserved and delivered on a different date. | **€296** |  |

SECTION B

**Certification of claim**

I certify that I have provided the legal services as set out above and I accordingly seek payment of the appropriate fee in accordance with the terms and conditions for the provision of legal services under the Private Practitioner Circuit Court Scheme.

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| --- | --- | --- | --- | --- |
| Signature |  |  | Date |  |
| Liable for VAT | Yes  No |  | VAT No. |  |

**For Legal Aid Board use only:**

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