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| Legal Aid Agency |  EC Claim 1 – Civil ChecklistFor use with EC Claim 1 - Civil |

The purpose of this checklist is to reduce the likelihood of your EC Claim 1 – Civil claim being rejected.

Please ensure you are using the correct version of the form. The current version of the EC Claim 1 is Version 1.1 (June 2022). It is available at <https://www.gov.uk/government/publications/escape-fee-case-claim-forms>

**If we reject your claim**:

* please ensure that you include this checklist when you resubmit your claim.
* you can email LAA at laacivilclaimfix@justice.gov.uk if you have any issues with the reject.

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| Client’s name |  |  Ref. No. |  |

|  |  |
| --- | --- |
| Provider’s Acct. No. |  |

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| --- | --- | --- | --- |
| Fee earner’s name |  |  |  |

|  | **Requirement** | **Notes** | **Provider checked** | **LAA use:** |
| --- | --- | --- | --- | --- |
| **Pass?** |
| Stage One Checks |
| **1** | File must be loaded on CWA | Claim loaded on CWA - month claimed must be on page 1 of EC Claim 1. |  |  |
| **2** | Case must be correctly uploaded to CWA | All costs claimed correctly. Ensure the case has flagged as escaped on CWA – red cross on LAA Online. |  |  |
| **3** | CWA system submission  | The costs on CWA**,** EC Claim 1 and the running record of costs must all match along with the UFN. |  |  |
| **4** | Correct Fee and Category of Law | Ensure that the correct fee and category of Law is being claimed. |  |  |
| **5** | The correct hourly rates have been applied.  | Correct rates have been claimed on EC Claim 1, running record of costs and CWA. The rates can be located in the [EC Electronic Handbook](https://www.gov.uk/government/publications/submit-an-escape-fee-case-claim).[Escape Case Electronic Handbook (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1106299/Escape_Case_Electronic_Handbook_V2.2.pdf) |  |  |
| **6** | S202/Proceedings rates and evidence provided | Include copies of the relevant letter/court documents ensuring the correct higher housing rates are used. |  |  |
| **7** | £20 plus disbursements to be evidenced with voucher/invoice | Voucher or invoice must be provided for each one. A copy of your ledger or the letter you sent with a payment for mileage claims and court fees will be accepted.All other vouchers must show:* the service provider’s details (e.g. be on headed notepaper)
* your client’s name.
* what the voucher is for?
* where applicable, a detailed breakdown of work undertaken, time spent and the hourly rate.

Disbursements must be listed on page 2 of the EC1, or you must provide a separate document that lists all the disbursements claimed. |  |  |
| **8** | Signing & dating of EC1 form and submission. | Ensure this has been signed and dated and Appeals or Inquest cases are annotated in email/notification submissions. |  |  |
| Stage Two Checks |
| **9** | IT based running record of costs has been provided | IT based running record of costs to be provided. In lieu of this a manual sheet is acceptable detailing each item of work, rate and value.  |  |  |
| **10** | Details of the case |  A comprehensive/detailed narrative of the case has been provided. |  |  |
| **11** | Items claimed of 1 hour or more | Any preparation time billed 1 hour and over must be evidenced with a detailed file note and where necessary the LAA may request the whole file, in paper or in electronic format. |  |  |
| **12** | Page 1 of EC1 form fully completed | This page must be fully completed including the UFN. It must match up with the UFN recorded on your CWA submission.  |  |  |

**For LAA use:**

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| Caseworker’s name |  | Region |  |