**INTERIM FAST CHECKLIST – V3 May 2019**

**If you require Interim costs exceeding £32,500 please submit a fully completed Interim CCFS Form.**

**Please do not supply supporting documentation unless specifically requested**

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| **Is the Interim CCFS Form fully completed – excluding signatures?** | 🗹 |
| Sections A & C. Brief Summary of the Case & Case Information |  |
| Section B. Chronological Schedule of Events – please specify date, event type, event price or state FAS, and initials of the attendees (solicitor and advocate).  Counsel are strongly advised to obtain authenticated FAS forms even if it is likely that they will eventually claim via CCFS, as if at the end of the case there proves to be less than 11 main hearing days (subject to the calculation within the scheme), counsel will be required to present their fees using FAS and should ensure they have appropriate documentation. |  |
| Section D. Expert Fees & Disbursements   1. Please complete the expert standards section. 2. “Expert Fees” & “Disbursements” sections: please complete all information on the breakdown tables and ensure that you complete the apportionment column. |  |
| Section G Counsel Fees – Please complete this section if:  Part 1 - Any counsel are claiming FAS.  Part 2 - Any counsel on events are claiming travel time/ disbursements |  |
| Section I Costs Summary – Please ensure that this has been completed and that the figures add up |  |
| Section E Solicitor Advocacy via FAS – complete if £707 + FAS Solicitor Advocacy Model is used. |  |
| Section F Costs that have Escaped CCFS – complete if this is appropriate eg for Interim Appeal work. |  |
| Section H Previous solicitor’s costs. *Unless the previous provider has their own high cost contract:*   1. Please provide details of the previous firm’s costs if you are responsible for their costs 2. If you are not responsible for the previous firm’s costs please provide details of the previous events on the case to enable a determination to be made as to which event rate is applicable |  |