

## Periodic Report Schedule – Crown Court

All parts of this form must be completed or marked not applicable.

This schedule must be used to provide a synopsis of the Exceptional Preparation work undertaken and the hours expended from the grant of the Certificate of Exceptional Preparation from the date of the last periodic report.

This periodic report schedule should be completed directly from the contemporaneous record schedule that is being maintained under the Certificate of Exceptionality. This report should be uploaded as a supporting document to your contemporaneous record request on LAMS.

**The Legal Aid for Crown Court Proceedings (Costs)(Amendment No. 2) Rules (Northern Ireland) 2016**

| Case Details  |  |   |  |
|---|--|---|--|
| Name of Defendant(s)  |  | Certificate number(s)                     |  |
| Name of Representative  |  | Address of firm<br><i>(if applicable)</i> |  |
| Solicitor firm name<br><i>(if applicable)</i>   |  |   |  |
| If you have previously submitted a periodic report in this case, please advise the date of the last periodic report submitted |  |   |  |
| Exceptional Preparation total to date<br><i>(Not including this current periodic report)</i>                                  |  | £   |  |
| Period covered by the report<br><i>(Provide dates from / to)</i>  |  |   |  |

|   |  |                       |                        |
|---|--|-----------------------|------------------------|
| <b>Provide a synopsis of exceptional preparation undertaken</b>   |  |                       |                        |
| <b>Provide a breakdown of the hours utilised under each category of the Certificate of Exceptionality and provide the number of hours remaining</b> | <b>Category of work as detailed on the Certificate of Exceptionality</b> | <b>Hours utilised</b> | <b>Hours remaining</b> |
|   |  |                       |                        |
|   |  |                       |                        |
|   |  |                       |                        |
| <b>Provide total costs for this current periodic report</b>   | <b>Profit Costs</b>  | <b>VAT</b>            | <b>Disbursements</b>   |
|   | £  | £                     | £                      |
| <b>Total</b>  | £  |                       |                        |
| <b>Please provide the date of the next court hearing or trial date</b>  |  |                       |                        |

**NB – If you applied for Exceptional Preparation on behalf of another representative, please ensure you submit your own periodic report and a further periodic report for the other representative.**

|                   |  |
|-------------------|--|
| <b>Signature</b>  |  |
| <b>Print Name</b> |  |
| <b>Date</b>       |  |

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Access to Personal Data - The Legal Services Agency Northern Ireland (LSANI) will use the personal information provided by you or on your behalf in accordance with the Data Protection Laws and for the purpose of its functions under the Legal Aid Legislation. You have the right to make a formal request in writing to see the personal information we hold about you, to inspect it and to have it corrected if it is wrong. LSANI may receive information about you from certain third parties (for example, some government departments and agencies), or give information to them. However, we will not pass on information about you unless the law allows us to do so.