

Advocates Formal Letter of Instruction Form

(Please provide one form for each attendance)

Advocate:

[Contact Name]
[Company Name]
DX:
[Address Line1]
[City]
[postcode]

RE:

Client:

Ref:

Legal Aid ref:

Instructions (Please complete):

Date:

Listing time:

Court directed parties to attend:

Court type: High County FPC

Type of Case: DA Care Children Other Pub. Law Finance

Type of hearing

Interim IRH Fact Finding Final Hearing FDR Conference Advocates Meeting Opinion

Please specify the issues/application Counsel is instructed to deal with (e.g. contact, residence, care, special guardianship etc)

Complete if applicable

Reason for instructing Counsel from outside local bar (e.g. no local bar, continuity, specialist expertise, no available Counsel locally)

Declaration

I certify that the information provided is correct and that the form can be used as a formal letter of instruction for Counsel to use whilst billing the Legal Aid Agency for fees.

Signed:

Name:

Date: