
STATUTORY RULES OF NORTHERN IRELAND

2015 No. 201

**The Civil Legal Services (Remuneration)
Order (Northern Ireland) 2015**

Claims for costs by representatives

8.—(1) Subject to Article 5(2), claims for remuneration by representatives shall be made and determined in accordance with the provisions of this Article and Schedule 2 to 5 to this Order, as applicable.

(2) Claims for disbursements by solicitors shall be made and determined in accordance with the provisions of Article 10.

(3) Where counsel was authorised by the Director under the General Regulations, the claim submitted by a solicitor shall include any fees claimed by counsel.

(4) Subject to Article 17, no claim by a solicitor for costs in respect of work provided by way of civil legal services shall be entertained unless it is submitted within three months from the date on which the advice and assistance was given or, as applicable, the conclusion of the proceedings to which the certificate relates.

(5) Subject to paragraph (6), a claim for costs shall be submitted to the Department in such form and manner as it may direct and shall be accompanied by any receipts or other documents in support of any disbursement claimed.

(6) A claim in respect of a case to which Schedule 4 applies shall—

- (a) summarise, where appropriate, the items of work done by the representative or other fee-earner in respect of which fees are claimed;
- (b) state the dates on which the items of work were done, the time taken where appropriate, the sums claimed and whether the work was done for more than one assisted person;
- (c) specify, where appropriate, the representative or other fee-earner who undertook each of the items of work claimed;
- (d) give particulars of any work done in relation to more than one claim or set of proceedings; and
- (e) specify any disbursements claimed, the circumstances in which they were incurred and the amounts claimed in respect of them.

(7) Where there are any special circumstances which should be drawn to the attention of the Department, the solicitor shall specify them.

(8) The solicitor shall supply such further particulars, information and documents as the Department may require.