

**Application for the payment of costs**  
under section 40 and 41 of the Legal Services Act 2000

To ..... Legal Aid Office *(name of the office)*  
 ..... *(address of the office)*  
 .....

Re: .....  
 .....  
 .....

*(full name and address of the unsuccessful legally-aided party or parties to the proceedings)*

I/We .....  
 .....  
*(full name(s) of person(s) making the application)*  
 of ..... *(address)*  
 .....  
 .....

now make application under Section 41(1) of the Legal Services Act 2000 for reimbursement of the amount of \$ ..... being the amount specified in accordance with Section 40 of the Act in the decision of the

.....  
 .....  
*(name of the Court, Tribunal or judicial authority)*

which was given on

.....  
*(reference number and date of the order/decision)*

I/We make this application in reliance on the attached decision and the financial and other grounds outlined in the attachment(s) to this application.

Signed at ..... this day of ..... 200  
 ..... ( ..... )  
 ..... ( ..... )  
*(Applicant(s) signature and printed name)*

**Please ensure the following are attached to this application:**

- Copy of the sealed order for costs
- Copy of judgment/decision
- Evidence of actual costs incurred (eg: lawyer fees, court fees)
- Financial statement of the applicant in support of this application
- Statement of any other grounds in support of this application.