

# Review Tribunals

October 2003

**For all civil matters relating to review tribunals, authorities and panels not covered by any other Agency steps**

## Step 1: Application for review

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Preparation for review application	up to <b>5</b> hours	For <ul style="list-style-type: none"><li>• Preparation of supporting documentation:<ul style="list-style-type: none"><li>– Proof of income; financial statement for the applicant including proof of all income and capital</li><li>– Purpose of application and prospects of success</li></ul></li><li>• Take initial instructions and identify legal and factual issues.</li><li>• Prepare and lodge application for legal aid (including certification as to prospects of success).</li><li>• Prepare submissions for Review hearing.</li><li>• Notify authority of application for review.</li><li>• Reporting to client</li><li>• Reporting to and invoicing LSA (include a copy of the Reviewer's decision)</li></ul>

### Documentation Requirements

- Application for Civil Legal Aid (*LSA Form 5*) [s12 Legal Services Act 2000]
- Civil Legal Aid Amendment to Grant (*LSA Form 19*) [s24 Legal Services Act 2000]
- Civil Legal Aid Tax Invoice (*LSA Form 20*)

### Granting Notes

- If more than 5 hours is requested for activities listed in Step 1, the file may be referred to a specialist adviser for recommendation.

## Review Tribunals

October 2003

For all civil matters relating to review tribunals, authorities and panels not covered by any other Agency steps

### Step 2: Complete review

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Review hearing	up to <b>2</b> hours	For <ul style="list-style-type: none"><li>• Taking instructions, attending the client</li><li>• Claiming statutory costs (where applicable)</li><li>• Reporting to client</li><li>• Reporting to and invoicing LSA</li></ul>
Hearing	<b>Actual</b> hours	For attending hearing.

### Documentation Requirements

- Application for Civil Legal Aid (*LSA Form 5*) [s12 Legal Services Act 2000]
- Civil Legal Aid Amendment to Grant (*LSA Form 19*) [s24 Legal Services Act 2000]
- Civil Legal Aid Tax Invoice (*LSA Form 20*)

### Granting Notes

- A grant of 7 hrs @ guideline hours may be approved for Steps 1 & 2.
- If more than 7 hrs is requested for activities up to and including completion of the review the file may be referred to a specialist adviser for recommendation.