

## Example Standard Letter

The Clerk to [Name of Counsel]  
Address of Chambers  
Address of Chambers  
Postcode

Case ref:XXXXXXXXXX

Our Ref:XXXXXX

Date

Dear Sir

**RE: CLIENT NAME (SOLICITOR: FIRM NAME)**

We are currently reviewing certificates on which payments on account have been made but no final bill or report from the solicitor has been received. We have written to the solicitors with conduct of the above case, to ask them either to submit a bill or to justify continuance of the certificate.

My records indicate that counsel (as named above) was instructed in this case and received payments on account in the sum of £xxx.xx on [insert date]. As I may be closing this case shortly, I am writing to ask you to complete and return the enclosed form to me, within 21 days to enable me to deal appropriately with counsel's fee.

If counsel has not been paid for the work carried out via the solicitors, please submit a fee note direct to this office, quoting the reference above. I will arrange for the fee to be assessed and paid (net of any payments on account already received).

If you are not able to submit a fee note, please indicate that on the form. I will treat the payment on account already made as being equivalent to a final claim for fees and close the case without recovering any money from counsel's account.

If you are aware that the costs in this case have been paid by a third party and counsel has not been paid for the work, please complete the form to this effect and I will recoup counsel's payment on account from the instructing solicitors.

I hope this letter is self-explanatory and look forward to receiving your response. If you can scan the attached form and wish to return it to me by e-mail, my address is [name.name@legalaid.gsi.gov.uk](mailto:name.name@legalaid.gsi.gov.uk). If you wish to contact me by telephone, my number is [insert telephone number].

Yours faithfully

Name  
**Job Title**