

**Example**

**REPORT ON CASE (Counsel)**  
Please return to the Leeds Regional Office

Counsel Account Number:	
Name of Counsel:	
Name of Conducting Solicitor:	
Solicitors reference:	
Certificate Number:	
Name of Assisted Person:	

**PLEASE TICK ONE OF THE FOLLOWING:**

It is not my intention to submit a further fee note in this case. Please treat the payments on account made as being a final claim for fees.	
Counsel has not been paid for his/her work by any party and has no reason to believe that an unassisted party has agreed to, or been ordered to, pay the costs or that those costs have been paid to the conducting solicitor. I enclose a fee note for assessment.	
Counsel has not been paid for his/her work by any party; an order for costs has been granted against an unassisted party, or the unassisted party has agreed to pay the costs. It will be for the solicitor to recover those costs. I have completed the additional information box below. I enclose a fee note for assessment.	
Counsel has been paid for his / her work by the conducting solicitors. Costs in the case were awarded against an unassisted party, or the unassisted party agreed to pay costs.	

If you are aware that an order for costs was made against an unassisted party please provide the additional information below:

Name of Court	
Name of Unassisted Party	
Date of Order or Agreement	

**Fees received direct from instructing solicitors:** Please indicate in the comments box whether counsel was paid in full or paid just the balance due (net of the payment(s) on account made).

If any of the above options are inappropriate please advise as to the position using the comments box below

Comments:
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Signed:..... Date.....  
Contact Name..... Tel No.....

<b>Office Use Only</b>
Provider's Account Number.....
Caseworker.....