

This form should be used on each case file in which preparation for trial on a not guilty or mixed plea basis is to be undertaken. This will assist in meeting the required levels of justification, on file, to claim a Cat. 2 standard fee.

Fee Earner	Date
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Client(s)		File no. UFN	
			____ / ____

Charges	Plea		Plea date
	G	NG	__ / __ / __
	G	NG	__ / __ / __
	G	NG	__ / __ / __

Reasonable to prepare? (proportionality)

Proof of evidence? (summarise or attach)

Observations on prosecution evidence (summarise, attach or cross refer)

