

<u>Section 15 Application Form</u>			
Court	e.g. Magistrates		
Court Reference Number			
Solicitor Firm			
Is this matter a Work Cover Claim?	Yes/No		
Applicant			
VLA yes/no	Ref #		
Certificate Date(s)			
Costs Claimed			
Appearances	QC		Amount
	Barrister		
	Solicitor		
Other costs	Accommodation Travel Photocopying etc		
Preparation			
SIGNED		ACB Use Only	
		Date Rec'd	
		ACB #	
		Ready for Board	
		Agenda #/date	

<p><u>Check List</u> - Please include with this application the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Court Issued Certificate or Order of the Court <input type="checkbox"/> Fully itemised bill with breakdowns of preparation and appearance fees. This should include a run down of time spent on each item and who completed the preparation and/or appearance <input type="checkbox"/> A statement advising why it was appropriate to engage the seniority and number of counsel engaged <input type="checkbox"/> A statement advising of paid-up capital (if applicable)
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