



CRM7: non-standard fee

Quick guide

Paper form

1. Complete the form in full, including the signed declaration on page 6.
2. Attach the correct Representation Order - where this is not available, tell us the MAAT number.
3. Select the correct category on page 2 - such as Guilty or Not Guilty.
4. Tell us why the claim falls within the Non-Standard fee scheme on page 3.
5. Attach the file of papers – this must include:
 - paperwork in chronological order
 - attendance notes with the times claimed and details of the work done for each date
 - page count where documents were considered
 - copies of any defence documents that have been produced – such as Proof of Evidence
6. If counsel was assigned, attach a fully completed CRM8.
7. If you used unassigned counsel, apply the maximum fee principle - CBAM 6.8.7.
8. If you used a solicitor agent, apply the maximum fee principle - CBAM 6.8.7.
9. Where an individual disbursement exceeds £20, provide a voucher or invoice – except for mileage.
10. If you are claiming an enhancement, provide detailed justification.

eForm

11. All the above guidance applies except there is no provision for a written signature, and page numbers will differ.
12. You may attach the file of papers to the eForm or send the paper file to our Nottingham office.
13. If sending in a paper file, you should print off the 'Cover Sheet' from the eForm, and attach it to the file of papers.