

**Mental Health Commission  
Confirmation of Work Completed Form  
Legal Representatives'  
Legal Aid**



**This *Confirmation of Work Completed Form* must be completed by the Legal Representative for each individual case and returned to the Mental Health Commission before an expense claim will be entered on the FTS system.**

Legal Representative Name (enter full name):

Legal Representative ID Number:

MHC Case ID:

MHT Date: \_\_/\_\_/\_\_\_\_ (dd/mm/yyyy) (If applicable)

<b>NEW ADMISSION</b>				
	Fee applicable	Tick appropriate fee box	Date(s) (dd/mm/yyyy)	Subtotal
<b>Case Completed</b>				
Admission Order (New case to LR)	€1,196			
<b>Closed Before Hearing</b>				
Admission Order (Cancelled on day of MHT)	€955			
No work completed	€0			
Papers Reviewed	€167			
1 <sup>st</sup> Patient consultation	€191			
Research and Interviewing witnesses	€167			
2 <sup>nd</sup> patient consultation	€143			

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**RENEWAL ORDER**

**Were you assigned to the previous Case?**

YES

NO



	Fee applicable	Tick appropriate fee box	Date(s) (dd/mm/yyyy)	Subtotal
<b>If YES, Please tick appropriate boxes below.</b>				
<b>Case Completed</b>				
Renewal Order (Existing LR)	€335			
<b>Closed before hearing</b>				
Renewal Order (Existing LR Cancelled on the day of MHT)	€267			
<b>If the order was not revoked on the day of the Hearing, please tick ONE of the following:</b>				
Papers reviewed	€167			

**OR**

All prep work completed	€191			
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<b>If NO, please tick boxes below.</b>				
<b>Case Completed</b>				
Renewal Order (New case to LR)	€1,196			
<b>Closed before hearing</b>				
Renewal Order (New case to LR cancelled on the day of MHT)	€955			
No work completed	€0			
Papers reviewed	€167			
1 <sup>st</sup> Patient consultation	€191			
Research and Interviewing witnesses	€167			
2 <sup>nd</sup> patient consultation	€143			

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**ADDITIONAL REVIEW**

**Were you assigned to the previous Case?**

YES

NO



	Fee applicable	Tick appropriate fee box	Date(s) (dd/mm/yyyy)	Subtotal
<b>If YES, Please tick appropriate boxes below.</b>				
<b>Case Completed</b>				
Patient Consultation	€191 <sup>1</sup>			
Renewal Order (Existing LR)	€335			
<b>Closed before hearing</b>				
Renewal Order (Existing LR Cancelled on the day of MHT)	€267			
<b>If the order was not revoked on the day of the Hearing, please tick ONE of the following:</b>				
Papers reviewed	€167			

**OR**

All prep work completed	€191			
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**If NO, please tick boxes below.**

**Case Completed**

Renewal Order (New case to LR)	€1,196			
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**Closed before hearing**

<sup>1</sup> This must be completed in every case for Additional Reviews.

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Renewal Order (New case to LR cancelled on the day of MHT)	€955			
No work completed	€0			
Papers reviewed	€167			
1 <sup>st</sup> Patient consultation	€191			
Research and Interviewing witnesses	€167			
2 <sup>nd</sup> patient consultation	€143			

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<b>PROPOSAL TO TRANSFER TO THE CENTRAL MENTAL HOSPITAL</b>				
	<b>Fee applicable</b>	<b>Tick appropriate fee box</b>	<b>Date(s) (dd/mm/yyyy)</b>	<b>Subtotal</b>
<b>Case Completed</b>				
Proposal to Transfer (New Case to LR)	€1,196			
<b>Closed before Hearing</b>				
Proposal to Transfer(cancelled on the day of MHT)	€955			
No work completed	€0			
Papers Reviewed	€167			
1 <sup>st</sup> Patient consultation	€191			
Research and Interviewing witnesses	€167			
2 <sup>nd</sup> Patient consultation	€143			

Total Fee claimed for this case

€

I certify that I have provided the legal services as set out above and I accordingly seek payment of the appropriate fee in accordance with the terms and conditions of the provision of legal services under the Mental Health Legal Aid Scheme 2005.

**Signature:** \_\_\_\_\_

**Date:**     \_\_/\_\_/\_\_ (dd/mm/yyyy)

**Note:** This form must be returned by email to [mhtfees@mhcirl.ie](mailto:mhtfees@mhcirl.ie) within 48 hours of the case closing.