


ACCOUNT ENQUIRY
A FROM Legal practitioner instructed by Legal Aid South Africa

PRACTITIONER'S NAME

POSTAL ADDRESS

TEL

FAX NO

CELL

X-REFERENCE NO

DATE

B TO The Justice Centre Executive Legal Aid South Africa (Send to Justice Centre that issued the instruction)

YOUR REFERENCE

C Dear Sir/Madam

RE: LEGAL AID

(Full names of legal aid recipient)

1. Your Legal Aid Manual refers.
2. I enclose these documents:

2.1 A copy of the Legal Aid instruction form to which this enquiry relates

2.2 A copy/copies of the unpaid account(s) in this matter dated

2.3 The finalisation report in the matter together with all requisite annexures.

3. In so far as such may be applicable I also enclose:

3.1 Copies of vouchers for disbursements.

3.2 Copies of the written consents by Legal Aid South Africa to any disbursements where the Chief Executive Officer's consent is required by the Legal Aid Guide.

3.3 Copies of the authorisations by Legal Aid South Africa of any increased fee arrangements applicable at any stage to this matter.

3.4 Copies of any and all authorisations by Legal Aid South Africa of any extensions or confirmation of the original mandate set out in the legal aid instruction (eg. a response to a merit report).

3.5 Any explanatory memoranda that may be necessary for an informed taxation of these accounts.

3.6 All and any necessary written authorisation to receive payment as successor in title of the legal practitioner originally instructed by Legal Aid SA. Cessions are only applicable to instructions issued before 1 January 1999. With instructions issued on or after 1 January 1999 no cession is possible.

4. I certify by my signature hereunder that:

4.1 These account(s) have not been previously paid by the Legal Aid South Africa either partially or at all.

4.2 Legal Aid South Africa has not refused in writing to pay these account(s) or any portion thereof.

4.3 I/the practice on whose behalf I sign this letter am/is the legal practitioner with whom Legal Aid South Africa contracted in this matter. Alternatively, I have attached hereto the appropriate written authorisation (see paragraph 3.6 above).

4.4 These account(s) are not the subject matter of litigation commenced against Legal Aid South Africa.

4.5 These accounts are not the subject matter of a dispute/arbitration with Legal Aid South Africa in which a determination is pending by an arbitrator in terms of the Legal Aid Manual.

4.6 Where copies of documents are submitted, the originals have been forwarded to Legal Aid South Africa at an earlier date.

4.7 Where a copy of the Legal Aid Instruction form is submitted, original Legal Aid Instruction form was earlier submitted to Legal Aid SA.

5. I consent to the following legal practitioner receiving information on the status of the account relating to this enquiry.

LEGAL PRACTITIONER:

POSTAL ADDRESS

TEL

FAX NO