**Legal Instruction Form**

Please complete this form if you wish to instruct Legal Services. You must obtain prior approval from the delegated approver and they will be required to return the completed form to :-

CPCaseProgression [CPCaseProgression@northamptonshire.gov.uk](mailto:CPCaseProgression@northamptonshire.gov.uk)

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| --- | --- |
| **To be completed by worker** | |
| Date: |  |
| Directorate/Service Area: |  |
| Name of Subject & DOB (if applicable): |  |
| Client ID:  *E.g. Carefirst ID/Contract name/Asset number* |  |
| Is this a Capital Project? | Yes/No |
| Team: |  |
| Instructing Officer/Allocated Worker and contact details: | Name, contact phone and email |
| Team/Line Manager and contact details: | Name, contact phone and email |
| Service Manager/Project Manager approval to instruct legal, by whom and date of approval: | Date of approval:  By whom:  Budget Code:  Budget holder:  Purchase order:  ***Please note this information must be provided for Legal to advise.*** |
| Background & details of advice sought : | |
| Documents provided: |  |
| Other relevant information, if any: | |
| Deadline date: |  |

|  |  |
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| **To be completed by Legal Services** | |
| Allocated Legal Representative and their contact details: | Name, contact phone and email |
| Matter Reference: |  |
| Matter category: |  |
| Estimated timescale: |  |
| Estimated LGSS Law cost: |  |
| Estimated disbursements: |  |
| Agreed deadline date: |  |
| Are legal fees recoverable? | Yes/No |
| Initial advice: | |