

New Request to Instruct Counsel - v2

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*Required

1. **Fee Earner**

2. **File Reference ***

3. **File Name ***

4. **Description of Case ***

Please provide details on the case and reason for requesting counsel

5. **First Counsel Name and Chambers ***

6. **First Counsel Rate ***

7. Second Counsel Name and Chambers *

8. Second Counsel Rate *

9. Third Counsel Name and Chambers *

10. Third Counsel Rate *

11. Quote Selected *

Mark only one oval.

First Counsel

Second Counsel

Third Counsel

12. Reason for Selection *

Tick all that apply.

Experience

Complexity of Case

Cost

Client Agreement

13. Appointment Agreed with Client *

Mark only one oval.

Yes

No

14. Name of Client Officer *

15. Date Agreed

Example: 15 December 2012

Request Submission

16. Line Manager Email Address *

Mark only one oval.

██████████@northumberland.gov.uk

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