**12.4 Withdrawal of application**

If the applicant is subject to an Income Contribution Order and subsequently withdraws, they remain liable for any contributions that were due up to the point that Legal Aid is been withdrawn.

If the applicant is in arrears on their contributions, the Collection and Enforcement Agency may continue collection activity even once the application for Legal Aid has been withdrawn. They will also retain any contributions paid to date pending the outcome of the case. This is because the solicitor and advocate (if instructed) are still entitled to bill the Legal Aid Agency for any costs incurred up to the point of withdrawal and the applicant may be required to contribute towards these costs.

If the solicitor and advocate give an undertaking that no claim will be made on Legal aid, the Collection and Enforcement Agency will be able to stop collection activity and/or refund any contributions already paid (minus any enforcement costs). This undertaking should be made in writing to the relevant National Courts Team and should contain the following information:

* Applicant‘s first and last names and date of birth
* Name of committing Magistrates‘ Court and Crown Court
* MAAT ID and Crown Court case number
* Name of solicitor‘s firm and LAA Account number
* Name of advocate and LAA Account number

Please note that the Collection and Enforcement Agency will only become aware of any withdrawal once the application has been withdrawn by the Court and the MAAT system has been updated correctly.