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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **File Summary Sheet** | | | | | | | | | | | **Private Client** | | | | | | | | | | | Fixed Fee / Estimate | | | | | | | | £ | | | **Legal Help** | | | | | | | | | | | Date signed | |  | | | | | Claimed | | YES / NO | | **Legal Aid** | | | | | | | | | | | Certificate date: | | | | |  | | | | | | Ref: | | | | |  | | | | | | Costs limit / Scope: | | | | | | | | | | | **Six monthly** **costs update reminder dates** | | | | | | | | | | | / / | | | / / | | | | | / / | | | / / | | | / / | | | | | / / | | | **Key Dates** | | | | | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | | **File review dates** | | | | | | | | | | | / / | | | | | | / / | | | | | **Undertakings** | | | | | | | | | | | To: |  | | | | | | | | | | Details: |  | | | | | | | | | |  |  | | | | | | | | | | Date given: | | | | |  | | | | | | Date discharged: | | | | |  | | | | | | |  |  |  | | --- | --- | --- | | **DISBURSEMENTS** | | | | **Date** | **Amount** | **Paid** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Special client requirements or other key information** | | | |  | | | |