

*Pre-decision: papers*

- Have I got all of the necessary case papers? Do I need to request any?
- Signed authority (for purpose of letter before claim)?

*Merits for judicial review: day 1 - day 15*

- Initial view: my view/Counsel's initial view
- Check: grounds checklist
- Alternatives?
- If there are merits, diarise next stages and diarise reviews

*Letter before claim/Counsel's advice: day 30-60  
(depending on grant of funding)*

- Letter before claim (to be drafted in conjunction with Counsel?)
- Await expiry of deadline (usually 14 days but shorter if justifiable)
- Counsel's advice (will form basis of grounds) on whether prospects are no longer unclear – Investigative Help no longer justified if can be assessed.

Application  
'JR-proof'

Decision: day 1

*Pre-decision: funding: initial*

*steps/considerations taken before decision*

LAA:

- Evidence of means?
- Who will ultimately assess merits for LAA application?
- What funding am I going to be using initially? Legal Help? Investigative Representation or Full Representation? Unless very urgent, I need to be getting ready to make an investigative Representation application.

Private:

- Initial money on account? Arrange appointment if necessary.

Note

To review above on *day 15* after decision: can I answer questions above? Do I need to take further action, e.g. chasing letters?

*Public Funding:*

*getting paid for initial work:  
day 1-30*

- Legal help already being used
- Application for Investigative Representation – where prospects are “unclear”.
- I will need to justify need for “substantial investigative work” (e.g. letter before claim, counsel's advice which determine prospects)
- I will need evidence of means.
- Waiting period for LAA
- If I don't get Investigative Representation, what are my alternatives? What funded work have I done that can be used?

*Issuing claim for judicial review:  
day 45-85*

- Deadline for letter before claim expired?
- Further application for Full Representation/funds on account
- Grounds for judicial review required
- Papers for judicial review (see paper on Upper Tribunal)

