

News story: Crime news: remember return address on paper AGFS form AF1

Prompt payments for AGFS claims more likely if you include the return address on paper AF1 forms.

It is important to include the 'return address' box when completing paper AF1 forms to claim for work under the Advocates' Graduated Fee Scheme (AGFS).

The 'return address' box is on the front of the form. Filling this in will avoid delays to:

- payments for your work
- notification of our initial decision

Why is this important?

The 'return address' is needed to process your submission. But there has recently been an increase in the number of forms where this information is missing.

This means we are having to make time to find out the return address. We would prefer instead to concentrate on processing your payment as quickly as possible.

Benefits of online claims

The simplest solution to avoid any delay is to use our online claiming system instead of paper forms.

More than 60% of AGFS claims are made online and the system allows you to keep track of your submission.

Further Information

[Claim for criminal legal work under graduated fee schemes](#)

[Crime processing dates](#)