

News story: Crime news: Submission of Defendant's Costs Order claims

All DCO claims for dismissed defendants in the magistrates' court over £2000 and all DCO claims for dismissed defendants in the crown court must be made on digital claim form DC02 from 1 June 2019. The digital form has been used successfully since 6 April 2018 and it will be mandatory for all claims to be made this way from 1st June 2019.

Benefits

The DC02 form:

- streamlines the billing process
- allows assessments to be completed with greater accuracy and efficiency

What you need to send

The electronic bundle must be sent for assessment in a single email containing three separate file attachments as follows:

Attachment 1 – DC02 digital claim form

Attachment 2 – Copy of the DCO order

Attachment 3 – Copies of the following documents:

- a. any correspondence with the defendant
- b. attendance notes
- c. invoices/receipts
- d. expert reports
- e. case summary/details of proceedings
- f. advocate's work log and fee note

Where to find the form

The DC02 forms and accompanying guidance are listed under 'How to claim back costs' on this GOV.UK page:

[Claims paid out of central funds](#)

Submitting the form

You should send your claim form and electronic bundle to this email address:
dco@justice.gov.uk