

Introduction and Summary

Service Pack 37 introduces the facility to bill Magistrates' Court work when creating Litigators LF1 claims. This allows time spent on the Committal Hearing to be taken from the work in progress and any disbursements incurred during this hearing to be included on the LF1. Also included in the Crime module is the new form and claim requirements for Advocates Graduated Fee billing which is purchased separately for creating claims for higher rights advocacy. To conclude, these release notes contain a further note on Family and Housing CMRF submissions.

SP37 Contents Summary

Crime Module

- Magistrates' Court time and disbursements work billed with the LF1 claim
- DSCC Number in Client details
- New AF1 Graduated Fee Claim requirements

New Forms

- AF1 Version 1

Civil (Housing) & Family Modules

- Guidance on Family and Housing 2011 submissions

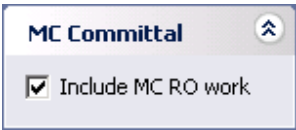
Crime Module

1. Magistrates' Court time and disbursements work billed with the LF1 claim

Litigators' fee claims have the facility to bill time and disbursements entered for Magistrates' Court attendances when claiming Committal Hearing Fees on the LF1. By selecting the *Include MC RO work* checkbox in the *MC Committal menu* on the LF1 screen, Magistrates' Court

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representation order work will be billed with any Crown Court work. Checking this box will bring MC RO time and disbursements onto the *Time and Disbs* screen allowing disbursements to be claimed as part of the final LF1, or as part of a disbursement only Interim claims.



When the LF1 is billed with Magistrates' Court work included you will still need to check the *Committal for Trial* box fee and enter the date of the hearing. All Magistrates' Court and Crown Court time entered will be taken from the work in progress and the file can be closed down. You can unbill MC RO and Crown Court work billed on the same LF1 by using the *Unbill* button or unbilling in time records.

2. DSCC Number in Client Details

A field to record the Defence Solicitor Call Centre reference number has been added to the *Client Details* screen for the Crime Module. When this is entered, it will be brought through onto the CDS18 Exceptional claim form.

Personal Details			
Surname	Smith	Forenames	Bobby
DOB	19/08/1987	Birth Surname	
NI Number		Place of Birth	
Ethnic Origin	White British	Gender	Male
TIC's	0	Forces Personnel ?	<input type="checkbox"/>
UFN		UFN	27012011/001
DSCC	128367452X		

3. New AF1 Graduated Fee Claim requirements

The Graduated module is revised to accommodate the requirements of the new Legal Services Commission process arrangements for AGFS claims. From 7th February 2011 the new AF1 form will be required for claims with a representation order date on or after 1st January 2011 and the case being heard at a court in Wales or the South West. This extends to North and Midlands Courts from 28th February 2011 and to all Courts from 18th April 2011. From this date, all claims will be processed by the LSC and the 5144F will no longer be in use.

The AF1 form requires more information collected concerning defendants. Lead defendants are submitted with date of birth, the case MAAT number (shown on the representation order), and whether there is any Judicial Apportionment. Additional defendants must also be shown with these details.

The *Defendant details* grid has been added to section 1 of the graduated fee bill screens. It will show the lead defendant once the matter is created. Additional defendants can be added by entering their first name and last name into each grid row below.

For all defendants, you are required to complete the following:

RO Date

This is the date of the representation order. For the Principal Defendant, you can either enter the representation order date in the defendant details grid or in the *Advocate and Offence* details on Section 1. Entering the date in one field will populate the other.

MAAT ID

The MAAT ID is the seven number reference found on the representation order for each defendant.

Judicial Apportionment

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Confirm if there has been an order for Judicial Apportionment by selecting Yes or No for each Defendant.

Principal Defendant

This column shows the principal defendant.

Important: Enter Additional Defendants in Section 2

Make sure that you still enter the number of defendants in Section 2. This box will not calculate how many defendants have been entered in the grid on Section 1.

Unique Reference Number

The Unique Reference Number refers to the Arrest Summons Number and has been on the AGFS claim form since Scheme 1 was introduced in 2001. The ASN number itself is 20 alphanumeric characters which can be entered in the box provided. It is not a requirement of the Court or the LSC.

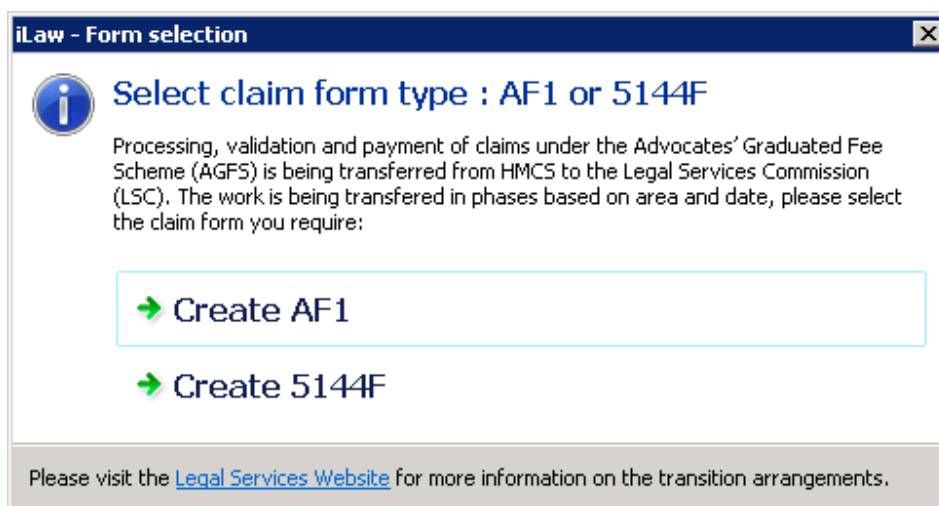
Select Claim Form Type : AF1 or 5144F

The new AF1 form will be submitted to the LSC for advocates graduated fee payments and is being implemented in certain areas from the following dates:

- 7 February 2011: Wales or the South West Courts
- 28th February 2011: North and Midlands Courts
- 18th April 2011: All Courts

When you click on Print Claim, iLaw will require you to select the correct form according to where the claim is being sent to depending upon in which court the case was heard.

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Family Module

Entering Procurement Areas and Access Points

Providers working under the Family contract are reminded that they should report the following Access Point and Procurement Area values **for only matters that have a case opening date on or after 15th November 2010**.

	Name	Code	Applies to Categories
Procurement Area	Unified Contract	PA10000	Housing and Family
Access Point	Unified Contract	AP10000	Housing and Family

Both fields should not have a selection made if the case opening date is before 15th November 2010.

The schedule number for the January 2011 submission entered in CWA on or before 20th February 2011 should be "LSC office account number/11.2" (for example 1A111A/11.2)

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The schedule number for the February 2011 submission (entered in CWA on or before 20th March 2011) and all subsequent submissions through to November 2011 should be numbered 11.3. and look like this "LSC office account Number/11.3" (for example 1A111A/11.3).