

iLaw Service Pack 38a	ANYA Designs Ltd
Release Notes 1 April 2011	Support Team 0845 259 1276

Introduction and Summary

Service Pack 38 is being released in two parts:

Service Pack 38a includes the new requirements for Crime submissions and a revision to claiming CLS work which has only been recently outlined by the Legal Services Commission. For users of the Graduated Fee module there is the second reduction of Fees for matters with a Representation Order on or after 1 April 2011. Finally, there are a number of form changes for Crime.

SP38b will be released for May 2011 and will have important changes including the proposed Phase 2 fees for Family and Stage Disbursement billing for Immigration.

SP38a Contents Summary

Crime Module

- Crime Lower new required fields for Monthly Submission
- CLS Fixed Fee Scheme
- AGFS Second Reduction in rates and Fees
- Crime Validation Important Note
- Note on Prison Law claims for Advice and Assistance; Advocacy Assistance

Immigration

- Procurement Areas for North West Wales and North East Wales

New Forms

- LF1 Version 6
- AF1 Version 2
- AF2 Version 1

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- CDS14 V8
- CDS15 V8
- CDS16 V8
- Home Office Immigration Forms (Please see the list in the Immigration section)

Crime Module

1. New fields for Crime Monthly SPOCC Submission

- DSCC Number
- MAAT ID
- Prison Law Number

DSCC Number

Included in the last service pack 37 this field is now a requirement of the Crime Monthly Submissions and mandatory for all Police Station claims. Wherever the claim code starts INV, you will be required to enter the DSCC number for matters with a UFN date on or after 14/01/2008. The format is Alphanumeric 10 characters.

Example: 110412345A.

MAAT ID

This is the Means Assessment & Administration Tool number assigned to the outcome of a case. The MAAT ID is required for all Magistrates' Court claims, PROE, PROF, PROJ, PROK and PROL matters with a UFN date on or after 11/01/2010. For monthly SPOCC submissions this is the seven number reference found on the representation order for each defendant. iLaw will show a warning when there is no value entered in the MAAT Id field when billing these claims.

Prison Law Number

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The Prison Law Authority number is given when a firm has prior approval to claim for treatment cases. The format is ten numeric characters and must be entered in Client Details for PRIA claims with a UFN date on or after 14/07/2010.

When billing this type of claim, select one of the following treatment case codes for the Matter Type.

- 25 Prison conditions
- 26 Treatment by staff
- 27 Discrimination
- 28 Communications and visits
- 29 Mother and baby issues
- 30 Compassionate release
- 31 Behaviour Courses
- 32 Other treatment

iLaw will present a warning when the Prison Law Authority Number has not been entered when billing Prison Law advice and assistance work that does not have a UFN date on or after 14/07/2010 and the Matter Type code selected is not one of the options 25 – 32.

2. CLS Work Fixed Fees

Two new claim codes will be replacing the CLS work claim code ASSA for cases reported on or after 1st May 2011. Each new code will be remunerated by a fixed fee with iLaw reporting Profit Costs, Travel and Waiting on the CDS6. Disbursements are reported and paid separately from the fee claimed.

The new codes are:

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ASMS - Legal Help and Associated CLS Work – Miscellaneous

ASPL - Legal Help and Associated CLS Work – Public Law

The fixed fees payable for each type of CLS Work relate to work done since 1st October 2007 with an increase in July 2008 as the table shows

	Fixed Fee		Exceptional Cases	
	1 st October 2007	1 st July 2008	1 st October 2007	1 st July 2008
ASMS	£86	£88	£258	£264
ASPL	£282	£288	£846	£864

Claiming the new CLS Work codes

Time records are recorded for CLS Work in the usual way. Select *Advice and Assistance* from the *Unit of Work* dropdown with the *Legal Aid Class* set to CLS Work. When the matter is to be billed, you can determine which type of CLS claim, and which fixed fee will be produced, when the date billed is on or after 1st April 2011. The *Claim Type* dropdown will then appear for the selection of work type to be made.

Claim Type:

When the *Bill Now* button is clicked, the Fixed Fee to be paid shows in section 5 of the billing screen, *CLS Fixed Fee Details*.

Exceptional Claims

Should costs surpass the Exceptional claim threshold then the matter will be flagged as exceptional and the *CDS18* button shows for the creation and print of this form.

CLS Work Exceptional Claim posted to Accounts

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iLaw Accounts users are reminded that only the fixed fee will be posted as an invoice when the CDS6 totals are posted. When the payment total is confirmed, the difference should be raised as an Invoice using Invoice Wizard option2. *Post office invoice against a client*. Check the **This invoice represents an SMP claim** box and then select CDS6.

3. AGFS Second Reduction in rates and Fees

The second reduction in Graduated Fee rates and fees are applicable to matters with a Representation Order on or after 1st April 2011. iLaw will state at the bottom of the *Section 1* screen the date calculations will be made from.

4. Crime Validation

It is essential that all iLaw users are aware of the validation rules that relate to the type of claims being submitted via LSC Online.

UFN Validation

Please be aware that the UFN format is ten characters. iLaw will create the Crime UFN when the first work is added in *Time Records*. Should the UFN need to be changed you must keep the example format or the claim will fail validation when submitted via LSC Online.

5. Note on Prison Law claims for Advice and Assistance; Advocacy Assistance

The Legal Services Commission Audit Team have advised that a separate claim with a different UFN is preferable when submitting a separate claim for either Advocacy Assistance at Disciplinary Hearings PRIB or Advocacy Assistance at Parole Board Hearings PRIC when a claim for Advice and Assistance PRIA has been made.

Adding Advocacy work to a Prison Law matter with an Advice and Assistance claim

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Prison Law iLaw users are advised to record Advocacy Assistance time on a separate client instance or file reference when a PRIA claim for Advice and Assistance has already been submitted or will be claimed in the future.

To record Advocacy work, the first option is to create a new file reference for the client. The second option is to add a separate client 'instance' to your existing file reference by adding that same existing client in *Client Details*. In either case, when you record Advocacy work a new UFN will be generated and this work can be billed away from any PRIA submission as a PRIB or PRIC claim.

Immigration Module

New Procurement Area and Access Point

The Access Point North East Wales Ap00175 has been added to the Procurement Area Wales PA00141.

New Immigration Forms

New Immigration Forms have been added to the *Documents* screen.

COA Version 11/2010

EEA1 Version 1/2011

EEA2 Version 1/2011

EEA3 Version 1/2011

EEA4 Version 1/2011

FLR(O)

FLR(BID) Version 11/2010

FLR(BUS) Version 11/2010

FLRIED Version 04/2010

FLR Tier 1 Version 11/2010

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FMRS Version 1/2011

FLR (M)

SET BUS Version 11/2010

HPDL Version 6/2009

NTL

SET (O) Version 11/2010

SET (M)

SET (O) Application

SET (DV) Version 11/2010

SET (F) Version 11/2010

TIER 1 (GENERAL) Version 12/2010

TIER 1 (ENTREPRENEUR) Version 12/2010

TIER 1 (INVESTOR) Version 12/2010

TIER 1 (POST-STUDY WORK) Version 12/2010

TIER 5 (TEMPORARY WORKER) Version 12/2010

TOC Version 11/2010