

# Introduction and Summary

The Standard Civil Contract (Family and Housing) will come into force on 01/02/2012 replacing the extension of the Unified Contract which continued for Family Law after the Judicial Review of the Standard Civil Contract. This brings a 10% reduction on all rates and fees with the exception of Family Mediation. Each Family, Civil and Immigration matter reported in the SPAN submission from February 2012 (reported in March 2012) will include its own schedule reference number made from the supplier number, the type of matter and the schedule year. The Office Schedule format will also change from February 2012 allowing for submissions made under the Standard Civil Contract and the Standard Civil Contract (Family and Housing).

The Crime Module has been revised to show the Category 1 offence type for deferred sentence claims and updates to the Crown Court claim forms.

## **SP40 Contents Summary**

### **All Modules**

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2. Reduction in Family Fees and Rates
  - Family Private level 1 & 2
  - Care level 1 & 2
  - Care Level 3 Legal Representation s31

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**Release Notes** 1 February 2012

**Support Team** 0845 259 1276

- PFLRS
- FAS
- County, Magistrates and High Court rates for licensed work

## **Accounts Module**

1. Closed Date for Designated Deposit Accounts

## **Crime Forms revision**

AF1 Version 4

LF1 Version 8

LAC Version 2

CDS14 v9

## **Civil Forms Revision**

Controlled Work 1 v19

Controlled Work 2 Imm v10

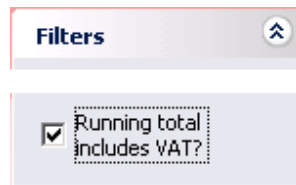
CLASAPP3 v17

CLS APP8 v15

## All Modules

### 1. Vat inclusion and removal from Costs Audit totals

A check box has been added to the **Filters** menu in **Costs Audit** to include or remove the Vat total for each time record entered.



Vat will be included in the running totals by default each time Costs Audit is opened.

## All Civil Modules

### 1. Changes to the Office Schedule Reference

The format of the Office Schedule Number will change from the February 2012 submission (made in March 2012) and applies to the Civil, Family and Immigration modules. The new format will be:

“Supplier Number”/“CIVIL”

This allows for providers to submit Civil work under the existing Standard Civil Contract, and under the incoming Standard Civil Contract (Family and Housing) via the inclusion of the new schedule reference for each Civil outcome reported.

iLaw will produce the new format for Civil, Family and Immigration submissions from February 2012. Check the **Setup** screen if you are unsure that your Supplier number has been entered for each office.

## 2. New Schedule References for Outcomes reported

A Schedule Reference will be required for each new matter start from February 2012 for all Civil matters. This allows for outcomes to be reported under the existing Standard Civil Contract and under the Standard Civil Contract (Family and Housing) coming into force on 1 February 2012.

All matters that start prior to 1 February 2012 will be reported without a schedule reference.

The Schedule Reference is shown in each CMRF screen and is created by iLaw when a matter is billed. You can overwrite the value of this field should you wish to.

### Consolidated Matter Form

Case Ref	Start Date	Case ID	UFN	Schedule Ref	Proc.Area	Access Point
FAMILY	20/02/2012	002	200212/002	1A123Z/FAM/13	PA00121	AP00110

The Standard Civil Contract schedule format is:

'Supplier Number'/'SCC'/'Year' (example: 1A123Z/SCC/13)

The schedule reference format for the Standard Civil Contract (Family and Housing) is:

'Supplier Number'/'FAM'/'Year' (example: 1A123Z/FAM/13)

The schedule reference will also be reported in the Controlled Matter Start section of the SPAN file. The year reference will start with 13 as this is the year that the contract runs to.<sup>1</sup>

If the Schedule Reference reported contains the SCC code then the case category must be NOT be Family.

Cases reported with the 'FAM' code must be one of the following case categories:

Family  
Housing

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<sup>1</sup> 1201 – Jan 121

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Community Care  
Consumer General Contract  
Debt  
Employment  
Personal Injury  
Welfare benefits  
Miscellaneous (Residual list)

When the Schedule includes 'FAM' the following Case categories will need the CMRF Tolerance indicator to be set to 'Yes' (in the Civil Module).

Community Care  
Consumer General Contract  
Debt  
Employment  
Personal Injury  
Welfare benefits  
Miscellaneous (Residual list).

## Crime Module

### 1. Deferred Sentence Marker Revision

A selection of the Category 1 offence type must be made in the Deferred Sentence billing screen for such a claim after a deferred sentence has been issued. Select either 'Summary Only' or 'Either Way' from the **Category 1 Type** drop down before clicking on **Bill Now**.

The CDS6 screen will show the Standard Fee Category as either '1SO' or '1EW' for claim code PROJ. When making a claim for a deferred sentence hearing make sure that the Deferred Sentence marker charge date is after the last date of the previous work recorded and before the charge date of the deferred sentence work recorded.

### 2. Case Number Updating

The client **Case Number** will be updated when it is either entered or amended in the following iLaw screens:

- Client Details
- Litigators Graduated Fee > LF1
- Graduated Fee > AF1 (if you have the GradFees billing module).

#### **Searching and selecting cases from the Case or 'T' Number**

You can search for client matters by entering the Case Number in the **File Reference** box in the time and billing screens in iLaw. You can't search for client cases using the Case Number in **Client Details** as iLaw will think you want to create a file reference with that number. Click into the **File Reference** field and type the Case Number and then press enter on your keyboard for that file and client to select.

# Family Module

## 1. Activation of Family Procurement Areas and Access Points

The introduction of the Standard Civil Contract (Family and Housing) will see the use of geographical Procurement Area and Access Point combinations for Family and Housing. The new Family Contract will also see the deactivation of certain combinations. This will apply to all Family matters with a case start date on or after 1<sup>st</sup> February 2012.

Family CMRF submissions will no longer require the combination of Procurement Area 'Unified Contract' (PA10000) and Access Point 'Unified Contract' (AP10000) for any cases started on or after 01/02/2012. These matters will need the selection of the geographical Procurement area and Access Point as directed to each provider by the Legal Services Commission.

It will not be possible to use the combination of Unified Tolerance (PA10001) and Unified Tolerance (AP10001) for any cases started on or after 01/02/2012 (in tolerance categories.)

The LSC have made revisions to some Family Procurement Area and Access Point codes. These are:

Procurement Area	Procurement Area Code	Access Point	Access Point Code
Suffolk	PA00026	West Suffolk	AP00179
		South East Suffolk	AP00180
		North East Suffolk	AP00181
East Riding of Yorkshire	PA00040	Beverley and Driffield Urban	AP00184
		Bridlington & Driffield Rural	AP00185
Portsmouth & Isle of Wight	PA00118	Portsmouth	AP00182
		Isle of Wight	AP00183

## 2. Reduction in Fees and Rates

- Family Private Level 1 & 2
- Care Level 1 & 2
- Care Level 3 Legal Representation s31
- PFLRS (Private Family Legal Representation Scheme)
- FAS (Family Advocacy Scheme)
- Family County, Magistrates and High Court licensed work

Hourly rates and fees for Legal Help work and Legal Representation will be reduced by 10% for cases started on or after 01/02/2012. The 10% reduction includes all fixed fees (contracted and tolerance), additional payments and hourly rates. The exceptional case threshold will remain at three times the relevant fixed fee.

Please note that Family Mediation rates and fees are omitted from the February 2012 reductions.<sup>2</sup>

The Fee and rate tables are included in these notes as a reference to the change.

### Family Private Level 1 & 2

Level 1 – Legal Help Initial advice (standard fee)

Table 3(a) – Legal Help (Payment Annex 2012)

National		
October 2007	July 2008	1st Feb 2012
£94	£96	£86

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<sup>2</sup> Payment Annex 2012



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Legal Help – Divorce Petition Only (higher fee)

Table 3(b) – Legal Help – Divorce Petition Only (Payment Annex 2012)

This fee is triggered by the selection of either FAMA or FAMB as the Matter Type 1 code and FD as the Stage reached code.

National		
October 2007	July 2008	1st Feb 2012
£159	£162	£146

Family Level 2 fees for Children and Finance Private Law exclusive of Vat

Table 3(c) – Family Help (Lower) – Children (Payment Annex 2012)

Table 3(d) – Family Help (Lower) – Divorce (Payment Annex 2012)

		October 2007		1 <sup>st</sup> Feb 2012	
		Fee	Settlement Fee	Fee	Settlement Fee
<b>Family Help (Lower) - Children</b>	<b>London</b>	£256	£153	£230	£138
	<b>Non-London</b>	£221	£132	£199	£119
<b>Family Help (Lower) - Finance</b>	<b>London</b>	£268	£161	£241	£145
	<b>Non-London</b>	£231	£139	£208	£125

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Family Private Level 1 & 2 Rate Reductions February 2012 exclusive of VAT

Table 7(b) Family and Housing (except as in Table 7 (c)) and Employment (Payment Annex 2012)

Activity	Jul-08		1 <sup>st</sup> Feb-12	
	London Rate	Non-London Rate	London Rate	Non-London Rate
Preparation, Attendance and Advocacy	£54.15 per hour	£51.05 per hour	£48.74 per hour	£45.95 per hour
Travel & Waiting Time	£28.60 per hour	£28.60 per hour	£25.74 per hour	£25.74 per hour
Routine Letters out and telephone calls	£4.20 per item	£4.05 per item	£3.78 per item	£3.65 per item

## Care level 1 & 2

Care Level 1 Revised National Fee exclusive of VAT

Table 2 (a): Legal Help

National Fee	
July 2008	1st Feb 2012
£147	£132

Care Level 2 – Revised National Fee exclusive of VAT

Table 2 (b): Family Help (Lower) – Section 31 Children Act 1989 care or Supervision proceedings only

National Fee	
July 2008	1st Feb 2012
£405	£365

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## Case Stage Level Fee Combinations for Family Care Level 1 & 2

Options	Option Code	Level 1	Level 2	Resulting Total Net Fee Value July 2008 (£)	Resulting Total Net Fee Value Feb 2012 onwards (£)
1	FPC01	x		147	132
2	FPC02		x	405	365
3	FPC03	x	x	552 (147+405)	497 (132+365)

## Care Level 1 hourly rates

Table 7(b) Family and Housing (except as in Table 7 (c)) and Employment

Activity	Jul-08		1 <sup>st</sup> Feb-12	
	London Rate	Non-London Rate	London Rate	Non-London Rate
Preparation, Attendance and Advocacy	£54.15 per hour	£51.05 per hour	£48.74 per hour	£45.95 per hour
Travel & Waiting Time	£28.60 per hour	£28.60 per hour	£25.74 per hour	£25.74 per hour
Routine Letters out and telephone calls	£4.20 per item	£4.05 per item	£3.78 per item	£3.65 per item

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## Care Level 2 hourly rates

Table 7(c) Legal Help or Help at Court provided in relation to a review under section 202 of the Housing Act 1996 and to a defendant to a possession claim in the County Court; Family Help (Lower) and related Legal Help in relation to care or supervision proceedings under section 31 of the Children Act 1989 (Payment Annex 2012)

Activity	Jul-08		1 <sup>st</sup> Feb-12	
	London Rate	Non-London Rate	London Rate	Non-London Rate
Preparation, Attendance and Advocacy	£62.40 per hour	£58.40 per hour	£56.16 per hour	£52.56 per hour
Travel & Waiting Time	£30.90 per hour	£30.05 per hour	£27.81 per hour	£27.05 per hour
Routine Letters out and telephone calls	£4.50 per item	£4.20 per item	£4.05 per item	£3.78 per item

## Care Level 3 Legal Representation s31

Care Level 3 Legal Representation s31 Fees February 2012

Table 2(c): Legal Representation - section 31 Children Act 1989 Care or Supervision proceedings only (Payment Annex 2012)

Party	Court	No. of Clients	Midlands	North	London and South	Wales
Child	Other	1	£1,949	£1,598	£2,237	£2,183
Child	Other	2+	£2,922	£2,396	£3,355	£3,275
Child	High Court	1	£2,591	£2,125	£2,975	£2,903
Child	High Court	2+	£3,887	£3,188	£4,461	£4,354
Joined Party	Other		£1,033	£798	£1,201	£1,301
Joined Party	High Court		£1,374	£1,062	£1,597	£1,730
Parent	Other	1	£2,556	£2,123	£2,907	£2,633
Parent	Other	2	£3,196	£2,653	£3,633	£3,291
Parent	High Court	1	£3,399	£2,823	£3866	£3,502
Parent	High Court	2	£4,249	£3,530	£4,832	£4,378

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Care Level 3 Legal Representation s31 Hourly Rates February 2012

(These rates are also applicable to Care Other: County and Magistrates Court/ Care Other : High Court)

Table 5(a) Care Proceedings (Payment Annex 2012)

<i>Activity</i>	<i>Higher Courts</i>	<i>County Court and Family Proceedings Court</i>
Writing routine letters	£4.23 per item	£3.69 per item
Receiving routine letters	£2.12 per item	£1.85 per item
Routine telephone calls	£4.23 per item	£3.69 per item
Preparation and attendance	£70.07 per hour (London Rate) £65.84 per hour (Non-London Rate)	£61.38 per hour (London Rate) £58.41 per hour (Non- London Rate)
Attendance at court or conference with counsel	£37.13 per hour	£32.67 per hour
Advocacy	£70.07 per hour (London Rate) £65.84 per hour (Non-London Rate)	£64.35 per hour
Travelling and waiting time	£32.18 per hour	£29.21 per hour

## PFLRS (Private Family Legal Representation Scheme)

PFLRS Level 3 & 4 High Court, Family Proceedings and County Court Fees February 2012<sup>3</sup>

Table 3(e) Higher Standard Fee Scheme – Children (Payment Annex 2012)

Table 3(f) Higher Standard Fee Scheme – Finance (Payment Annex 2012)

Table 3(g) Higher Standard Fee Scheme – Domestic Abuse Proceedings (Payment Annex 2012)

Court	Area	Proceedings and Service Level					
		Level 3 Children	Level 4 Children	Level 3 Finance	Level 3 Finance with Settlement uplift	Level 4 Finance	Level 4 Domestic Abuse
Family Proceedings & County	Not London	£353	£251	£392	£470	£311	£507
High	Not London	£424	£302	£471	£566	£374	£608
Family Proceedings & County	London	£424	£302	£471	£566	£374	£608
High	London	£509	£362	£565	£678	£449	£729

<sup>3</sup> Table 2, Private Law Representation fees (excl VAT) Fee Table – 1st February 2012 onwards Claim 1A Update Final6

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PFLRS and FAS Advocacy Rates for Family Proceedings, County and High Courts Feb 2012  
(These rates are also applicable to Family Private: Magistrates' Court/ County and / Family Private: High Court)

Table 9(b) Other Family Proceedings (Payment Annex 2012)

<i>Activity</i>	<i>Higher Courts</i>	<i>County Court and Family Proceedings Court</i>
Routine letters out	£6.35 per item	£5.40 per item
Receiving routine letters	£3.15 per item	£2.70 per item
Routine telephone calls	£6.35 per item	£5.40 per item
Preparation and attendance	£70.56 per hour (London Rate) £65.75 per hour (Non-London Rate)	£59.40 per hour (London Rate) £54.90 per hour (Non-London Rate)
Attending court or conference with counsel	£37.13 per hour	£32.40 per hour
Advocacy	£70.56 per hour (London Rate) £65.75 per hour (Non-London Rate)	£59.40 per hour (London Rate) £56.70 per hour (Non-London Rate)

## FAS (Family Advocacy Scheme)

### Family Advocacy Scheme Fees February 2012

Table 11 (a) Care or supervision proceedings under section 31 of the Children Act 1989 – graduated fees (Payment Annex 2012)

Table 11 (b) Other Public Law cases - graduated fees (Payment Annex 2012)

Table 12 (a) Private law children - graduated fees (Payment Annex 2012)

Table 12 (b) Domestic abuse – graduated fees (Payment Annex 2012)

Table 12 (c) Private Law Finance – graduated fees (Payment Annex 2012)

Fees (National)	In House and Self Employed (SE) Advocates				
	Care & supervision	Other public law	Private children	Private finance	Private domestic abuse
<b>Family Proceedings Court</b>					
Hearing Unit 1	£86.72	£75.83	£62.69		£81.50
Hearing Unit 2	£216.81	£189.59	£156.74		£203.76
Final Hearing Fee	£506.25	£464.31	£397.04		£361.17
Advocates Meeting Fee	£128.16	£128.16			
Conference Fee (SE)	£127.71	£127.71	£125.37		
Opinion Fee (SE)	£105.66	£105.66	£94.05		
<b>County Court</b>					
Hearing Unit 1	£95.40	£83.39	£68.94	£63.18	£81.50
Hearing Unit 2	£238.46	£208.53	£172.40	£157.95	£203.76
FDR Hearing Unit 1				£101.07	
FDR Hearing Unit 2				£252.72	
Finance Early Resolution Fee				£126.36	
Final Hearing Fee	£556.88	£510.75	£436.73	£443.70	£361.17
Advocates Meeting Fee	£140.99	£140.99			
Conference Fee (SE)	£127.71	£127.71	£125.37	£126.36	
Opinion Fee (SE)	£105.66	£105.66	£94.05	£94.77	
<b>High Court</b>					
Hearing Unit 1	£114.48	£100.08	£82.76	£75.83	£81.50
Hearing Unit 2	£286.16	£250.20	£206.87	£189.54	£203.76



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FDR Hearing Unit 1				£121.32	
FDR Hearing Unit 2				£303.26	
Finance Early Res. Fee				£151.65	
Final Hearing Fee	£668.25	£612.90	£524.07	£532.44	£361.17
Advocates Meeting Fee	£169.20	£169.20			
Conference Fee (SE)	£127.71	£127.71	£125.37	£126.36	
Opinion Fee (SE)	£105.66	£105.66	£94.05	£94.77	

## Court Bundle Payments

Table 11 (d) Public Law – bolt-on fees - court bundle payments (Payment Annex 2012)

Table 12 (e) Private law children and finance – bolt-on fees - court bundle payment (Payment Annex 2012)

Court bundles – Public Law & Private Law Children & Finance				Exceptional Travel
	CB1 (350 – 700)	CB2 (>700)	CB3 (>1,400)	Travel (>25 miles)
Interim Hearing	£59.40	£89.10		£32.04
Final Hearing	£159.30	£239.40	£318.60	£32.04

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## FAS Bolt-On Payments February 2012

Table 11 (c) Public Law – bolt-on fees

Table 12 (d) Private law – bolt-one fees

		Bolt-Ons permitted(% of hearing fee unless indicated otherwise)				
Proceedings	Court	Exceptional Travel	Court Bundles (see below)	Acting for the parent or others against whom allegations are made.	Expert(s) has to be substantially challenged in court	Client has difficulty giving Instructions / Understanding advice
Care and Supervision	Family Proceedings	£32.04	Y	25%	25%	25%
Care and Supervision	County Court	£32.04	Y	25%	25%	25%
Care and Supervision	High Court	£32.04	Y	25%	25%	25%
Other Public Law Children	Family Proceedings	£32.04	Y	25%	25%	25%
Other Public Law Children	County Court	£32.04	Y	25%	25%	25%
Other Public Law Children	High Court	£32.04	Y	25%	25%	25%
Children	Family Proceedings	£32.04	Y	25%	20%	25%
Children	County Court	£32.04	Y	25%	20%	25%
Children	High Court	£32.04	Y	25%	20%	25%
Domestic Abuse	Family Proceedings	£32.04	N/A	N/A	N/A	N/A
Domestic Abuse	County Court	£32.04	N/A	N/A	N/A	N/A
Domestic Abuse	High Court	£32.04	N/A	N/A	N/A	N/A
Finance	County Court	£32.04	Y	N/A	N/A	N/A
Finance	High Court	£32.04	Y	N/A	N/A	N/A

## Family County, Magistrates and High Court Licensed Work

Hourly Rates for Family Proceedings, County and High Courts February 2012

(These rates are also applicable to PFLRS and FAS)

Table 9(b) Other Family Proceedings (Payment Annex 2012)

<i>Activity</i>	<i>Higher Courts</i>	<i>County Court and Family Proceedings Court</i>
Routine letters out	£6.35 per item	£5.40 per item
Receiving routine letters	£3.15 per item	£2.70 per item
Routine telephone calls	£6.35 per item	£5.40 per item
Preparation and attendance	£70.56 per hour (London Rate) £65.75 per hour (Non-London Rate)	£59.40 per hour (London Rate) £54.90 per hour (Non-London Rate)
Attending court or conference with counsel	£37.13 per hour	£32.40 per hour
Advocacy	£70.56 per hour (London Rate) £65.75 per hour (Non-London Rate)	£59.40 per hour (London Rate) £56.70 per hour (Non-London Rate)

## Accounts Module

### 1. Close Date for Designated Deposit Accounts

A 'Close Date' has been added to designated deposit accounts in compliance with the SRA Guidelines.<sup>4</sup>

Client	Opening Date	Current Balance	Sort Code	Acct No	Close Date
Dandy, Tommy : Crime	22/02/2003	0.00	404948	90346544	22/02/2012
Add New					

The **Close Date** is entered in **Deposit Account Details** accessed by clicking on the row in the grid.

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### Crime Forms revision

Crime forms are mandatory from 1 February 2012 except for the CDS14 v9 which has been included in this service pack although version 8 of the CDS14 can still be used until 1 May 2012.

AF1 Version 4 Claim for Advocate Graduated Fees

LF1 Version 8 Litigator Fee claim

LAC Version 2 Legal Aid Committal Form

CDS14 v9 Application for Legal Aid in Criminal Proceedings

### Civil Forms Revision

Civil forms are mandatory from 1 February 2012.

Controlled Work 1 v19 Legal Help, Help at Court and Family Help (Lower)

Controlled Work 2 Imm v10 Controlled Legal Representation (Immigration)

CLASAPP3 v17 Application for funding in Family Proceedings

CLS APP8 v15 Application for amendment or prior authority in civil cases

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<sup>4</sup> SRA Handbook 2012 Appendix 3 SRA Guidelines – Accounting Procedures and Systems