

# Introduction and Summary

Service Pack 41 introduces the latest revised forms for Crime, Civil, Family and Immigration in a PDF format which will populate with iLaw client and case data and also allows additional data to be entered and saved. The form list includes the latest Family Divorce forms and the Home Office Immigration forms revised in April 2012 as well as the latest versions of the application forms for the Crime module. The form list for each module has therefore been overhauled completely and so we need your assistance in telling us if anything has gone missing.

Also implemented in Service Pack 41 is the CDS7 eform for the Crime module. Non-Standard Fee claims can now be uploaded to LSC Online after detail is given to the new CDS7 screens. Time recording and billing for the Family Module has been revised to include Counsels costs in all claims and will show separately from other disbursements on the Claim 1 and the Claim 1A.

## **SP41 Contents Summary**

### **All Modules**

#### 1. Extensive Form Revision

Full list of included forms:

- Civil
- Crime
- Family
- Immigration

#### 2. Conflict Checker Instructions Accepted/ Declined and Conflict Check Report Revised for Lexcel Purposes (iLaw Professional and iLaw Create users)

### **Crime Module**

#### 1. CDS7 eForm

### **Family Module**

#### 1. Counsels Costs Revision

## All Modules

### 1. Extensive Form Revision for Civil, Crime, Family and Immigration

The forms held in iLaw have been extensively revised for all modules and now appear in an Adobe PDF format that will populate with key client and case information from iLaw and also allow you to enter additional text into the provided text boxes.

#### 1. Check your Version of Adobe Reader

To access the new forms you will need to make sure you have version 8 or higher of Adobe Reader on each workstation using iLaw. Adobe Reader is free and you can download the latest version from <http://get.adobe.com/uk/reader/>

You can check the version of Adobe Reader you are running by looking in your list of applications.

#### 2. Allow Adobe Reader to access PDF forms

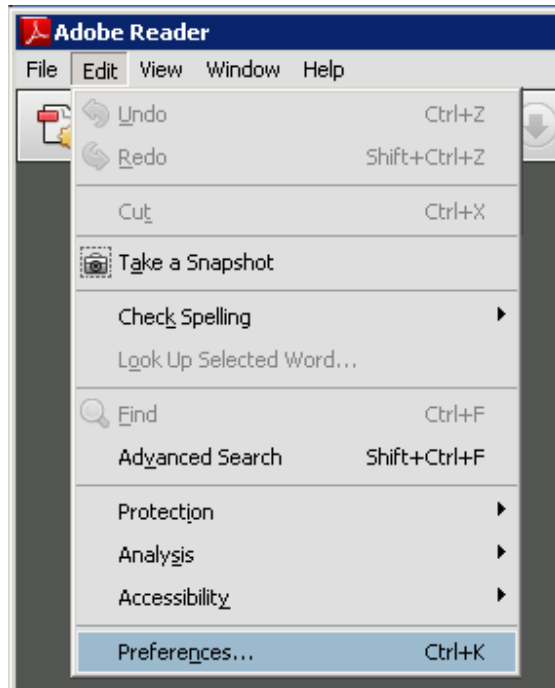
(Adobe Reader Version 9 or higher)

Your Adobe Reader will need to access the PDF forms from the iLaw shared folder. To permanently allow Adobe Reader access to the PDF documents in the iLaw shared folder you will need to open Adobe Reader and go to *Edit>Preferences>Security (Enhanced)* and add a Folder Path in the format shown to the **Privileged Locations** section.

Here is a step by step guide on how to add the folder path. If you have any doubts you should consult your IT Professional.

1. Open Adobe Reader.

2. Click on *Edit* from the main toolbar and then click on *Preferences* or you can use the Ctrl + k shortcut key.



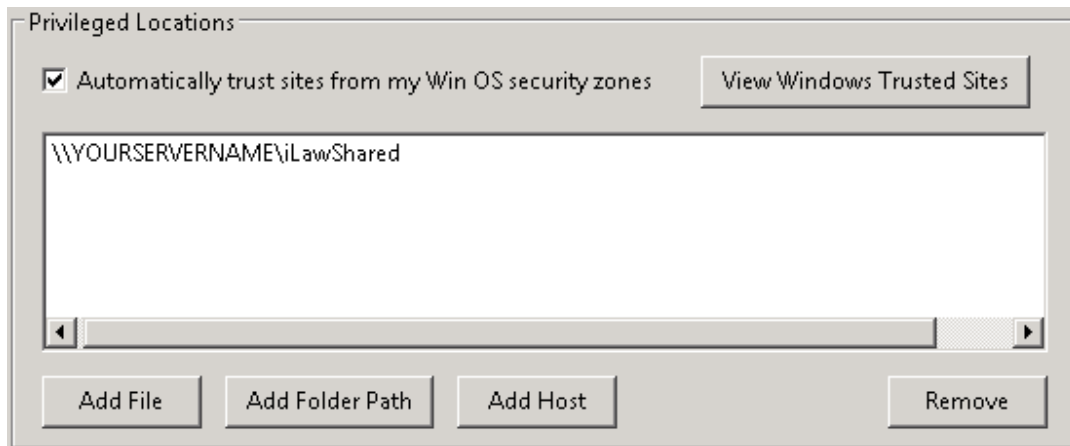
3. Select **Security (Enhanced)** from the Categories listed.



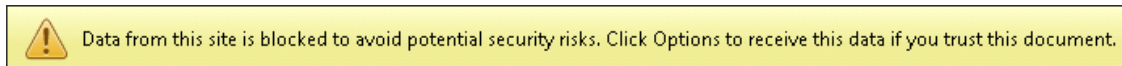
4. In the **Enhanced Security** screen you will see a section called **Privileged Locations**. Click on the **Add Folder Path** button. You can now browse to the iLaw Shared folder in the **Browse for Folder** window which will be in the 'Network Locations' area. The path is likely to be `\\YOURSERVERNAME\\iLawShared` so this can be typed into the **Folder** box before clicking **Ok**. YOURSERVERNAME will be the actual name of your server. (You can check the name of your server by looking at the SQL Server showing at the top of the iLaw main menu window.)



The added path should look like this:



If a folder path is not added in Adobe Reader 9 or higher versions you will not see any iLaw Client and Case data populate the fields in the PDF form created. A message like the one below will appear and you will need to click on the **Options** button to allow the data to show each time a document is created.



## Saving PDF forms in iLaw

After you have created a PDF form, the way you save it in iLaw is slightly different from saving Microsoft Word™ forms or documents. When you save a PDF Form you will be presented with a predefined iLaw documents folder to save it to. The form itself will have a long code based name.

**This is normal. It is essential that you do not change either the location where the PDF is going to be saved or the name of the PDF document. If you save the PDF document outside of the folder pre-selected iLaw will not be able to find this document again for you.**

The document name you see acts only as a reference for iLaw. The PDF will be named according to the document name of the form. You should only change the name once the PDF has been saved and only by using the **Rename** tool in the **Document Tasks** menu (iLaw Create and iLaw Professional users only).

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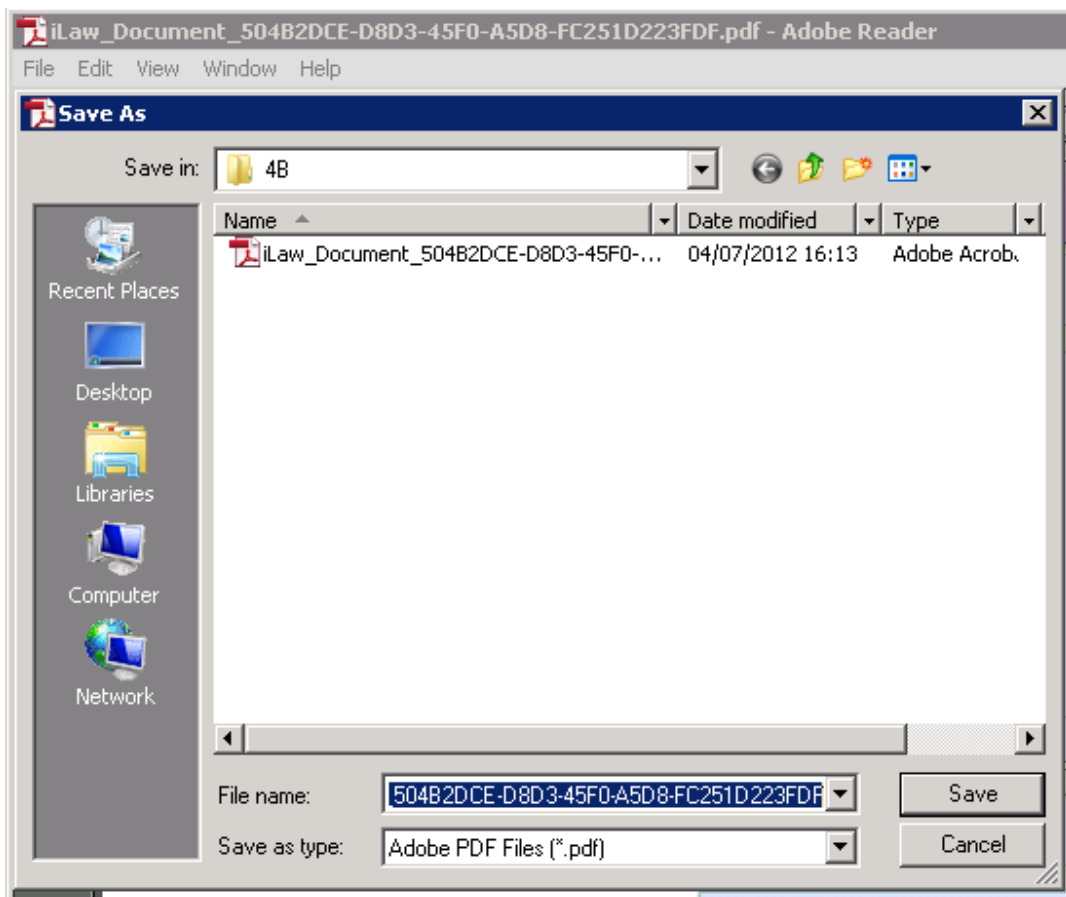
**Release Notes** 9 July 2012

**Support Team** 0845 259 1276

Please follow these three steps for saving PDF's in iLaw.

1. When you have made changes to a PDF click on the **Save** button in Adobe Reader or use the 'x' button to close the document.

2. You will be asked to save the document in a location like the one shown below. It will have a long code like name starting with iLaw\_Document... Don't worry, this is normal, just click on **Save**.



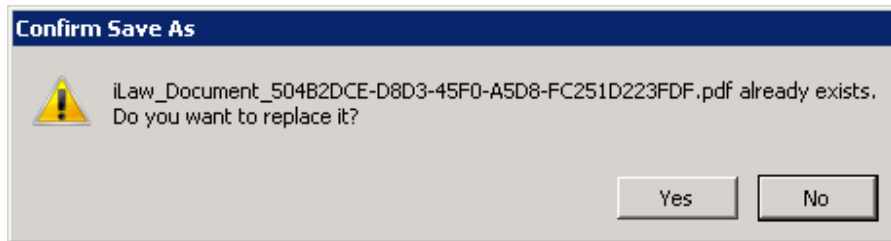
3. You'll then see a confirm dialogue box asking you if you want to replace the existing document. Once again, this is normal. You won't be saving over any data. Click **Yes**.

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After this you will be asked if you want to record the time spent editing the document.

## Using PDF Forms

A full list of the PDF Forms included in this service pack is listed below. Each form, when created, will bring through the relevant data for the client and case captured in iLaw. All other information needs to be completed in the form itself. You will be able to use the tab key on your keyboard to navigate down a document in all cases except for some of the Immigration forms.

## Signing PDF Forms

You can use a Digital ID signature to sign a PDF form so it can be sent electronically. Therefore you wouldn't need to print out the PDF, sign it, then either scan it to send via email or fax it to the recipient. You can add your digital signature where you see the red arrow.



Digital ID's can be created in Adobe reader although you should check that this facility is available in the version you have. You may need to use an online guide to help you with this.

## Saving PDF Documents 'outside of iLaw'

PDF documents created in iLaw are not password protected so they can be saved outside of iLaw onto your desktop.

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## iLaw Form List in Full July 2012

### Civil Forms

Form	Name	Date/ Version
n1	Claim Form	0312
n9	Response Pack	1008
n9a	Admission	0406
n9b	Defence and Counterclaim	0408
n9c	Admission (unspecified amount, non-money and return of goods claims)	0406
n9d	Defence and Counterclaim (unspecified amount, non-money and return of goods claims)	0408
n20	Witness Summons	0902
n150	Allocation questionnaire	1111
n161	Appellant's notice	0312
n162	Respondent's Notice	0407
n170	Listing questionnaire (Pre-trial checklist)	1202
n208	Claim Form (CPR PART 08)	1000
n210	Acknowledgment of Service	0301
n210(cc)	Acknowledgment of Service	0406
n210a	Acknowledgment of Service (Part 8 costs-only claim)	1202
n210b	Acknowledgment of Service (Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents)	0410
n211	Claim Form (Additional claims- CPR Part 20)	0499
n211(cc)	Claim Form (Additional claims - CPR Part 20)	0302
n213	Acknowledgment of Service (Part 20 claim)	1008

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n213(cc)	Acknowledgment of service (Part 20 claim)	0411
n215	Certificate of service	0911
n218	Notice of service on partner	0499
n225	Request for judgment and reply to admission (specified amount)	0409
n225a	Notice of Part Admission (specified amount)	0406
n227	Request for judgment by default (amount to be decided by the court)	0406
n235	Certificate of suitability of litigation friend	1007
n242	Notice of payment into court (under order - Part 37)	0512
n242a	Notice of offer to settle (Section 1 - Part 36)	0811
n244	Application Notice	0508
n252	Notice of commencement of assessment of bill of costs	1299
n258a	Request for detailed assessment (Legal aid/ Legal Services Commission only)	0700
n265	List of documents: standard disclosure	1005
n265(cc)	List of documents: standard disclosure	1005
n266	Notice to admit facts	0499
n268	Notice to prove documents at trial	0499
n279	Notice of discontinuance	0699
n293a	Combined certificate of judgment and request for writ of fieri facias or writ of possession	0404
n294	Claimant's application for a variation order (without hearing)	0499
n322a	Application for an order to allow enforcement of a decision or ACAS conditional settlement (Form COT3) that requires permission to proceed	0609
n323	Request for Warrant of Execution	0499
n324	Request for Warrant of Delivery of Goods	0499
n325	Request for Warrant of Possession of Land	1010
n337	Request for Attachment of Earnings Order	0609
n342	Request for Judgment Summons	0302



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n434	Notice of change of solicitor	0909
n445	Request for reissue of warrant	0499
n446	Request for re-issue of post judgement process (other than warrant)	0302

## Family Forms

Family Children's Act Applications		
Form	Name	Date/ Version
C(PRA)	Parental Responsibility Agreement	0909
C01	Application for an order	0410
C01A	Allegations of domestic violence	0411
C02	Application for proceedings, order etc	0411
C03	Application for order re search, taking charge etc of a child	0999
C04	Application for disclosure of child's whereabouts	0999
C05	Application re childcare	0411
C08	Confidential contact details	0411
C09	Statement of Service	0401
C11	Supplement re emergency protection order	0408
C12	Supplement for a warrant re EPO	0408
C13	Supplement for a care or supervision order	0999
C14	Supplement for authority to refuse contact	0999
C15	Supplement for contact with child in care	0999
C16	Supplement for child assessment order	0999
C17	Supplement for extension of education SO s36	0710
C17A	Supplement for extension of education SO Para 15	0999
C18	Supplement for application for recovery order	0999
C19	Application for warrant of assistance	0909
C20	Supplement for order re secure accommodation	0909
C100	Application for residence, prohibited steps etc	0412
A100	A100	2011

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## Family Divorce and Dissolution Forms

Form	Name	Date/ Version
D6	Statement of reconciliation	0411
D8	Divorce dissolution(judicial) separation petition	0412
D8A	Statement of arrangements for children	0411
D8B	Answer to divorce petition	0412
D8D	Petition on presumption of death	0412
D8N	Nullity petition	0412
D11	Application notice	0411
D13B	Statement in support of request to dispense with service	0412
D20	Medical examination statement of parties and examiner	0412
D36	Notice of application for decree nisi	0411
D50	Notice of application under s17 MWPA 1882	0412
D50A	Proceedings under s17 MWPA 1882	0412
D50B	Proceedings under s17 MWPA 1882 re tenancy transfer	0412
D50C	Application re failure to provide reasonable maintenance	0412
D50D	Application on alteration of maintenance after death	0412
D50E	Application for ancillary relief after overseas divorce	0411
D50F	Application for financial relief after overseas divorce	0411
D50G	Application to prevent transaction	0412
D50H	Application to alter maintenance agreement	0411
D50J	Application for order preventing avoidance under the CSA 1991	0411
D50K	Notice of application for enforcement	0411
D62	Request for issue of judgement summons	0411
D70	Application for declaration of marital / civil partnership status	0411

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D80A	Statement in support: Adultery	0412
D80B	Statement in support: Unreasonable behaviour	0412
D80C	Statement in support: Desertion	0412
D80D	Statement in support: 2 years consent	0412
D80E	Statement in support: 5 years separation	0412
D80F	Statement in support: void marriage / partnership	0412
D80G	Statement in support: voidable marriage / partnership	0412
D81	Statement of information for a consent order re financial remedy	0412
D84	Application for decree nisi or separation order	0412
D151	Application for registration of a maintenance order in a magistrates court	0411
D180	Certificate referred to in Article 39 Council regulation	0305
D183	About divorce / dissolution	0411
D184	Divorce / dissolution process	0411
D185	Children and divorce / dissolution	0411
D186	Respondent replies, what must I do?	0412
D187	Decree Nisi, what do I do next?	0411
D190	I want to apply for a financial order	0411
D191	About annulment	0411
D192	About (judicial) separation decrees or orders	0411
D252	Commencement of assessment of bill of costs	0411
D254	Request for default costs certificate	0411
D258	Request for detailed assessment (general)	0411
D258A	Request for detailed assessment (LSC only)	0411
D258B	Request for detailed assessment other than CLS fund	0411
D258C	Request for detailed assessment under part III Solicitors Act	0411
D259	Notice of appeal against detailed assessment	0411
D440	Request for search for decree absolute	07.09
EX80A	Legal Aid assessment certificate	0700
EX107	Tape transcript request	0112

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## Financial Remedies

Form	Name	Date/ Version
Form A	Notice of intention to apply for a financial remedy	0411
Form A1	Notice of intention to apply for a financial remedy High or county court	2011
Form A2	Notice of intention to apply for a financial remedy magistrates court	0411
Form B	Notice of application to consider financial position of respondent	0411
Form E	Financial Statement	0412
Form F	Notice of allegation in proceedings for financial remedy	0411
Form I	Notice of request for periodical payments	0411
Form H	Estimate of costs financial remedy	0411
Form H1	Statement of costs	
Form P	Pension enquiry form	0411
Form P1	Pension sharing annex s24B MCA 1973	0412
Form P2	Pension attachment annex s25B MCA 1973	0411
Form E1	Financial statement for a financial remedy in county or high court	0412
Form E2	Financial statement for a financial remedy in magistrates court	0411

## Crime Forms

Form	Name	Date/ Version
CDS4	Application for Prior Authority to Incur Disbursements in Criminal Cases	Version 6 6/10/08
CDS5	Application for extension of Upper Limit	Version 3 3/11/09
CDS14	Application for Legal Aid in Criminal Proceedings	Version 9 9/02/2012

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CDS15	Financial Statement for Legal Aid in Criminal Proceedings	Version 9 9/02/2012
CDS15C	Financial Statement for Legal Aid in Criminal Proceedings	Version 9 9/02/2012
CDS16	Legal Aid in Criminal Proceedings: Application for Review on the Grounds of Hardship	Version 8 8/04/2011
LAC1*	Legal Aid Committal Form	Version 2 2 February 2012

(The MS™ Word version of the LAC1 form is still available to print from the Litigators Billing screen)

## Immigration Forms

Form	Name	Date/ Version
BOS	Application for registration as a British Citizen	0610
EEA1	Application for a registration certificate	0611
EEA2	Application for a residence card	0611
EEA3	Application for a document certifying permanent residence	0611
EEA4	Application for a permanent residence card	0611
FLR BUS	Application for an extension of stay in the uk and for a biometric immigration document as a representative of an overseas business or a retired person of independent means	0412
FLR M	Application for an Extension of stay in the uk As the partner of a person Present and settled in the uk And for a Biometric immigration document	0412
FLR O	Application for leave to remain in the uk in a category not covered by other application forms and for a Biometric immigration document	0612
FORM AN	Application for naturalisation as a British citizen	0910
HPDL	Application for an extension of stay in the United	0609

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	Kingdom or settlement in accordance with the Home Office policies on Humanitarian Protection or Discretionary Leave	
NTL	Application for a no time limit (ntl) stamp by Someone who already has indefinite leave to enter or remain in the UK and a biometric Immigration document	0412
SET BUS	Application for indefinite leave to remain in the uk as a Retired person of Independent means or Representative of an overseas business and a biometric Immigration document	0412
SET DV	Application for Indefinite leave to remain in the uk as a Victim of domestic violence and a biometric immigration Document	0412
SET F	Application for indefinite leave to remain in the uk as a child under the age of 18 (a child over 18 may also be eligible, see Section 23 of the guidance notes) or as a Dependent relative aged over 18 Of a parent, parents or other relative present and settled in the UK And a biometric immigration document	0412
SET M	Application for Indefinite leave to remain in the UK as the partner of a person present and settled in the UK and a biometric Immigration document	0412
SET O	Application for indefinite leave to remain in the UK in one of the categories listed in this form and a biometric immigration document	0412
TOC	Application for a Transfer of conditions (TOC) And a Biometric immigration document by Someone who already has Limited leave To enter or remain in the uk	0612

## 2. Client Conflict Check Accept or Decline Instructions and Conflict Check Report

New functionality has been added to the iLaw Conflict Checker to record whether Instructions were accepted or declined. A report is also available for you to show all conflicts in a selected date range where you will be able to see all matters that had Instructions accepted or declined. This follows Lexcel Accreditation guidelines that request Practices document how they identify and deal with potential and confirmed conflicts.

**Please note that only iLaw Professional and iLaw CK users with the Conflict Checker plug-in pack will have access to this functionality.**

In the Conflict checker screen check boxes for showing 'Instructions were accepted' and 'Instructions were declined' show once you have set a flag for a client or third party in the Search pane and selected a client in the **Record Conflict** area. You can provide the Conflict notes and details in the box provided

**Conflict Notes / Details:**

File: Smit001.001, Name: Lee Jamie Smith, Role: Client  
TJ Smith maintains that it was LJ Smith that took the money therefore we have declined to act for TJ.

**As a result of this conflict check:**

Instructions were Accepted     Instructions were Declined

When conflicts are recorded all iLaw users will see a notification that a possible conflict has been recorded against a client.

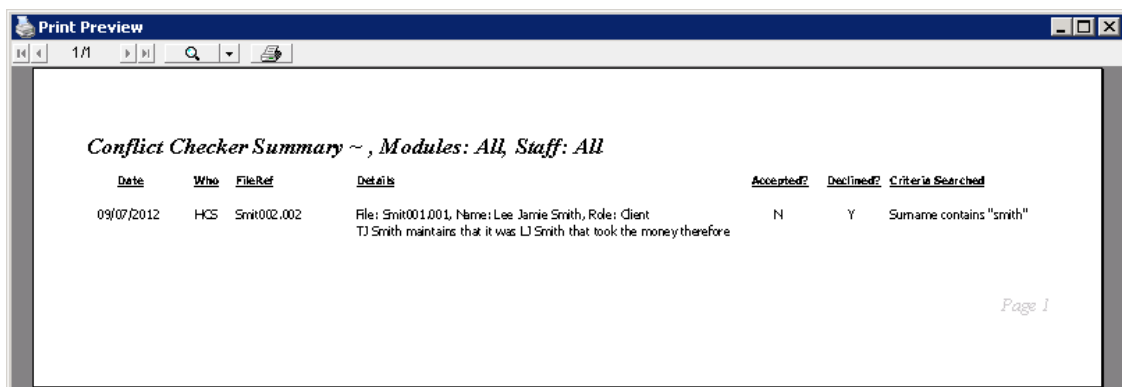


You can also print the Conflict window when opened from the Conflict flag on the client details screen.

Service Pack 41 also included the facility to report on all Conflicts recorded whether. This report is included in the **General Reports** menu in the **Reports** screen.



Like all iLaw reports you can select the date period, file type and report on all or selected fee earners. The Conflict Report when created shows the details of the conflict, whether instructions were accepted or declined and the search criteria performed.



Conflict Reports can also be sent to MS™ Excel.



## Crime Module

### 1. CDS7 eform

Service Pack 41 introduces the CDS7 eform facility as part of the Legal Services Commission initiative to replace paper forms. The eform objective also plans to reduce claim rejection by minimising data errors and to improve the turnaround of claim payments. The LSC also state that you are able to track the progress of the form before payment is received.

With additional CDS7 eform data entered into iLaw you can produce a file to be uploaded to LSC online in the same way as CDS6 SPOCC file monthly submission for Crime lower work. Making a CDS7 eform claim is currently not mandatory so you can continue to create a paper CDS7 to send to the LSC.

#### a. Making a CDS7 eform claim.

Three new screens have been added to the **Non-Standard Fee > CDS7** billing screen and these require additional information to create a successful CDS7 eform claim.

They are:

- Claim and Case
- Disposal
- Attachments

The **Create eForm** button has been added to the CDS7 Tasks menu. This will create an .xml file to be saved to a location on your computer and then uploaded to LSC Online.

**Claim and case** is the first new screen and now the default screen opened. It captures details about the 'Summary of Claim' (How many defendants and how many Court attendances etc...)

#### **Important: Inactive fields**

It is important to remember that some fields will become active depending upon the answer given before.

In the **Disposal** screen, select the 'Category' from the **Case Disposal** type drop-down box. This will change the selection of disposal type options listed below of which only one can be selected. The **Reasons for Non Standard Claim** options allow a multiple selection.

In the **Attachments** screen you can state whether items are being sent electronically or by Post or DX.

Complete the remaining three screens as you would if you were doing a paper CDS7 submission and when all the data has been entered click on the **Create eform** button.

## Family Module

### 1. Counsels Costs Revision

Counsels Costs have been added to all units of work in the Family module and will show separately from disbursements on the Claim 1 and Claim 1A. Counsel's costs are recorded as either 'Subject to Vat' or 'Not subject to Vat'.

#### Claim 1

Family Private: Magistrates' Court/ County Court

Family Private: High Court

Care Other: County and Magistrates Court

Care Other: High Court

Counsels Fees will then show separately on Claim 1 Page 7 Counsel's Claim. You will be required to enter the number of counsel claiming.

#### Claim 1A claims

PFLRS

Family Private: Level 3 FPC

Family Private: Level 3 County Court

Family Private: Level 3 High Court

Family Private: Level 4 FPC

Family Private: Level 4 County Court

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Family Private: Level 4 High Court

s31 Care Level 3

County and Magistrates Court

High Court

Counsels Fees show as a separate Net amount on the page 9 section **Your Claim and VAT.**