

Introduction and Summary

Service Pack 42 includes the revised versions of the LGFS and AGFS crown court claim forms in the Crime Module. To assist the completion of these forms new trial date fields have been introduced in the Litigators billing screen and in the Advocates billing screen which is an optional module purchase. The LF1 form for Litigators graduated fee billing is now formed of a number of variations which represent the different claim types submitted to the LSC. Crown Court Travel disbursements will need to be recorded using a new charge code item when time recording. These entries are brought through onto the section three of the LF1 form.

The Immigration Module includes the £100 limit imposed on Controlled Legal Help and Controlled Legal Representation claims which have the Matter Type 2 codes IMER and IPAS selected. All Civil modules include the latest versions of a selected CLS forms.

SP42 Contents Summary

Crime Module

1. New LF1 variation forms
2. LGFS and AGFS new fields for Trial dates
3. Crown Court Travel Disbursements and Mileage

Crime Form Update

AF1 v5

AF2 v2

LF1 Fixed Fee V1

LF1 V9

LF1 Interim Claim V1

LF1 Online Claim V1

LF1 Special Prep V1

LF2 V5

CDS16 V9

Immigration Module

1. IMER and IPAS Matter Type 2 Codes Limit to £100

All Civil Modules

1. Forms update for October 2012

CLSMEANS1 V14

CLSMEANS1P V1

CLSMEANS2 V8

CLSAPP1 V14

CLSAPP3 V18

Additional Forms added

CLSADMIN2 v4 JUN 2009

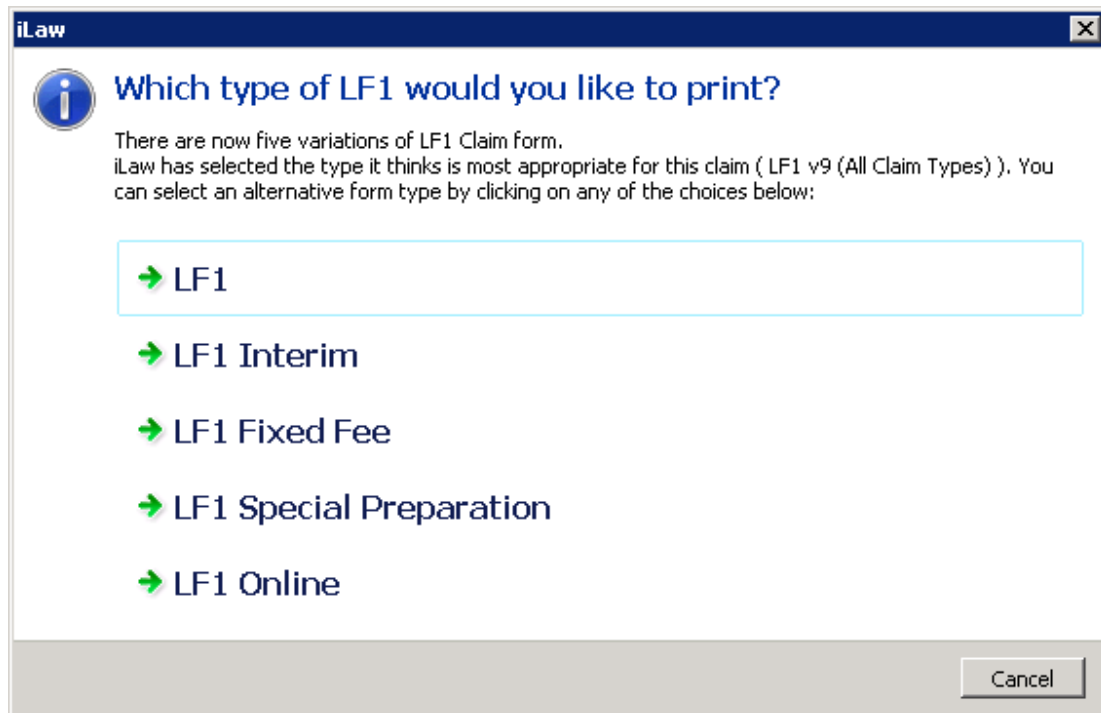
CLSAPP11 V5 JUN 2009

Crime Module

1. New LF1 Forms

October 2012 sees the introduction of a number of variations to the LF1 form that should be used when making Litigator Fee Claims for Fixed Fees, Interim disbursement claims, claims made on LSC Online and claims for special preparation. The existing LF1 is now version 9 and should be used for all claims considered a Graduated Fee. The Legal Services Commission state that the intention is to reduce the information required when the Litigators Graduated Fee is not being claimed.

You can select the LF1 form type when you click on **Print LF1 Claim** from the **Claims** menu in the Litigators Fee Billing screen. iLaw will select the LF1 form type from the options that it thinks is appropriate but you have the ability to select an alternative LF1 form type.



What LF1 form to use for which claim?

Use this guide to assist you when making the LF1 selection from the new box provided.

LF1 Graduated Fee v9 October 2012

This claim form is for all Graduated Fee Claims. It should not be used for Fixed Fee claims, Interim Fee claims, Special Preparation, and when the LF1 has been submitted online.

LF1 Fixed fee v1 October 2012

This is a three page form for fixed fees only.

This claim form should be used for these Fixed Fees only

- Appeal against sentence (from a Magistrates Court)
- Appeal against conviction (from a Magistrates Court)
- Committal for Sentence
- Contempt Proceedings
- Alleged breach of a Crown Court order
- Hearing subsequent to sentence
 - S1c Crime and Disorder Act 1998 (Vary discharge ASBO)
 - S155 Powers of Criminal Courts (Alter sentence)
 - S74 Serious Organised Crime and Police Act 2005
- Evidence Provision Fee
- Before Trial Transfer (new and org)
- Up to and including PCMH transfer (new and org)

LF1 Interim v1 October 2012

This is a two page form for claims for Interim disbursements only. You will still be able to print an LF1 Interim claim for disbursements by clicking on the **Print LF1 Interim** link from the **Claims** menu.

LF1 Online v1 October 2012

For graduated fees submitted online only. This is a three page form with an optional fourth page for additional information should it be required.

LF1 Special Preparation v1 October 2012

This form is only required if a special preparation claim is being made.

2. LGFS and AGFS new fields for Trial dates

New date fields have been included in the Litigators Graduated Fee for the Start Date and End Date for Trials. Start Date and End Date fields are also available in the AGFS module, if purchased, in section 2.

These new fields are used to populate the new LF1 form variations and the AF1.

Section 2 : Case Details and Enhancements

Type of Case	T - Trial		
Trial Type	Trial		
Length Of Trial	2	Start: 09/08/2012	End: 10/08/2012
This case was	Sent by the magistrates' court (Indictable only)		

All the usual date shortcuts can be used in the trial date boxes.

3. Crown Court Travel Disbursements and Mileage

The LF1 form requires that Travel Disbursements and Mileage are shown separately in Section 3 so that the destination and reason for travel is included. SP42 allows the separate recording of Crown Court Travel using the **Travel Disbursement** charge code in **Time Recording**. This must be used for all Bus Fares and National or London Underground Rail tickets.

The graphic below shows a Bus Fare disbursement recorded as a Travel Disbursement.

Review and Amend							
Date	FE	Billed?	Work Undertaken	Rate	Time	Cost	Reason
20/09/2012	ILAW	No	CC Attendance : A Rate	£53.00	02:00	£106.00	Att.
20/09/2012	ILAW	No	CC Travel Disbursement	£0.00	00:00	£3.00	Bus Fare
20/09/2012	ILAW	No	CC Disb(not subject to Vat)	-	-	£150.00	Psychiatric Report

These disbursements are shown in separate grids in the **Time & Disbs.** screen in the Litigators Fee Billing screens.

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iLaw Service Pack 42

Release Notes 1 October 2012

Support Team 0845 259 1276

Disbursements

Please select which disbursements should appear on an interim disbursements only claim by checking the Interim.

No.	Type of Disbursement	NET £	VAT £	Gross £	Auth?	POA?	Interim?
1	20/09/2012: Psychiatric Report	£150.00	£0.00	£150.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2							

Travel Costs

When claiming travel costs, the destination and reason must be included.

No.	Date	Destination	Reason	Distance (public rate)	Distance (private rate)	NET £:p	VAT Y/N ?
1	20/09/2012	Lewes CC	Bus Fare	15		£3.00	<input checked="" type="checkbox"/>

For each travel disbursement listed, you are required to enter manually the 'Destination' and the 'Distance' if you are claiming mileage at Public Transport rate (25p per mile) or Private transport rate (45p per mile). The **Vat Y/N** column will be completed automatically by iLaw. When the LF1 is printed, Disbursements subject to and not subject to Vat are placed in Section two and Travel Costs are placed in Section three.

Section two – details of disbursements (excluding travel)

If prior authority has been granted, a copy of the authorisation letter must be submitted. Disbursement vouchers must be submitted for all disbursements of £20 or more, regardless of whether prior authority has been granted. Please use Section 3 for all travel costs claimed.

Type of disbursement (e.g. medical report)	Net amount claimed (£)	VAT claimed (£)	Gross amount claimed (£)	Has prior authority been granted Y or N?	Have you applied for a payment on account Y or N?	Payment Received Y or N?
20/09/2012: Psychiatric Report	£150.00	£0.00	£150.00	N	N	

Section three - Breakdown of Travel Costs

When claiming travel costs the date of travel, destination and reason for travel must be included. If you are travelling to visit your client you must justify why these expenses should be paid when a local supplier would not incur them. Travel will be allowed at public transport rates unless justification for private travel is provided. Please provide copies of all tickets or receipts for public transport costs incurred over £20.00. Please see the LGFS Guidance for more information.

Date (dd/mm/yy)	Destination	Reason for travel	Distance (claiming mileage at Public transport rates)	Distance (claiming mileage at Private transport rates)	Amount claimed £:p (Exc VAT)	VAT Y/N
20/09/2012	Lewes CC	Bus Fare	15		£3.00	N
Total Claimed			0	0	£3.00	

Immigration Module

1. IMER and IPAS Matter Type 2 Codes Limit to £100

The selection of the Matter Type 2 codes IMER and IPAS will limit the total of Profit Costs (excluding Vat) and Disbursements Costs (excluding Vat) to £100 for all cases with a start date on or after 1 October 2012. No other costs can be claimed when using these codes.

How iLaw will limit Profit Costs and Disbursement Costs?

The £100.00 Totals limit can comprise of Disbursements Costs only, Profit Costs only or a combination of Disbursements costs and Profit Costs. If the claim is made from a combination then the total Disbursement Costs will be used in the Controlled Matter Form over the total of Profit Costs. If the value of Disbursement costs is greater than £100, iLaw will ensure that the value recorded against the Disbursement field does not exceed £100.00 and thus reduce the Profit Costs field to be zero.

Stage Disbursement Claims

Stage Disbursement claims will also be limited to £100 for matters with IMER or IPAS selected as the Matter Type 2 code. Stage disbursement claims require the selection of the **Stage Claim?** checkbox in the **Details of Disbursements for Stage Claim** section.

Stage and Completed Claims

CWA validation does not allow the following to be claimed for IPAS and IMER Stage and Completed claims:

- Counsels Costs
- JR/ Form Filling Costs
- Additional Payments
 - HO interviews
 - Adjourned Hearings
 - A substantive hearing
 - Oral CMRH
 - Telephone CMRH
 - Detention Travel (and Waiting costs) claimed only with MT2 codes IIRC, IRVL and IFST.