

Introduction and Summary

Service Pack 43 implements three key changes to iLaw.

1. Civil Legal Aid Reform

The Legal Aid Reform changes will be implemented for all civil matters that start on or after the 1st April 2013. The scope of work under the civil contract is restricted for areas of civil work with many claims no longer being allowable through the LSC online. The selection and combination of matter type and outcome codes is central to the determination of whether civil claims with an opening date after April 2013 can be claimed via CWA. iLaw Service Pack 43 enables a "Scope" check to be performed on a Civil matter at the billing stage and in the Client Details screen after case creation. A new set of validation rules have been introduced that re-classify the civil reporting codes. When matter type part 1 and 2 codes have been selected iLaw SP43 will clearly detail whether the case can be paid via CWA or if the matter is no longer in scope and other funding of the case would be required. Where there has been an arrangement for funding via Exceptional Case Funding, you will be able to enter the ECF reference in iLaw to move the matter in scope. Matters also move 'In Scope' if an exemption criteria code has been selected.

2. Mediation claims for the Family Module

From April 2013, Family Mediation claims can be made via the LSC online. These matters, when billed, will be included on the Family CMRF and subsequently in the Civil SPAN file when created for monthly submission. Matter Type reporting codes have been introduced for Mediation work that reflect the issue the case concerns. These 'issues' also inform a new fixed fee structure which will be determined from Mediation time records recorded in iLaw.

3. Extensive Form Revision for Crime and all Civil Modules

From April, the Legal Services Commission becomes an executive agency of the Ministry of Justice and renamed the Legal Aid Agency. The rebranding has prompted a full form change featuring the new LAA logo. All revised forms are included in SP43 in the editable PDF format which was introduced in SP41 July 2012. Please refer to iLaw Service Pack 41 notes for guidance on the implementation of the pdf forms used in iLaw Documents.

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iLaw Form Changes

1. Crime and Civil form changes

Due to the Legal Services Commission changing to the Legal Aid Agency as it becomes an executive agency of the Ministry of Justice, all Crime and Civil forms have been changed. All new forms will be available from 1 April 2013. Provided here is a complete list of forms included in iLaw Documents with version number.

i. Crime form changes

Crime Documents (Accessible via Crime Documents)

CRM8 v4 (CDS8)

CRM10 v7 (CDS10)

CRM11 v5 (CDS11)

CRM13 v6 (CDS13)

CRM14 v10 (CDS14)

CRM15c v10 (CDS15c)

CRM 15 v10 (CDS15)

CRM16 v10 (CDS16)

CRM 18a V2 (CDS18a)

CRM18 v4 (CDS18)

Judicial Apportionment v4

PL1

Crime Billing (Accessible from Crime Billing)

CRM1 v9 (CDS1)

CRM2 v7 (CDS2)

CRM3 v10 (CDS3)

CRM7 v10 (CDS7 Non Standard Fee)

Crown Court Billing (Accessible from Crime Billing)

LF1 Fixed Fee V2

LF1 V10

LF1 Interim Claim V2

LF1 Online Claim V2

LF1 Special Prep V2

LAC1 v3

LF2 V2

AF1 v6

AF2 v3

ii. Civil form changes

Accessible from Civil, Family and Immigration Documents

Civadmin1 v11	CivMeans3 v9
Civadmin2 v5	CivMeans5 v5
Civapp1 v15	CivMeans7 v7
Civapp3 v19	CivPOA1 v6
Civapp5 v13	CW1 & 2 MH v8
Civapp6 v10	CW1 PL v4
Civapp8 v3	CW1 v21
Civapp8a v16	CW2 Imm v12
Civapp11 v6	CW3 Imm 5
CivChecklist3 v8	CW3a Imm 7
CivClaim1a v6	CW3b Imm 7
CivClaim1 v15	CW3c Imm 7
CivClaim2 v10	CW4 MH v2
CivClaim5 v9	CW4 v9
CivClaim5a v3	CW5 v2
CivMeans1a v6	CWC MH v3
CivMeans1b v6	EC Claim 1 Civil v5
CivMeans1c v6	EC Claim 1 Imm v7
CivMeans1p v3	EC Claim 1 MH v7
CivMeans1 v16	L17 v7
CivMeans2 v10	

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Accessible from Civil, Family and Immigration Billing

cw1and2mh-version-9-april-2013

cw1-public-law-version-5-april-2013

cw1-version-22-april-2013

cw2imm-version-13-april-2013

All Modules

Civil, Crime, Family, Immigration

1. New Ethnic Origin Reporting code

From April 2013, a new reporting code for 'Gypsy/ Traveller' can be selected in the **Ethnic Origin** selection in **Client Details**. This will be reported in Crime CDS6 and Civil (Family, Immigration, Civil) CMRF submissions as code 16. This code will not be available for selection for matters opened before 1st April 2013.

2. Disability Types Revision

There is a revision to the Disability types used to describe a client's disability when reporting a case in CWA. The Disability type selection remains in the **Personal Details** section of the **Client Details** screen.

Disability Types Removed

The following disability types have been removed under LAR and cannot be used for cases started on or after 1st April 2013:

- PHY-Physical Impairment
- SEN-Sensory Impairment
- COG-Cognitive Impairment

Disability Types Introduced

The following Disability types have been introduced for matters that start on or after 1st April 2013:

- MOB – Mobility impairment
- HEA – Hearing impaired
- VIS – Visually impaired
- DEA – Deaf
- BLI – Blind

All Civil Modules

Civil, Family, Immigration

1. Re-Classification of Civil Reporting Codes

Is the matter "In Scope" or "Out of Scope"?

All Reporting codes have been re-classified for Civil, Family and Immigration matters opened on or after 1st April 2013. Should any of your reporting codes for one of these matters be classified as "Out of Scope – ECF only", the claim can only be successfully submitted through CWA with an **ECF Reference** entered or an **Exemption Criterion** is selected.

Should all the required reporting codes of a matter be classified as "In Scope" the claim can be submitted through CWA. The Reporting Codes required for reporting Civil claims through CWA continue to be a combination of the following:

- Matter Type Part 1 code
- Matter Type Part 2 code
- Stage Reached code (selected Civil Work Types only)
- Outcome code

The Matter Type Part 1 and Part 2 codes can now be selected in **Client Details** from the **Matter Type 1 and 2** tab. With both Matter Type codes selected, iLaw will present the current "Scope" of the claim which will be either "In Scope" or "Out of Scope".

Matters that are in "In Scope" will remain in scope for billing subject to the selection of the "Staged Reached" Code, the "Outcome" Reporting Code or both. The selection of a Staged Reached code (where relevant) or Outcome code classed as "Out of Scope" will push an "In Scope" claim "Out of Scope".

Matters that include a reporting code classified as "Out of Scope" cannot be billed for CMRF submission. The **Bill Now** button will be inactive when the billing screen Fee Calculation section says that the claim is "Out of Scope".

2. Funding for matters that include a reporting code that is “Out of Scope”

Exemption Criterion and ECF Reference

“Out of Scope” matters are brought “In Scope” via an Exemption Criterion selected, or an ECF Reference entered in the new **Exemption** tab in **Client Details**.

Exemption Criterion

The Exemption Criterion drop down will present the Exemption codes that relate to the work type selected only. Only the work types Clinical Negligence, Family, Immigration, and Miscellaneous have exemption criterion that can be selected. A list of codes will be outlined in this document for the work types for which they apply.

The Issue Present box will show the details concerning the Exemption Criterion selected.

Issue Present: Injury at Birth
The case involves issues arising from injury at birth

If you check back in the **Matter Type** tab after an Exemption Criterion is selected the Scope indicator will have changed to "In Scope - Exception Criterion Supplied".

ECF Reference

If an ECF Reference is provide for a matter it can be entered in the ECF Reference box in the Exemption tab in Client Details. The format is NNNNNNLL. If an **ECF Reference** is entered iLaw will automatically change the **Procurement Area** and **Access Point** to 'ECF Matter' after notification.

If you check back in the **Matter Type** tab after an ECF Reference is entered the Scope indicator will have changed to "In Scope - ECF Reference Supplied"

Civil Module

1. Exemption Criterion for Civil Work Types
2. Outline of Civil Work Type reporting codes 'In Scope' and 'Out of Scope'
3. Case Transfer Date

i. Exemption Criterion for Civil Work Types

The **Exemption Criterion** CN001 Injury of Birth when selected will place any Clinical Negligence claim "In Scope". The code TR001 Trafficking when selected will place any Miscellaneous claim "In Scope".

Issue	Category	Classification	Criterion/ test
Injury at Birth	Clinical Negligence	Out of Scope – Injury at Birth Criteria/ECF	The case involves issues arising from injury at birth. Use CN001 Reporting Code
Trafficking	Immigration and Misc	Out of Scope – Unless Trafficking criteria or ECF (IMM)	The client has been a victim of trafficking. Use TR001

2. Outline of Civil Work Type reporting codes 'In Scope' and 'Out of Scope'

Actions against the Police

All Stage Reached codes are redundant. A 'Stage Reached' code is not required for matters with a case opening date on or after 1st April 2013. All other reporting codes remain In Scope Current.

Clinical Negligence

All reporting codes are 'Out of Scope' unless 'Injury at Birth' is selected as the **Exemption Criterion** or an **ECF Reference** has been obtained and entered. Both the **Exemption Criterion** dropdown and the **ECF Reference** box are situated in the **Exemption** tab in **Client Details**.

Stage Reached Codes are redundant if a case is being claimed as exempt and are not required for matters with a case opening date on or after 1st April 2013.

The **Exemption Criterion** CN001 Injury of Birth when selected will place any Clinical Negligence claim 'In Scope'.

Issue	Category	Classification	Criterion/ test
Injury at Birth	Clinical Negligence	Out of Scope – Injury at Birth Criteria/ECF	The case involves issues arising from injury at birth. Use CN001 Reporting Code

Community Care

All reporting codes including Stage Reached codes remain 'In Scope' (Current).

Consumer General Contract

All reporting codes are 'Out of Scope' unless an **ECF Reference** has been obtained and entered in the **Exemption** tab in **Client Details**. Stage Reached Codes are redundant if a case is being claimed as exempt. There are no Exemption Criterion codes for this civil work type.

Debt

A number of reporting codes have been re-classified as Out of scope - ECF only unless an ECF Reference has been obtained and entered in the **Exemption** tab in **Client Details**. All Stage Reached Codes remain In Scope (Current).

CLA Exemption for Debt

Two new fields are required to indicate that the rules of the Mandatory gateway have been applied in Debt matters started on or after 1st April 2013. These claims will not be accepted by CWA unless they contain either a CLA reference number or a CLA exemption code. It may be necessary to report both a CLA reference and a CLA exemption code.

This **CLA Reference Number** is used to indicate that a client has accessed the telephone service before receiving face to face advice in debt. It must be in the correct format of 7 numbers.

The **CLA Exemption Code** should be used where a client has gone straight to face to face advice in Debt. It will allow the provider to indicate that the client belongs to one of the valid exemptions to the CLA gateway.

Only one of the 3 valid codes can be entered in the field.

Exemption Code	Description
EPRE	Client is a child
EDET	Client is in detention
ECHI	12 month exemption

Validation rules for Debt CLA Exemption:

- Where EPRE is selected, a CLA Reference Number will also be required.
- A CLA Reference number can be entered for exemption Codes EDET and ECHI even though not required.
- The **ECF Reference** code field cannot be reported if a CLA Exemption code (or Reference number) is reported.
- Where exemption code ECHI is used, the client date of birth should be compared with the case start date to ensure that the client is less than 18 years old on the day that the case started. If the client is/was 18 or over then this exemption code cannot be used.
- If EPRE is entered, the client will also be required to report a CLA Reference Number to show that the gateway had been accessed in the last 12 month. EPRE can only be used in conjunction with a valid CLA Reference Number.

Education

All reporting codes are “Out of Scope – ECF only” unless an **ECF Reference** has been obtained and entered in the **Exemption** tab in **Client Details**. There are no **Exemption Criterion** codes for this civil work type. A **Stage Reached** code will be required if an ECF Reference has been entered.

Employment

All reporting codes are “Out of Scope – ECF only” unless an **ECF Reference** has been obtained and entered in the **Exemption** tab in **Client Details**. Stage Reached Codes are redundant if a case is being claimed as exempt and are not required for matters with a case opening date on or after 1st April 2013. There are no **Exemption Criterion** codes for this civil work type.

Housing

Three Matter Type 1 codes and two Outcome codes have been re-classified as “Out of scope – ECF only”. If any of these codes are selected for a matter, an ECF Reference must be obtained and entered in the **Exemption** tab in **Client Details** for the claim to be allowable. There are no **Exemption Criterion** codes for this civil work type. The Matter Type Part 1 code for “Charging order” has been re-classified as redundant and its use will invalidate claims for cases with a case opening after 1st April 2013.

Mental Health

All **Stage Reached** codes are redundant and are not required for matters with a case opening date on or after 1st April 2013. All other reporting codes remain “In Scope (Current)”.

Miscellaneous

There are a number of new reporting codes for Miscellaneous classified as ‘In Scope (New)’. Many of the existing Miscellaneous reporting codes have been re-classified as ‘In Scope (Current)’. Some reporting codes have been re-classified as ‘Out of Scope – ECF’ which means that an **ECF Reference** must be obtained and entered in the **Exemption** tab in **Client Details** for the claim to be successfully submitted through CWA.

Miscellaneous Exemption Criterion

Issue	Category	Classification	Criterion/ test
Trafficking	Immigration and Misc	Out of Scope – Unless Trafficking criteria or ECF (IMM)	The client has been a victim of trafficking. Use TR001

Personal Injury

All reporting codes are 'Out of Scope – ECF only' unless an **ECF Reference** has been obtained and entered in the **Exemption** tab in **Client Details**. Stage Reached Codes are redundant if a case is being claimed as exempt.

Public Law

All Stage Reached codes are redundant. All other reporting codes are 'In Scope (Current)'.

Welfare Benefits

All reporting codes are "Out of scope – ECF only". An ECF Reference has to be obtained and entered in the **Exemption** tab in **Client Details** for the claim to be successfully submitted through CWA. Stage Reached Codes are redundant if a case is being claimed as exempt.

3. Case Transfer Date

A **Case Transfer Date** can be entered in the new **Exemption** tab in **Client Details**. This date must be reported in the monthly submission when a new matter has been transferred from another Provider.

The Procurement Area and Access Point code must have 'Transferred Case' (PA30000 & AP30000) selected when a Case Transfer Date is being reported. If transfer date is being reported as well as an ECF Reference the Transfer Date PA and AP codes will be reported, not the ECF PA and AP reporting codes.

Family Module

1. Exemption Criterion for Family Matters
2. FAMT and FAMU Redundant Codes
3. Full list of Re-classified Family codes
4. Mediation claims reported via CWA

1. Exemption Criterion for Family Matters

The new **Exemption** tab in Client Details allows the selection of an **Exemption Criterion** or an **ECF Reference** if obtained, both of which will place a claim classed as 'Out of Scope', 'In Scope'. An Exempted matter must be submitted with the **Procurement Area** and **Access Point** set as 'ECF Matter'.

If an **Exemption Criterion** is selected iLaw will automatically change the **Procurement Area** and **Access Point** to 'ECF Matter' after a notification.

The Issue Present box will show the details concerning the Exemption Criterion selected.

Issue Present: **Domestic Violence**

There is a protective order or injunction in place against the other party (or in the case of forced marriage against any other person).

Family Exemption Criterion for claims involving issues relating to Domestic Violence, Child Abuse, and Child under the age of 18.

Issue	Category	Classification	Criterion/ test
Domestic Violence	Family	Out of Scope – unless DV/CA	There is a protective order or injunction in place against the other party (or in the case of forced

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		criteria or ECF	marriage against any other person). Use DV001 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	The other party has been convicted of a criminal offence or subject to a relevant caution concerning violence or abuse towards the applicant (unless the conviction is spent) Use DV002 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	There are on-going criminal proceedings for a domestic violence offence by the other party towards the applicant for funding Use DV003 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	The victim has been referred to a Multi-Agency Risk Assessment Conference (MARAC) and a plan has been put in place to protect them from violence by the other party. Use DV004 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	There has been a finding of fact in the family courts of domestic violence by the other party giving rise to the risk of harm. Use DV005
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	Undertaking from the respondent. Use DV006 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	Letter from a domestic violence refuge confirming that applicant has been there for at least 24 hours Use DV007 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA criteria or ECF	A defined medical professional confirms that the applicant has had injuries consistent with those of a victim of domestic violence. Use DV008 Reporting Code
Domestic Violence	Family	Out of Scope – unless DV/CA	A social services department confirms that applicant has been assessed as being or at risk

		criteria or ECF	of being a victim of domestic violence. Use DV008 Reporting Code
Child Abuse	Family	Out of Scope – unless DV/CA criteria or ECF	There is a relevant conviction of a criminal offence or caution for a child abuse offence against a party other than the applicant in relation to the child who is the subject of the order (unless the conviction is spent). Use CA001 Reporting Code
Child Abuse	Family	Out of Scope – unless DV/CA criteria or ECF	There is a relevant conviction of a criminal offence or caution for a child abuse offence against a party other than the applicant in relation to the child who is the subject of the order (unless the conviction is spent). Use CA002 Reporting Code
Child Abuse	Family	Out of Scope – unless DV/CA criteria or ECF	There is a protective order or injunction in place for protection of the child who is subject to the proceedings (or in the case of forced marriage against any other person). Use CA003 Reporting Code
Child Abuse	Family	Out of Scope – unless DV/CA criteria or ECF	A local authority has put a Child Protection Plan in place to protect the child who is the subject of the proceedings. Use CA004 Reporting Code
Child Abuse	Family	Out of Scope – unless DV/CA criteria or ECF	A social services department confirms that the child has been assessed as being or at risk of being a victim of child abuse. Use CA005 Reporting Code
Child Abuse	Family	Out of Scope – unless DV/CA criteria or ECF	There is a relevant finding of fact by the courts that child abuse on the part of the person from whom the protective party is seeking to protect the child has occurred. Use CA006 Reporting Code
Child	Family	Out of Scope –	An application for a prohibited steps order has

Abuse		unless DV/CA criteria or ECF	been made in addition to an application for a protective order or injunction, which has not yet been decided by court. Use CA007 Reporting Code
Client U18	Family	Out of Scope – unless DV/CA criteria or ECF	Client Date of Birth under 18 at date of signature Use UA001 Reporting Code

2. FAMT and FAMU Redundant Codes

Two Matter Type Part 1 codes have been re-classified as Redundant.

- FAMT- Family Wills
- FAMU - Change of Name applications

They cannot be claimed via the Exemption Criterion or the ECF Reference and will not show for matters with an opening date after April 2013.

3. Full list of Re-classified Family codes

Family Matter Type Part 1

MT1	Description	Classification
FAMA	Divorce/Judicial Separation/Nullity	Out of Scope - unless DV/CA criteria or ECF
FAMB	Dissolution of Civil Partnership	Out of Scope - unless DV/CA criteria or ECF
FAMC	Domestic Abuse	In Scope (Current)
FAMD	Private Law Children only	Out of Scope - unless DV/CA criteria or ECF
FAME	Private Law Children and Financial Provision	Out of Scope - unless DV/CA criteria or ECF

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FAMF	Private Law Children and Divorce/Judicial Separation/Nullity	Out of Scope - unless DV/CA criteria or ECF
FAMG	Private Law Children and Civil Partnership Dissolution	Out of Scope - unless DV/CA criteria or ECF
FAMH	Private Law Children and Domestic Abuse	In Scope (Current)
FAMI	Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity	In Scope (Current)
FAMJ	Private Law Children, Domestic Abuse and Civil Partnership Dissolution	In Scope (Current)
FAMK	Financial Provision Only	Out of Scope - unless DV/CA criteria or ECF
FAML	Financial Provision and Divorce/Judicial Separation/Nullity	Out of Scope - unless DV/CA criteria or ECF
FAMM	Financial Provision and Civil Partnership Dissolution	Out of Scope - unless DV/CA criteria or ECF
FAMN	Financial Provision and Domestic Abuse	In Scope (Current)
FAMO	Financial Provision, Domestic Abuse and Divorce/Judicial Separation/Nullity	In Scope (Current)
FAMP	Financial Provision, Domestic Abuse and Civil Partnership Dissolution	In Scope (Current)
FAMQ	Financial Provision, Private Law Children and Domestic Abuse	In Scope (Current)
FAMR	Financial Provision, Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity	In Scope (Current)
FAMS	Financial Provision, Private Law Children, Domestic Abuse and Civil Partnership Dissolution	In Scope (Current)
FAMT	Family Wills	Redundant - Cannot be claimed Via DV, ECF or under18s
FAMU	Change of Name applications	Redundant - Cannot be claimed Via DV, ECF or under18s
FAMV	Other	Out of Scope - unless DV/CA

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		criteria or ECF
FAMW	Public Law Proceedings - Section 31 Care Proceedings	In Scope (Current)
FAMX	Public Law Proceedings - Other	In Scope (Current)
FAMY	Advice in support of Family Mediation	In Scope New
FAMZ	Financial Provision, Private Law Children and Divorce / Judicial Separation / Nullity	Out of Scope - unless DV/CA criteria or ECF
FAM1	Child Abduction International	In Scope New
FAM2	Child Abduction Domestic	In Scope New
FAM3	EU and International Agreements concerning maintenance	In Scope New

Matter Type Part 2

MT2	Description	Classification
FADV	Client is seeking advice only	In Scope (Current)
FPET	Client is the petitioner in Divorce/Judicial Separation/Nullity/Dissolution of Civil Partnership	Out of Scope - unless DV/CA criteria or ECF
FRES	Client is the respondent in Divorce/Judicial Separation/Dissolution of Civil Partnership	Out of Scope - unless DV/CA criteria or ECF
FAPP	Client is or would be the applicant where proceedings issued	In Scope (Current)
FREP	Client is or would be the respondent where proceedings issued	In Scope (Current)
FCHG	Client is a child with a guardian	In Scope (Current)
FCHS	Client is a child instructing solicitor directly	In Scope (Current)
FOTH	Other	In Scope (Current)
FMEC	Where the client is seeking advice in connection with mediation - children	In Scope New
FMEF	Where the client is seeking advice in connection with mediation - finance	In Scope New
FMEA	Where the client is seeking advice in	In Scope New

connection with mediation - all issues

Stage Reached

SR	Description	Classification
FA	First meeting	Redundant
FB	Further work	Redundant
FC	Negotiation with the Local authority where written notice of intention to issue care proceedings	Redundant
FD	Divorce Proceedings - Petitioner only Level 1	Redundant

Outcome

O	Description	Classification
FA	Decree Absolute/Dissolution obtained	Out of Scope - unless DV/CA criteria or ECF
FB	Client and partner reconciled	In Scope (Current)
FC	Advice given - no further action required	In Scope (Current)
FD	Client participated referred to mediation and settlement reached	In Scope (Current)
FE	Settlement with benefit for the client	In Scope (Current)
FF	Settlement with no benefit for the client	In Scope (Current)
FG	Client received lump sum/property adjustment AND periodical payments	In Scope (Current)
FH	Client received lump sum/property adjustment	In Scope (Current)
FI	Client received periodical payments	In Scope (Current)
FJ	Liability to pay other side avoided or reduced	In Scope (Current)
FT	Client ceased to give instructions	In Scope (Current)
FU	File transferred to another solicitor	In Scope (Current)

FV	Matter stopped on advisor's recommendation	In Scope (Current)
FW	Matter proceeding under other CLS Funding where the client is the Applicant	In Scope (Current)
FX	Matter proceeding under other CLS Funding where the client is the Respondent	In Scope (Current)
FY	Client referred to another contracted supplier for advice in a different category	In Scope (Current)
FZ	Client referred to a non-funded service	In Scope (Current)
FS	Client participated in mediation and no settlement reached	In Scope New

4. Mediation claims reported via CWA

Under the Legal Aid Reforms, advice in relation to Mediation will be funded under CWA.

To support this change a new Matter Type 1 code and three Matter Type 2 Codes have been introduced to enable Providers to claim costs for this work via a fixed fee scheme for matters with a case opening date on or after 1st April 2013..

The selection of the Matter Type 2 code with the new Matter Type 1 code will inform new case stage level codes for Family Mediation work which will then determine the price of cases starting on or after 1st April 2013.

The new Matter Type 1 code being introduced is: **FAMY**.

Choice of new Matter Type 2 Codes –

Code	Description
FMEC	Where the client is seeking advice in connection with mediation – children
FMEF	Where the client is seeking advice in connection with mediation – finance

FMEA

Where the client is seeking advice in connection with mediation – all issues

Making Mediation Claims

Select 'Family' in the **Work Type** drop down in Client Details. In Time Recording, select 'Family Mediation' as the **Legal Aid Type**. The **Mediation Activity** selected for time recording will inform the fixed fee when the work is billed in the Mediation billing screen.

There are two options for the Mediation Activity:

- Legal Help in support of Mediation
- Legal Help provided in relation to the issuing of proceedings

Recording time for the option 'Legal Help in support of Mediation' will result in the £150.00 fixed fee. The stage Level Code reported is FPL19.

Recording time for the option 'Legal Help provided in relation to the issuing of proceedings' will result in the £200.00 fixed fee being payable. The stage Level Code reported is FPL20.

Recording time for both options will result in the £350.00 fixed fee being payable. The stage Level Code reported is FPL21.

New case stage/level outcome codes show here in this table with the CWA description of the Mediation work carried out and the fee applicable.

Code	Description (used in CWA)	Fee
FPL19	Legal Help in support of Family Mediation.	£150.00

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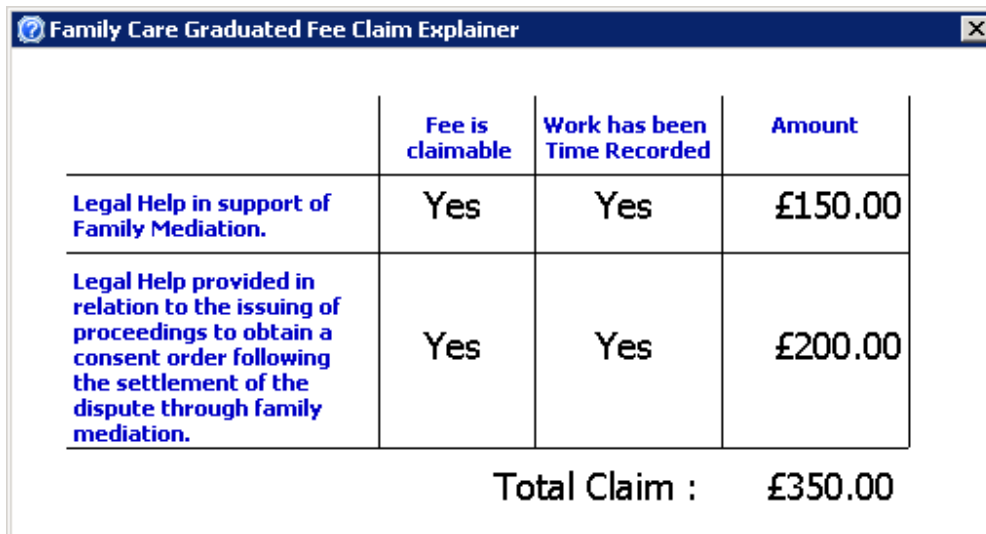
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FPL20	Legal Help provided in relation to the issuing of proceedings to obtain a consent order following the settlement of the dispute through family mediation.	£200.00
FPL21	Legal Help in support of Family Mediation and legal help provided in relation to the issuing of proceedings to obtain a consent order following the settlement of the dispute through family mediation.	£350.00

In the Mediation Billing screen you can use the **Explain the calculations** link to confirm the fee payable against the work recorded.



	Fee is claimable	Work has been Time Recorded	Amount
Legal Help in support of Family Mediation.	Yes	Yes	£150.00
Legal Help provided in relation to the issuing of proceedings to obtain a consent order following the settlement of the dispute through family mediation.	Yes	Yes	£200.00
Total Claim :			£350.00

When billed, the row of costs will show on the CMRF (Family) with other Family lower work billed.

Immigration Module

1. Exemption Criterion for Immigration Matters
2. Redundant and Withdrawn Codes
3. Full list of Immigration Reporting Codes

1. Exemption Criterion for Immigration Matters

The new **Exemption** tab in Client Details allows the selection of an **Exemption Criterion** or an **ECF Reference** if obtained, both of which will place a claim classed as “Out of Scope” to the status of being ‘In Scope’. There is only one Exemption Criterion for Immigration claims relating to matters where the client has been the victim of trafficking.

The issue available for Immigration and Civil Work Type Miscellaneous is only TR001..

Issue	Category	Classification	Criterion/ test
Trafficking	Immigration and Misc	Out of Scope – Unless Trafficking criteria or ECF (IMM)	The client has been a victim of trafficking. Use TR001

The Issue Present box will show the details concerning the Exemption Criterion selected.

Issue Present: **Trafficking**

The client has been a victim of trafficking

2. Redundant and Withdrawn Codes

A number of Matter Type Part 1 and Matter Type Part 2 codes have been re-classified as 'Redundant' or 'Withdrawn'. These codes will not show for selection. All Stage Reached Codes are Redundant and the selection will not show for matters with an opening date on or after 1st April 2013.

3. Full list of Immigration Reporting Codes

i. Matter Type Part 1 Codes

MT1	Description	Classification
IALH	Asylum - Legal Help	Redundant
IAAP	Non-Asylum - Legal Help	Redundant
IMLH	Asylum - Appeals (CLR)	Redundant
IMAP	Non-Asylum - Appeals (CLR)	Redundant
IALB	Asylum - Stage 1 (LH)	In Scope (Current)
IACA	Asylum - Stage 2a (CLR)	In Scope (Current)
IACB	Asylum - Stage 2b (CLR)	In Scope (Current)
IMLB	Non-Asylum - Stage 1 (LH)	In Scope (Current)
IMCA	Non-Asylum - Stage 2a (CLR)	In Scope (Current)
IMCB	Non-Asylum - Stage 2b (CLR)	In Scope (Current)
IAXL	Asylum - LH Work Not Subject to the Standard Fee Scheme	In Scope (Current)
IAXC	Asylum - CLR Work Not Subject to the Standard Fee Scheme	In Scope (Current)
IMXL	Non-Asylum - LH Work Not Subject to the Standard Fee Scheme	In Scope (Current)
IMXC	Non-Asylum - CLR Work Not Subject to the Standard Fee Scheme	In Scope (Current)
IMLA	REMOVED IN 2009	Withdrawn
IALA	REMOVED IN 2009	Withdrawn

ii. Matter Type Part 2 Codes

MT2	Description	Classification
IASU	Information and Representation at ASU	Redundant
IBAI	Bail (Hourly Rates)	In Scope (Current)
ICOA	Application to AIT for Leave to Appeal to Court Of Appeal (Hourly Rates)	In Scope (Current)
ICZN	Obtaining citizenship/nationality	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IDAS	Detention Duty Advice Surgery (Paid at Set Rate)	In Scope (Current)
IEAP	Early Legal Advice Project (ELAP) Cases	Redundant
IEMP	Employment Application/Appeal	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IEUL	European Union Law/EEA	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IFFL	Form Filling (Hourly Rates)	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IFME	Family Member Application/Appeal	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IFRA	Fresh Applications (Hourly Rates or Under Standard Fee Scheme)	In Scope (Current)
IFRB	Advice on Merits of a Fresh Application (Hourly Rates or Under Standard Fee Scheme)	Redundant
IFST	Fast Track Cases (Hourly Rates or Under Standard Fee Scheme)	In Scope (Current)
IFVI	Family Visit Application/Appeal	Out of Scope - Unless Trafficking criteria or ECF

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		(IMM)
IGOL	Grant/variation of leave to enter/remain	Redundant
IILL	Illegal entry	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IIRC	Immigration Removal Centre Work (Under Standard Fee Scheme Unless Undertaken under an Exclusive Contract)	In Scope (Current)
IJRA	Judicial Review (Hourly Rates)	In Scope (Current)
IMER	Advice on merits of an application to appeal to the Upper Tribunal (Previously s103A Review Applications - Advice on Merits (Hourly Rates))	In Scope (Current)
INAS	NASS only advice	Redundant
IOTH	Other	In Scope (Current)
IOUT	Concession/policy outside the rules applies	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IPAS	Pre-ASU Advice (Hourly Rates)	In Scope (Current)
IPST	Telephone Advice to Immigration Client Detained at a Police Station (Paid at Set Rates)	In Scope (Current)
IRAR	Appeal before the Upper Tribunal (Previously Review and Reconsideration Work - Subject to a Costs Order (Hourly Rates))	In Scope (Current)
IRHO	Review and Reconsideration Work - Not Subject to a Costs Order (Hourly Rates)	Redundant
IRVL	Removal/Deportation	In Scope (Current)
ISTU	Student Application/Appeal	Out of Scope - Unless Trafficking criteria or ECF (IMM)
ITWE	Training or Work Experience Application/Appeal	Out of Scope - Unless

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		Trafficking criteria or ECF (IMM)
IUAD	Disputed Unaccompanied Asylum Seeking Children (Hourly Rates)	Redundant
IUAS	Unaccompanied Asylum Seeking Children (Hourly Rates)	In Scope (Current)
IASY	First time asylum application	In Scope New
ILEA	Applications for leave to remain	In Scope New
IDOM	Application for leave relating to Domestic Violence	In Scope New
IVIS	REMOVED IN 2009	Withdrawn

iii. Stage Reached

SR	Description	Classification
IR	LH Completed, CLR Continuing	Redundant
IM	LH Completed, CLR Continuing - Concurrent Applications Only	Redundant
IO	Initial AIT Substantive Decision/Unsuccessful Bail Application, CLR Continuing	Redundant
IQ	CLR completed, LH continuing - Concurrent Applications Only	Redundant
IE	LH Completed, CLR Not Applied For	Redundant
IF	LH Completed, CLR Refused	Redundant
IS	LH Completed, CLR Already Completed - Concurrent Applications Only	Redundant
IG	Not Determined by AIT	Redundant
IH	Determined After a Substantive AIT Appeal Hearing/Bail Hearing	Redundant
IK	Final Determination Following an Application for Review or Reconsideration	Redundant
IT	Standby Payments	Redundant

iv. Outcome Codes

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O	Description	Classification
IA	Client Granted Permission to Enter/Remain Permanently	In Scope (Current)
IB	Client Granted Humanitarian Protection or Discretionary Leave to Enter/Remain	In Scope (Current)
IC	Matter Results in Grant of Other permission to Enter/Remain for a Defined Period	In Scope (Current)
ID	Citizenship Gained	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IE	Application Refused	In Scope (Current)
IF	Matter Concluded Otherwise	In Scope (Current)
IG	Decision Withdrawn	In Scope (Current)
IU	Matter Stopped on Adviser's Recommendation	In Scope (Current)
IV	Matter Proceeded Under Other Funding	In Scope (Current)
IW	Client Referred/Transferred to Another Organisation	In Scope (Current)
IX	Client Advised - No Further Action Necessary	In Scope (Current)
IY	Client Advised and Third Party Action or Decision Awaited	In Scope (Current)
IZ	Outcome Not Known/Client Ceased to Give Instructions	In Scope (Current)
--	Dash Dash	In Scope (Current)