

Introduction and Summary

Service Pack 29 introduces a key revision to the Litigators fee screen in the Crime Module with the facility to bill Retrials in addition to existing LF1 submissions. Significant changes have also been made to the Immigration module. There are changes to the online submission data for Immigration and Asylum matters with SPAN submissions from May 2009 including amendments to additional payments for Legal Help and Legal Representation claims and Matter Type Codes 1 and 2. iLaw also requires Immigration users to provide matter details to be included in the SPAN file set in the Client Details screen.

Overview of Software Changes

Civil Module

1. Personal Injury cases can be claimed under tolerance from the May 2009 submission.

Crime Module

1. Retrial functionality for Litigators Fee
2. A Note about reporting PROG, PROM and FRVA claim codes.

Immigration Module

1. Client details
 - a. HO UCN Default included on the Immigration SPAN
 - b. New venue selection : The AIT Hearing Centre
 - c. New collection of Matter Type data
2. Billing
 - a. Home Office Interview
 - b. CMRH Oral and Phone
 - c. Additional Hearing Part Heard or Re-List (A)
 - d. New Matter Type II Codes

d. JR & Form Filling

e. Detention Travel & Waiting

Form Changes : May 2009**• Civil Module:**

(Civil/Court/Notices)

- N205A - Notice of Issue

(Civil/Court/Requests)

- N225 - Request for judgment and reply to admission (specified amount)
- N225A - Notice of Part Admission (specified amount)
- N226 - Notice of Admission (unspecified amount)
- N293 - Certificate of Judgment or Order (for Evidence only)
- N322H - Request to register a High Court Judgment or Order for enforcement
- N323 - Request for Warrant of Execution
- N324 - Request for Warrant of Delivery of Goods
- N325 - Request for Warrant of Possession of Land
- N337 - Request for Attachment of Earnings Order
- N342 - Request for Judgment Summons
- N445 - Request for Reissue of Warrant
- N446 - Request for Reissue of Enforcement

• Crime Module :

- Notice of Appeal to Crown Court

• Family Module :

- C19 - Application for a warrant of assistance.doc

• Immigration Module :

- AN
- FLR(BID)
- FLR(BUS)
- FLR(M)
- FLR (O)
- NTL
- SET (BUS)

- SET (DV)
- SET (F)
- SET (M)
- SET (O)
- TOC

Civil Module

1. Personal Injury Tolerance claims

Personal injury claims under Tolerance will be allowable in Civil SPAN submissions from May 2009. Under the previous scheme, Personal Injury claims could only be submitted by contracted firms.

What to consider when making a Personal Injury claim under Tolerance

Set The *Personal Injury* checkbox to *Tolerance* in the *Contract Settings* screen in *Setup*. When a new matter is created set the *Worktype* dropdown to *Personal Injury* in the *Client Details* screen. You will need to enter time records even though there will be fixed fee remuneration.

Bill the work in the *Consolidated Matter Report Form* billing screen. Make sure that the *Date Billed* is greater than May 2009 otherwise the matter cannot be reported on the June 2009 CMRF. You will see the fixed fee show in the *Claim Summary*.

Crime Module

1. Retrial Billing Option in LF1 screen

This service pack introduces the facility to bill a litigators fee claim where there has been a retrial further to the main claim. The Litigators Fee billing screen can be in either Trial mode or Retrial

Mode which is set in the new *Trial / Retrial* window. *Trial Claim* mode will be the default in which you will continue to prepare any main LF1 for submission.

Making a Retrial Claim

Step 1. If there is a retrial claim in addition to any previous LF1 submission then click on the *Retrial Claim* button in the *Trial / Retrial* window which will open up a new form.



Step 2. Select the Case and Offence details in Section 1.

Step 3. In Section 2, select *T – Trial* as the *Type of Case* and *Retrial* as the *Trial Type*.

Step 4. Review the retrial costs in Section 3 and then enter the *Date billed* and *Date work ended*.

Step 5. Click on *Bill Now*. If you have iLaw Accounts you will need to print the LF1 and if this is the final version of the bill, click on the *yes* button to send the costs to the Accounts Ledgers.

Unbilling Retrial Claims

Retrial claims can be unbilled in the same way as other Litigator Fees by clicking on the *Unbill* button in section 4.

2. A Note about reporting PROG, PROM and FRVA claim codes.

The LSC have asked for PROM Urban and PROG Provincial Non Standard fee claims, and FRVA claims not to be reported on SPOCC submissions from May 2009 onwards. iLaw has always and will continue to make these claims separate from the CDS6 and SPOCC submissions.

Note : For Magistrates Court Non Standard Fee Claims make sure you have the Designated Area set in the *Setup* screen. This will determine whether you claim a PROM code for Non Standard

Urban claims or a PROG code for Non standard Provincial claims in the *Non Standard Fee > CDS7 Billing Screen*. File Reviews continue to be accessed from the *File Review* billing screen.

Immigration Module

Overview of Changes

The LSC have introduced a number of changes to the SPAN or CMRF submission for May 2009 onwards.

Note. These changes will be applicable to new matters where the date the case was lodged with the home office is after 1 October 2007 and the date billed is on or after 1 May 2009. So these changes will apply to your May 2009 SPAN submitted in June.

1. Changes to Client Details

There are some changes to the client details screen which will include new information reported on the CMRF.

a. A note about the HO UCN

The Home Office Unique Client Number, HO UCN, is now mandatory for all Immigration and Asylum cases reported on the Consolidated Matter Report Form. If this field is left blank on the Client Details screen the default will show on the CMRF which will be A0000000.

b. New venue selection : The AIT Hearing Centre

The AIT Hearing Centre is a new options list where you'll need to select the centre attended when an appeal hearing has taken place. If there are cases without an appeal you should select N/A. An AIT Hearing Centre can be selected in the **Client Details** screen or in the Immigration billing screens. Your selection can be viewed or changed in either screen.

<p>iLaw Service Pack 29</p> <p>Release Notes 1st May 2009</p>	<p>ANYA Designs Ltd</p> <p>Support Team 0870 402 9939</p>
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Each of the sixteen options has been designated a number (01 – 16) which will show in the Immigration SPAN.

c. Substantive and Bail Only Data

For CMRF/ SPAN submissions made from May 2009 onwards you will need to report the total CLR matters granted, refused and withdrawn. The reporting of this information is a mandatory requirement and iLaw will not let bill any Legal Help or Legal Representation claim until this information has been completed on file.

This is done in the Client Details screen. Select the second tab, *Substantive and Bail only*.

You need to select if the matter is:

- Asylum or Non –Asylum
- Substantive or Bail Only
- And whether CLR was
 - Granted By Provider
 - Granted by IFA
 - Refused
 - Withdrawn

Case Details	Substantive and Bail Only	Junior Counsel	Queens Counsel	Expert #1	Expert #2	Medical v
Asylum	<input type="checkbox"/>	Substantive	<input checked="" type="checkbox"/>	Was CLR	Granted by Provider	<input checked="" type="radio"/>
Non-Asylum	<input checked="" type="checkbox"/>	Bail Only	<input type="checkbox"/>		Granted by IFA	<input type="radio"/>
					Refused	<input type="radio"/>
					Withdrawn	<input type="radio"/>

If these details have not been completed you will be prompted to do this when clicking on the *Bill Now* button in either the Legal help or the Legal Representation billing screens. Claims will not be included on Immigration CMRF/SPAN submissions until this has been done.

The monthly totals for this information can be viewed and printed in the *CMSF>View Imm CLR Data* screen.

2. Changes to Billing

For all Immigration and Asylum matters being billed in May 2009 there are changes to the way in which additional payments can be claimed and new matter Type II codes become applicable.

Important: Please remember that matters being billed in months previous to May 2009 are subject to the existing fixed fee scheme. Therefore, when preparing monthly submissions prior to May 2009, make sure you enter the relevant *Date Billed* as the billing screen has to refresh the payment calculations and Matter Types you can select if this date is changed from a date before May and a date after.

a. Home Office Interview

Enter the amount of hearings

For Legal Help matters included in SPAN (CMRF) submissions from May 2009 the additional payment for Representation at the Home Office Interview will be an input box for you to enter the amount of hearings attended – nine being the maximum. The default will be zero. As a result, the Matter Type 1 codes IALA and IMLA will no longer be valid and they will not show for selection.

The codes IALB and IMLB have been renamed as follows:

- IALB Asylum LH Stage 1
- IMLB Immigration LH stage 1

b. CMRH Oral and Phone

Enter the amount of separate hearings

SPAN submissions for May 2009 or after will allow the amount of hearings attended to be entered separately for Oral CMRH Hearings and Telephone CMRH Hearings. The additional payment fields *Representation at Oral CMRH* and *Representation at Telephone CMRH* are applicable to Legal Representation matters only so you will only see these payments. They have been replaced by two input fields for you to enter the number of hearings attended for each.

The maximum for each of these is nine with the default zero. The *Amount* column will show the total.

c. Representation at substantive Hearing (A)

Can now be claimed for only Immigration Stage 2b matters

This remains a singular payment for attending a substantive appeal hearing but from the May 2009 submission it can only be claimed in relation to Stage 2b Controlled Legal Representation work subject to the graduated fee scheme. The payment for attending a substantive hearing will only be made if the box is checked and the Matter type 1 code is IACB Asylum CLR stage 2b claim or IMCB Immigration CLR Stage 2b claim.

To claim this payment check the checkbox and select IACB or IMCB from the Matter Type 1 box. On the CMRF (Imm) screen the Substantive Hearing column will show a 'Y'. If any other Matter Type 1 code is selected then the checkbox will uncheck and the Substantive Matter column will show 'N'.

For submissions prior to May 2009 this additional payment can be claimed for all stage 2 work with separate fees for Asylum and Immigration matters.

c. Additional Hearing Part Heard or Re-List (A)

Can now be claimed for only Immigration Stage 2b matters

The payment for attending an additional hearing part heard or re-listed remains based on the amount of hearings entered in the *Claimed* column. From the May 2009 SPAN submission onward, this payment will only apply to Stage 2b Legal Representation claims.

So you need to select Matter type 1 code IACB Asylum CLR stage 2b claim or IMCB Immigration CLR Stage 2b claim.

d. New Matter Type II Codes

New codes introduced for Immigration matters

New Matter Type II codes have been for introduced Immigration (non asylum) matters. They can only be selected when the Matter Type 1 Code is, IMLH, IMLB and IMXL for Legal Help submissions or IMAP, IMXC, IMCA and IMCB for Stage 2 Legal Representation.

The new codes are:

- IFVI – Family visit application/appeal
- IFME - Family members application/appeal
- ISTU – Student application/appeal
- ITWE – Training or work experience application/appeal
- IEMP - Employment application/appeal

As a result, the existing codes can no longer be selected from the May 2009 submission onward.

- IVIS – Visa/entry clearance
- IBOC - Breach of conditions

d. JR & Form Filling

JR & Form Filling can only be claimed as an additional payment to a matter subject to the graduated fee scheme.

e. Detention Travel & Waiting

Detention Centre Travel and Waiting can now be claimed for all Graduated Fee claims that have one of the matter type 2 codes selected:

- IIRC – Immigration Removal Centre Work
- IRVL – Court Recommendation deportation
- IFST – Fast Track Asylum Case