

# Introduction and Summary

Service Pack 32 includes changes to the validation rules for immigration scheme submissions and two new codes added to the civil module. This service pack also includes extensive form changes for both crime and civil. The Immigration and Civil scheme changes will be valid from 9th November 2009. The new form versions will be valid from 1st November 2009.

October 2009 submissions reported on or after 9th November 2009 will have to adhere to the new reporting and validation rules regardless of when the work was started, completed or the submission month it is included in. The deadline for October 2009 SPOC and SPAN submissions remains the 20<sup>th</sup> of November 2009. Any submissions submitted before 9th November 2009 will be subject to the existing validation rules.

## **SP32 Contents**

### Crime Module

- Litigators Fee Claims: New Sentence dropdown options for the new section on the LF1.

### Civil Module

- Civil: new DJ and WESA outcome codes added

### Immigration Module

- Validation of Matter Type I and II codes for SPAN submissions.

### Accounts Module

- Totals added to the Disbursements Report in Accounts

Form Changes – effective from 1st November 2009

CDS5 Version 3

CLSCCLAIM1 Version 12

CLSCCLAIM1A Version 3

CLSCCLAIM2 Version 8

Controlled Work 1 Version 16

EC CLAIM1 IMM Version 4

LF1 Litigator Fee Claim Version 3

LF2 Litigator fee review form Version 2

## Crime Module

### 1. Hearing subsequent to Sentence options

The LF1 now requires the type of hearing subsequent to sentence to be selected and we have allowed for this in the iLaw Litigators graduated fee billing screen. You can select the first option in the dropdown, *Hearing subsequent to sentence* if you want to make your own selection on the LF1 form.

For the LF1 to be populated with the hearing type you can select one of the following from the:

- Hearing subsequent to sentence - s1c of Crime and Disorder Act 1998 (vary/discharge ASBO)
- Hearing subsequent to sentence - s155 Powers of Criminal Courts (alter sentence)
- Hearing subsequent to sentence - s74 of Serious Organised Crime and Police Act 2005

The LF1 and LF2 Form changes are mandatory from 1 November 2009. The LF1 contains the new fixed fee section revised in August 2009.

# Accounts Module

## 1. Disbursement Report Totals

Totals have been added to Cost columns in the iLaw Accounts Disbursement Report. These are the disbursement cost (Cost Disb), VAT and Amount Paid columns.

For iLaw Accounts users, this report offers a way to track disbursement and expense payments for a selected period. With the grid sorted on Fee Earners, the cost columns will calculate the disbursement or expense total incurred by each fee earner as shown in the graphic below. This is useful for remunerating fee earners travel expenses with one payment on a monthly or weekly basis.

### Disbursements Report

Charge D...	FileRef	Client Name	Reason	Billed?	Paid?	Allocated	Nomir	Cost Disb	VAT	Paid
FE: CT										
22/10/2009	JEN/CR/01/01	Jennings, Paul	Mileage	No	No	~NO ACC~		£3.60	£0.54	£0.00
23/10/2009	POA/FA/01...	Poamer, Paul	Mileage	No	No	-		£4.50	£0.68	£0.00
								<b>£8.10</b>	<b>£1.22</b>	<b>£0.00</b>
FE: ON										
25/10/2009	EDD/CR/01...	Edderington, E...	Mileage	No	No	-		£5.40	£0.81	£0.00
29/10/2009	OFF/CR/01...	Offenbach, Os...	Bus Fares	No	No	-		£4.00	£0.60	£0.00
								<b>£9.40</b>	<b>£1.41</b>	<b>£0.00</b>

You can further sort the disbursements report grid on the *Billed?* Column which gives the billed and unbilled totals of disbursements and expenses. The results can be exported to excel for further reporting.

## Civil Module

1. Two new codes have been added in the Civil module.

*DJ – Debt Relief Orders Made* has been added to the *Outcome for the client* selection for Civil matters when the work type is *Debt*. The pricing for the fee remains unchanged.

*WESA –Employment and Support Allowance* has been added to the *Matter Type Code Part I* selection for the Civil work type *Welfare Benefits*. This selection also does not affect the fee.

## Immigration Module

### 1. Non-Asylum matters start date and Matter Type I

Matters reported as non-asylum with a case start date on or after 01/10/07 can only be reported with Matter Type I codes IMLB, IMCA and IMCB.

The exception would be when those matters use Matter Type 2 codes IBAI, IRAR, ICOA, IFFL, IJRA, IMER, IPST, IRHO, IOTH, IOUT, IRVL, IIRC which should be valid with Post October 07 Hourly Rates Matter Type I codes IMXL and IMXC.

### 2. Detention Travel

A reminder that Detention Travel and Waiting cannot be claimed with Matter Type 1 codes that relate to Immigration and Asylum cases not subject to the graduated fee scheme or are pre October 2007. When one of the following Matter Type 1 codes are

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selected any Detention travel will not be included in the totals shown in the additional information.

IALH	Asylum LH: Pre Oct 07 Cases ONLY
IAAP	Appeals – Asylum (CLR) : Pre Oct 07 Cases ONLY
IMLH	Immigration LH: Pre Oct 07 Cases ONLY
IMAP	Asylum LH work : not subject to GFS
IAXL	Asylum LH: Pre Oct 07 Cases ONLY
IAXC	Asylum CLR work : not subject to GFS
IMXL	Immigration CLR work : not subject to GFS
IMXC	Immigration LH work : not subject to GFS

### 3. Immigration matters subject to Graduated Fee

Immigration matters will be subject to the graduated fee scheme when the date lodged with the home office and the Case opening date is on or after 01/10/07.

### 4. Validation for Matter Type 1 codes IMXL and IMXC

The Matter Type One Code *IMXL Immigration LH work: not subject to GFS* can only be used with specified Matter Type II codes. iLaw will prevent you from billing any immigration Stage 1 work if Matter Type I is IMXL and the Matter Type II code is not one of the following.

IBAI	Bail Applications
ICOA	Application to AIT for Leave to Appeal to Court Of Appeal
IFFL	Form Filling

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IMER	s103A Review Applications – Advice on Merits
IPST	Telephone Advice to Immigration Client Detained at a Police Station
IJRA	Judicial Review
IOTH	Other
IOUT	Concession/Policy Outside the Rules Applies
IRVL	Removal/Deportation
IIRC	Immigration Removal centre Work

Matter Type One Code *IMXC Immigration CLR work: not subject to GFS* can only be used with the following Matter Type II codes:

IBAI	Bail Applications
IRAR	Review and Reconsideration Work – Subject to a Costs Order
IRHO	Review and Reconsideration Work – Not Subject to a Costs Order
IOTH	Other
IOUT	Concession/Policy Outside the Rules Applies
IIRC	Immigration Removal centre Work
IRVL	Removal/Deportation

### 5. Validation rule for Stage Reached IK

When matter type one code IMXC is used with either of the Matter Type Two codes IOTH or IOUT, the staged reached code cannot be IK. iLaw will prevent any work being billed when this combination has been selected.