

Introduction and Summary

Service Pack 33 includes key inclusions to both the Crime and Family modules. The reporting process for the Immigration CMRF has also been updated after recent clarification concerning Detention Travel and Waiting costs.

The Crime Module now includes a report for all Litigators and Advocates Crown Court Graduated Fee Scheme claims. If you have not purchased the GradFees module for producing the advocates claim then only the Litigators Fee Claims will show. The Family module has been revised to let you create and print the CLSPOA1 for payments on Account for Claim 1 and Claim 1A profit costs and disbursements.

SP33 Contents

Crime Module: The Crown Court Report

Family Module: CLSPOA1 Claims

Immigration Module: Detention Travel for non Graduated fee Claims

Form Changes

Civil: EC Civil Claim 1

Immigration: Immigration Form update

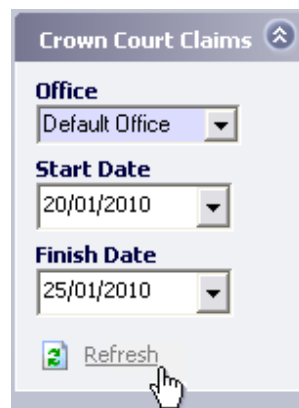
Crime Module

1. The Crown Court Report

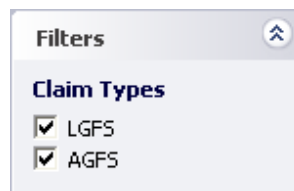
The Crown Court report is the essential tool for collating details of Crown Court Litigator and Advocate claims and obtaining the profitability totals for claims made by Fee Earners. The report

control itself is very flexible and will allow you to report on numerous aspects of the Crown Court work reported.

The report is accessed from the *CC Summary* link in the *Billing Tasks* menu and from the *Claim Summary* link in the Litigators Fee Billing Screen. You can change the period reported on using the Start and Finish dates in the navigation bar. Each time a new selection is made for the start and end date, click on the *Refresh* button in the *Crown Court Claims* menu.



The report default is Advocates and Litigators claims grouped separately. You can remove or include both Claim Types by using the *Filters* menu on the navigation bar.



The report will always show the last billed costs, so if a claim is unbilled and billed again with new totals; it is the new claim totals that will be reported. The Date column is the date when the

matter was billed. The next column is the *Case No.* or Crown Court T Number which will help when referring to the payment details for LF1 claims provided by the LSC.

ClaimType									
Date	Case No	Client Name	Client Surname	FileRef	Who	Court	Claim Total	Remuneration	Difference
ClaimType: Gradfee									
21/01/2010	T12425252	Mark	Aadvark	AGF51	JJ	AYLESBURY CR...	£2,161.18	£2,161.18	0.00
22/01/2010	T20097348	Claire	Bear	AGF52	EU	AYLESBURY CR...	£1,596.12		0.00
							£3,757.30	£2,161.18	
ClaimType: LGF5									
22/01/2010	T12634512	Don	Donkeith	LGF51	JJ	AYLESBURY CR...	£450.00	440.00	- 10.00
22/01/2010	T55334200	Anthony	Lope	LGF52	JJ	AYLESBURY CR...	£3,300.05		
							£3,750.05	£440.00	- 10.00

Recording how much you are paid: Remuneration and Difference

The Remuneration column requires the actual total paid to the firm for the claim submitted.

When payment is received, enter the amount in this column and if these figures do not match, the *Difference* is automatically calculated in the final column.

Crown Court Profitability

Each column can be alpha or numerically sorted by clicking on the column header. The report can also be grouped by Court or by Fee Earner for example. One important report you can produce is a monthly or yearly total for individual fee earners. To produce this report, select the required **Start** and **End** date and then click the **Refresh** button. Click on the *Who* column header with the left mouse key held down, and move it into the area situated above. The grid will then divide into separate headings for each Fee Earner with the costs totals being shown for each person in bold.

The grid can be grouped on multiple headings by following the same process of 'dragging' column headers into the area above the grid. With the grid grouped by multiple columns you can then determine which order the columns or groups will be sorted by placing one before or after another.

The report can be printed or exported to MS Excel™. Remember that the data will be exported in the arrangement of the grid you have created.

Family Module

Family CLSPOA1 Claims Overview

The Claim for Payments on Account (CLS POA 1) screen has been added to the Family module for requesting money on account for Claim 1 or Claim 1A work. Payments on account can be made for profit costs and /or disbursements time recorded to date. A claim for profit costs can result in 75% of costs being paid before the final Claim 1 or Claim 1A is submitted whereas one or more disbursements can be claimed in full.

Note: Before making any claims on the CLSPOA1 you should read the guidance from the Legal Services Commission available here:

http://www.legalservices.gov.uk/docs/forms/CLSPOA1_Guidance_Version_2_June_2009.pdf

The new screens follow a similar method to billing matters on the Controlled Matter Report Form. When a Family file has reached a stage where a payment on account is required the type of claim needs to be determined and any disbursements selected before adding these costs to the CLSPOA1 screen which collates all claims.

There are four claim types (a – d) with option b used for claiming disbursements. Disbursement claims (Option b) can be claimed in tandem with options a, c and d. The claim types will relate to the matter and time records recorded which breakdown like this:

- a) Profit Costs incurred to date (MC/CC and High Court)

- Family Private: Magistrates and County Court
- Family Private: High Court
- b) Claim for Disbursements
 - Family Private: County and Magistrates Disbursements
 - Family Private: High Court Disbursements
 - Care Level 3 s31: County and Magistrates Court Disbursements
 - Care Level 3 s31: High Court Disbursements
- c) Profit Costs (excluding advocacy)
 - Care Level 3 s31 claims: County and Magistrates Court
 - Care Level 3 s31 claims: High Court
- d) Advocacy costs (non FGF)
 - Care Level 3 s31 Advocacy claims: County and Magistrates Court
 - Care Level 3 s31 Advocacy claims: High Court

Making a Payment on Account claim

All your work recorded to date should be entered in Time Records for the client before making a payment on account claim. It might be worth checking that this is the case before starting.

Note: It is important that you have some key information required by the CLSPOA1 entered before making a claim.

Client Details Screen:

- Client's Date of Birth
- LAO Number (Shown on the CLSPOA1 form as the LSC Reference)

Setup Office Contract Details:

- Supplier Number
- Supra region

When you are happy with the information in *Client Details* and *Setup* and all the correct time is recorded, select the file reference and client in the *Family billing options* screen. Click on the *Claim for Payment on Account (CLS POA1)* link.

- [Controlled Work 1 PL](#)
- [Claim For Payment on Account \(CLS POA1\)](#)
- [Claim 1](#)

Note: For all disbursement claims on the CLAPOA1 you should enter a description of the disbursement in the reason box before adding the Time Record. This will be used in the *Notes* field on the CLSPOA1 form itself.

When the screen opens, you are presented with the option of the type of payment on account being made in section 1. This is largely dependant on whether the matter will be claimed on the Claim 1 or Claim 1A. There are four payment options (a – d) including a claim for disbursements, option b, which can be claimed in tandem with options a, c and d.

Claim for Payment on Account (CLS POA1)

1. Select the items you wish to apply for Payment on Account of

- A Profit Costs incurred to date (MC/CC & High Court)
- B Claim for disbursements
- C Profit Costs (excluding advocacy) incurred to date Care Level 3
- D Advocacy Costs (non FGF) incurred to date Care Level 3

- **Profit Costs incurred to date (MC/CC & High Court)**

Option a. is used for a 75% payment on account for current costs that will be claimed on the Claim 1.

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- **Claim for Disbursements**

Option b. is used for claiming the full amount for Certificated Family Private or Care Level 3 disbursements.

- **Profit Costs (excluding advocacy) incurred to date Care Level 3**

Option c. is used for a 75% payment on account for current profit costs excluding advocacy that will be claimed on the Claim 1A.

- **Advocacy Costs (non FGF) incurred to date Care Level 3**

Option d. is used for a 75% payment on account for current profit costs for advocacy only that will be claimed on the Claim 1A.

Disbursement claims (Option b) can be claimed with options a, c and d which will result in two entries, one for the profit costs total and one for selected disbursement total, showing on the CLSPOA1. The selection made in section 1 of this screen will allow section 2 to total the costs involved for profit costs and disbursements. These are combined in the *Expected claim Total*. The total of any previous claims, on account is shown in section 2 and will be subtracted from the expected claim total.

Note: If you are making a POA claim for Care Level 3 work you will need to complete the required fixed fee selectors in the Claim 1A screen, *Actual Costs Incurred* which is the opening screen. It is important that you complete the following:

- Client Status
- How many clients acted for
- Which Court the case finished

2. Time and Disbursements (running totals to date)

Profit Costs

	Cost	VAT
Profit Costs incurred to date (MC/CC && High Court)	106.50	16.51

Disbursements

Date	FE	Work Undertaken	Costs	VAT	Reason	Claim?
19/01/2010	HDS	Family MC/CC Disbursement (subj	6.10	0.95	Travel Fare	<input type="checkbox"/>
19/01/2010	HDS	Family MC/CC Disbursement (not	.50.00	0.00	Medical Report	<input checked="" type="checkbox"/>

75% of Profit Costs :	£79.88	£12.38
Less Previous Claims on Account :	£0.00	£0.00
Total Disbursements :	£150.00	£0.00
Expected Claim Total :	£229.88	£12.38

Add items to POA1 Claim

Including rows on the CLSPOA1

Click on the *Add items to POA1 Claim* button to include the costs and/ or disbursements on the CLSPOA1 form. If you are claiming profit costs and disbursements, a row for each will show in section 3, *Previous Application for Payment on Account made on this Matter*. This grid shows both the Incurred Costs NET and the Claimed Costs NET for each submission. When the CLSPOA1 has been printed then you will see the date this was done in the *Submitted to LSC?* Column.

3. Previous Application for Payment on Account made on this Matter

Claim Date	By Whom	Claim/Reason	Incurred PC NET	Incurred PC VAT	Claimed NET	Claimed VAT	Submitted to LSC?	Recv Payment Date	Recv Payment NET	Recv Payment VAT
21/01/2010	ILAW	CareLevel 3 Profit Costs (ex.	202.96	35.52	152.22	26.64	21/01/2010	10/01/2010	202.96	26.64
21/01/2010	ILAW	Disbursement	250.00	43.75	250.00	43.75	21/01/2010	10/01/2010	250.00	0.00

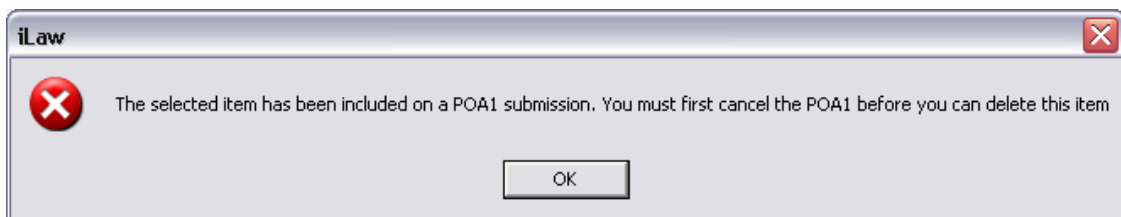
Delete Selected Item

Recording your Received Payments

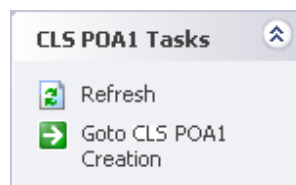
When payment is received from the LSC you can enter the date, the payment figure NET and VAT in section 3. It is important you do this prior to making the final claim for either a Claim 1 or Claim 1A matter so that the *POA Details* menu can inform you correctly of the outstanding figure.

Deleting Items

Entries added to the CLSPOA1 screen can be removed by selecting them in section 3 and clicking on the *Delete Selected Item* button. If the cost entry or disbursement has been included on a CLSPOA1 then you will see the message shown below prompting you to delete the actual CLSPOA1 before this deletion can be done.



You then need to delete the completed POA claim form and this is discussed later in these notes. The CLSPOA1 creation screen is where POA claims added are pooled for the printing of the CLSPOA1 form. Access the link, *Goto CLSPOA1 Creation* in the *CLSPOA1 Tasks* menu.



Checking the CLSPOA1 Creation Screen and printing the form

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The *Prepare CLSPOA1* section contains a grid that pools all POA claims added. The columns represent the information required by the CLSPOA1 form. Each claim has a line number shown in the *Line No.* column. Rows which show a reason of C or D will automatically populate a further row on the Fixed Fee Table 2 which is on the second page of the form and will automatically reference the line number on the main grid.

Note: If you have included claims which are Reason C or D you must check the row of details in the Fixed Fee Table 2 grid.

The first column is a checkbox that enables a row to show, when checked, on the printed CLSPOA1. If unchecked, the row will not be included and will remain there unless removed.

Prepare CLSPOA1

The items shown below are your unsubmitted POA Claims. To create a POA1 claim form, check the items to be claimed, then click "Create CLS POA1"

Claim	Line No.	LSC Ref.	Client	DOB	SolsRef	Supplier No	Reason	Net	Vat	Total	Notes
<input checked="" type="checkbox"/>	1/1	232345	Mr Mark Aadvar	21/01/1981	FAM11	1T122Z	C	£341.00	£59.68	£400.68	
<input checked="" type="checkbox"/>	1/2	12345678	Mrs Carry Coop	25/01/1991	FAM13	1T122Z	A	£293.00	£51.28	£344.28	
<input checked="" type="checkbox"/>	1/3	12345678	Mrs Carry Coop	25/01/1991	FAM13	1T122Z	B	£300.00	£52.50	£352.50	Medical Report,

Click on the *Create CLSPOA1* button to generate the claims included on the form. MS Word™ will open the form and you should check it thoroughly before printing. Adding a description of the claims to the *Comments* box can be important if you should need to locate a CLSPOA1 to delete. Printed forms will show below as a row in the *Completed POA Claim Forms* section. You will see the date that the form was printed, who by and any notes that were added in the *Comment* box.

View and Re-Print completed POA forms

Previous CLSPOA1 claims can be viewed and re-printed by using the links in the *Claim Tasks* menu on the navigation with a row in the *Completed POA Claim Forms* grid selected.

Deleting Completed POA forms

If you need to delete a raised claim then select the row in the *Completed POA Claim Forms* grid. Comments entered at the time of printing may help you to select the correct form. Click on the *Delete Claim* link in the *Claim Tasks* menu will have become active.

Billing and printing the final Claim 1 or Claim 1A

After receiving a payment on account you can continue to bill the work on the Claim 1 or Claim 1A as normal. In the billing screens for both claims there is a new menu window showing *POA Details*. This shows the Case Total, the payment on account money claimed and what the outstanding difference is.

POA Details	
Case Total:	£850.63
POA Claimed:	-£292.26
Difference	£558.37

CLSPOA1 Payments on Account and iLaw Accounts

If you have iLaw Accounts you will need to follow the required steps needed to posting the payment on account and using it to pay the final claim.

Note: You will be able to allocate any disbursements at any part of the process.

Step 1. Record the payment on Account received in Payments Wizard Option 1.4 *Pay in Office Monies on Account of a Client matter*.

Step 2. Raise the final claim in the Claim 1 or Claim 1A screen. You can also use Invoices Wizard Option 2. Raise Office Invoice against a client

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Step 3. Use the money received on account to pay or part pay the Claim 1 or Claim 1A 'invoice'

- Use the Payments Wizard Option 3.5 *Use office monies received on account to pay outstanding profit costs bill*
- Select the Client. The raised invoice for the Claim 1 or Claim 1A will show in the *Invoices to be settled* grid. Any payment on account received will show in the box below this.
- Select the payment on Account.
- Click in the *Pay* column and then enter the monies received on account in the *Pay Amount* column.
- Enter the details of the payment and then click *Add*.

Step 4. There may still be part of the final bill to be paid.

- Use Payments Wizard Option 4.1 *Pay in Office Money against a client bill for profit costs raised by you*
- Choose the Account from the *Pay into which* dropdown
- Select the client and file from the *In respect of who* dropdown.
- The remainder of the Claim 1 or Claim 1A invoice will show in the grid. Select the *Pay* column. The *Pay amount* column will have the monies remaining after the payment on account was used.

Using Separate Accounts Software

If you use a separate accounts system you can use the *POA claimed* total as the money to post on account but please check to see if there have been any previous claims. The **Difference** field will be the total to be posted when the Claim 1 or Claim 1A is raised.

Immigration Module

Detention Travel

Detention Travel will be included and claimed on the CMRF as Profit Costs for Immigration Fast Track cases not subject to the Graduated Fee Scheme. It will not show in the Detention Travel column. This also applies to Bail application and Detention Duty Advice Surgery matters.

Where the matter type 2 code selected is IFST, IDAS or IBAI and the case is not subject to the graduated fee scheme (the matter type 1 code selected is one of the following IALH, IMLH, IAAP, IMAP, IAXL, IMXL, IAXC or IMXC) and detention travel has been recorded the value will be included in the Net Profit cost.

Travel Detention will be included in profit costs with the following Matter Type 1 and 2 codes selected.

Matter Type 1 Codes

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

Matter Type 2 Codes

IBAI	Bail
IDAS	Detention Duty Advice Surgery
IFST	Fast Track Case

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There is explanation text to help make your claims and this appears in Additional Information section of both Immigration billing screens for Legal Help and Controlled Legal Representation. When detention travel will be included in the Profit Costs total this will be stated after the exceptional case assessment.

Matter Type Code Part I	IAXL	...	Exceptional : No - The Matter Type codes chosen indicate that the claim is Excluded and is not subject to Graduated Fee. Detention Travel/Waiting costs have been added to the Profit costs claim amount
Matter Type Code Part II	IBAI	...	
Outcome for the client	ID	...	
Stage Reached	IG	...	

The Travel/Waiting Costs Exc VAT field on the CMRF will report the additional travel and waiting time claimable in relation to attending on a detained client when the case is subject to the GFS. The total in this field will be paid on top of the graduated fees and additional payments due where the GFS Matter Type 1 code IALB, IMLB, IACA, IMCA, IACB or IMCB have been used with Matter Type 2 code IIRC, IRVL or IFST.

Travel Detention can only be claimed with the following Matter Type 1 and 2 codes

Matter Type 1 Codes

IALB	Asylum LH stage 1
IMLB	Immigration LH stage 1
IACA	Asylum LH stage 2a claim
IAMA	Immigration LH stage 2a claim
IACB	Asylum LH stage 2b claim
IACB	Immigration LH stage 2b claim

Matter Type 2 Codes

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IIRC	Immigration Removal centre Work
IRVL	Removal/Deportation
IFST	Fast Track Case

Immigration Forms

The immigration forms have been updated and are accessible from the *Document Processing* screen.

AN.pdf

FLR(BID).pdf

FLR(BUS).pdf

FLR(IED).doc

FLR(M).pdf

HPDL.pdf

NTL TOC.pdf

PBS Appendix 1 General Migrant self assessment form.pdf

PBS Appendix 2 Investor self assessment form.pdf

PBS Appendix 3 Entrepreneur self assessment form.pdf

PBS Appendix 4 Post-Study Work self assessment form.pdf

PBS Appendix 5 Skilled Worker self assessment form.pdf

PBS Appendix 6 Temporary Worker assessment form.pdf

PBS Appendix 7 Youth Mobility Scheme assessment form.pdf

PBS Appendix 8 General Student self assessment form.pdf

PBS Appendix 9 Child Student self assessment form.pdf

SET(BUS).pdf

SET(O).pdf

IER4 (general).pdf

TOC.pdf

iLaw Service Pack 33

Release Notes
25 January 2010

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VAF9 - PBS Migrant.pdf

VAF10 - PBS Dependant.pdf