

iLaw Case Management

Family Phase 1 Fees Guide

Family Phase 1 Fees were introduced in October 2007 for all controlled Family work and Care matters acted upon under a representation order. This guide details claiming Family Phase 1 work in iLaw Case Management.

© ANYA DESIGNS 2011

Contents

Family Phase 1 Setup and Case Creation p4

1. Office Location and Supra Regions
2. Procurement Areas and Access Points
3. Creating CMRF compliant client files
 - UFN
 - UCN
 - Case Id
4. Setting the Client Details Work Type
 - Tolerance

Time Recording Family Private and Care Level 1 & 2 p8

1. Recording Level 1 & 2 Time
 - Family Private
 - Family Care
2. Family Private Level 2 Finance Settlement Fees

Billing Family Level 1 & 2 Fees p8

1. Matter Type and Stage Billing Codes
 - Matter Type I and II Codes
 - Stage Reached Code
 - Outcome Code
 - Stage Code
2. Explaining Family Graduated Fees
3. Exceptional Claims
4. Reporting Matter Starts

Family Care Level 3 p11

1. Entering Family Care Level 3 Claims
 - Time Recording
 - Counsels Costs
2. Billing and preparing the Claim 1A
3. Outcome of the Case

Payments on Account p13

1. Family CLSPOA1 Claims Overview
2. Making a Payment on Account claim
 - Including rows on the CLSPOA1
 - Recording your Received Payments
 - Deleting Items
 - Checking the CLSPOA1 Creation Screen and printing the form
3. View, Re-Print and delete completed POA forms
4. Billing and printing the final Claim 1 or Claim 1A
5. CLSPOA1 Payments on Account and iLaw Accounts
6. Using Separate Accounts Software

Family Codes and Validation Rules p20

1. Family Private Matter Type 1 Codes
2. Family Care Matter Type 1 Codes
3. Family Matter Type 2 Codes
4. Family Private Level 1 & 2 Stage Codes
5. Family Care Level 1 & 2 Stage Codes
6. Validation Rules for Family Private and Family Care Claims
7. Care Level 3 Table

Family Phase 1 Setup and Case Creation

1. Office Location and Supra Regions

The 'Office Location' box in 'Setup' requires you to select whether your office is based Nationally or in London. Hourly and item rates are higher for all London based Family Practitioners. The Legal Services Commission have also divided England and Wales into 'Supra Regions' for the purpose of calculating fixed fees in Family Courts and this is also chosen in the main 'Setup' screen. The selection of the Supra Region applies to the area where the office is based and will determine the applicable fixed fees for Family Care Level 3.

The Supra Regions are:

- North
- South
- Midlands
- Wales

iLaw will provide a warning for any Care Level 3 claim being made without the Supra region set in the Care Level 3 billing screens.

2. Procurement Areas and Access Points

All Family Cases with a start date on or after 15 November 2010 will be required to be reported with "Case Location" information. Procurement Area and Access Point codes are required for all matters started after this date with cases opened prior reported with blank fields.

An 'Access Point' is a specific location within a larger geographical area, referred to as the 'Procurement Area'. Both dropdown boxes are in 'Client Details'. Until otherwise notified by the LSC, the 'Procurement Area' and 'Access Point' Code should be set to "Unified Contract". The following codes will show for the matter in the CMRF screen;

- Procurement Area (Unified Contract) PA10000
- Access Point (Unified Contract) AP10000

The Procurement Area and Access point codes will show for each relevant matter on the CMRF screen and thus be reported in the Family SPAN file. If there has not been a Procurement Area or Access point chosen for a matter iLaw will flag this with a warning which will need to be addressed before the Family SPAN file is created and submitted via LSC Online.

When this happens you should make the correct selections and either re-open or refresh the CMRF screen.

2. Creating CMRF compliant client files

For monthly submission of the consolidated matter report form each claim must have client forename and surname entered, date of birth and the Post Code entered for the 'Home' address. The UFN, Case ID and UCN are all requirements of the Family CMRF and SPAN file for bulkload submission.

UFN: Unique File number

The UFN is automatically created when a new or existing client has been added to a new file reference. The UFN will comprise of the date the file is created and then a sequential number reflecting the files created for that day. The UFN is used by the LSC to reference matters. All UFN numbers in iLaw will be different. iLaw will not allow any to be the same.

UCN: Unique Client Number

The UCN is the Unique Client Number. The first part of the UCN is the client's date of birth. The next two parts are made from the forename initial entered and the first four letters of the surname. The date of birth must be entered for a client for this to be created.

Case ID

The Case ID also shows the sequential matter number for that day that should correspond to the number portion of the UFN.

4. Setting the Client Details Work Type

For all Family contracted or private work select 'Family' from the 'Work Type' dropdown in 'Client Details'. The selection of 'Miscellaneous' relates to claims made prior to 15th November 2011 under Tolerance. These claims should be made with the Tolerance Procurement Area code 'PA00001' and Tolerance Access Point code 'AP00001'.

Tolerance

Family work can no longer be claimed under Tolerance for matters that have a start date of 15 November 2010 or after.

Family Private and Care Level 1 & 2

1. Recording Level 1 & 2 Time

Chargeable time for the Fee Earner is entered as either Family Private or Family Care work at Level 1 or Level 2.

Family Private

Level 1 covers the initial client meeting and work that should immediately follow. This is:

- a letter of advice following the meeting
- a telephone call on behalf of the client
- writing to the other party on behalf of the client to progress the case¹

You can claim for Level 1 work only and this will be claimed as a Level 1 Fee.

Family Private Level 2 covers further work with negotiation where there is a significant family dispute relating to children or finance matters.² When entering time records for Family Private Level 2 work you must select either 'Children' or 'Finance' from the 'Work Type' dropdown. This will correspond to the 'Matter Type 1' code selected when billing. Matter Type 1 codes each have a claim code relating to the type of family case proceeded with. The Matter Type 1 code selected will also correspond with the fee or fees payable. The full list of Matter Type 1 codes is provided at the end of this guide.

Family Care

Family Care matters are recorded at Level 1 'Advice' and Level 2 'Negotiation'. There are only three Matter Type 1 codes that can be selected for Family Care Work claims.

2. Family Private Level 2 Settlement Fees

Family Private Matters that reach Level 2 can also be claimed with a Settlement Fee which can be selected in 'Time Records' from the list of charge codes. You can then simply add it to the other time recorded such as attendance or travel. As with other Family Private Level 2 work you will need to make sure you have chosen either 'Children' or 'Finance' as the 'Work Type'. The Settlement Fee will activate a further fee to be added to the Level 2 fee.

Level 1 and Level 2 fees can be claimed separately or as a combination. Settlement Fees can be included in the combination only when a Level 2 Fee is being claimed. The combination of

¹ p4 QandAPrivateFeeScheme200808.pdf

² p4 QandAPrivateFeeScheme200808.pdf

fees payable is aligned to the 'Stage Code' that is included in the SPAN file for the CMRF monthly submission.

Billing Family Level 1 & 2 Fees

1. Matter Type and Stage Billing Codes

Each Family Private or Care matter is submitted for payment to the LSC with a combination of codes that detail the issue of the case and confirm the graduated fixed fee payable. iLaw requires the selection of the Matter Type I and II, Stage Reached and Outcome code in the Family Private and Family Care billing screens. These selections are made in 'Section three' for both screens by clicking on the "... " box to open a window with the relevant code selection to be made.

Matter Type I and II

Matter Type I and II codes are required for each case reported. The Matter Type I code selected reflects the **most significant legal issue** dealt with during the case.³

The Matter Type 2 code should best describe either the opponent in the case or the status of **the main person involved in the case** (usually the client) as it relates to the Matter Type I selected.⁴

Stage Reached

The Stage Reached code represents the stage the matter has reached at the time the claim is made. The code does not contribute to determining the graduated fee payable but it is used in the Family Validation rules in allowing claims. The Stage Reached code should not be confused with the Stage code.

Outcome

This is the outcome of the matter and does not assist in assigning the appropriate graduated fee. It does play a significant role in the Validation rules that determine if a matter can be claimed.

Stage Level Codes

Stage Codes represent the combination of graduated fees payable which is based on the time recorded. They also run parallel to the Matter Type, Stage Reached and Outcome codes selected for a matter. iLaw will determine the Stage Level Code (not to be confused with the Stage Reached code) for each matter from the time entered looking at the following:

- Whether the time recorded is Family Private or Family Care
- If time has been entered for level 1 only

³ p17 Guidance_For_Reporting_Controlled_Work_Version_9_May_2011_(2)

⁴ p17 Guidance_For_Reporting_Controlled_Work_Version_9_May_2011_(2)

- Whether the Level 2 work is for Children or Finance
- If there is a settlement fee recorded for Children or Finance

You will not see the Stage Level Code detailed in billing or any other iLaw screens. It is included in the SPAN submission file used to submit Family Controlled work on LSC Online.

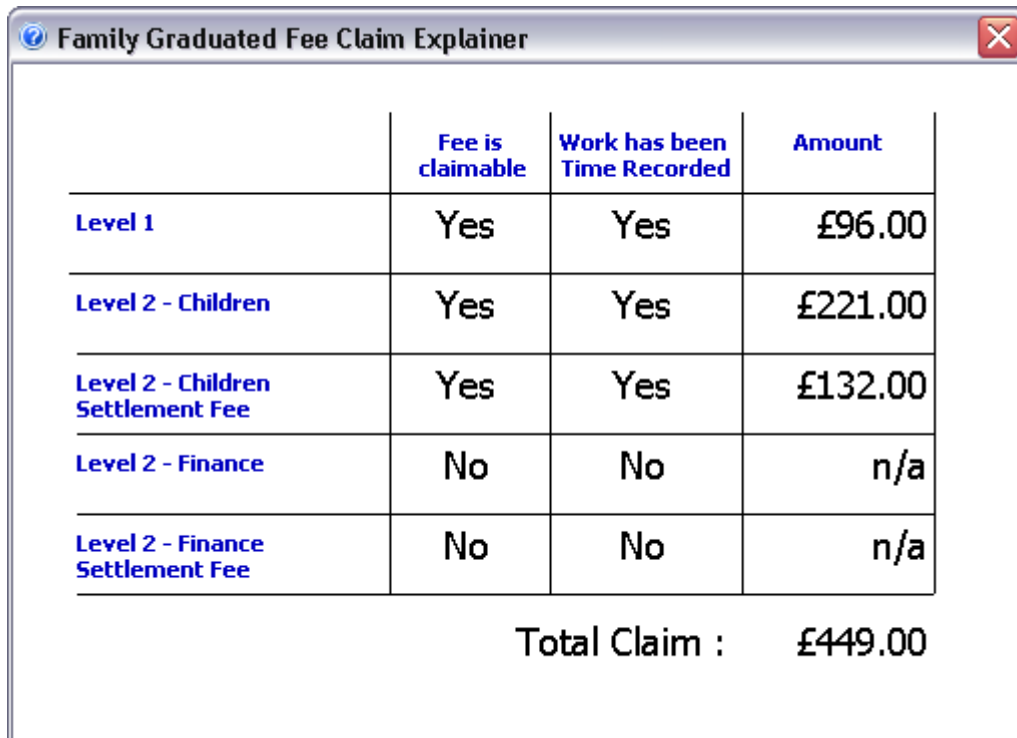
2. Explaining Family Graduated Fees

The time recorded for each case must comply with the selection of Matter Type Code 1 in 'Billing'. You can check this by clicking on the information link in Section 3 of the billing screen, 'Explain how this total was calculated'. This facility is essential for checking the combination of graduated fees payable and whether the Stage Level code iLaw assigns to the claim will be correct.



The 'Family Graduated Fee Claim Explainer' shows each level of claim and whether the fee is claimable, depending upon the Matter Type 1 code selected and appropriate time recorded. The fee amount is shown for each Level combination and Family Law type, (Children or Family). The 'Total Claim' will calculate each Level fee that can be claimed.

Family Graduated Fee Claim Explainer



	Fee is claimable	Work has been Time Recorded	Amount
Level 1	Yes	Yes	£96.00
Level 2 - Children	Yes	Yes	£221.00
Level 2 - Children Settlement Fee	Yes	Yes	£132.00
Level 2 - Finance	No	No	n/a
Level 2 - Finance Settlement Fee	No	No	n/a
Total Claim :			£449.00

If a level of work shows that the fee is claimable but the 'Work has been Time Recorded' column says 'No' then you will need to add the work in 'Time Records' that corresponds with the Matter Type 1 selected. Alternatively, it may be the Matter Type 1 code that needs to be changed according to the time records entered.

If the level of work shows that the Fee is not claimable but the 'Work has been Time Recorded' column says 'Yes' then you should check you have chosen the corresponding Matter Type 1 code when billing. Alternatively, you may need to change the time recorded accordingly or add time for the level of work missing.

3. Exceptional Claims

Exceptional Claims can be made for Family Private and Care work reported in the SPAN CMRF submission but will be remunerated by the LSC upon assessment.

If Profit costs, excluding additional payments such as disbursements, exceed three times the value of the appropriate fixed fee or fees then iLaw will flag this as an exceptional claim in Section 3 of the billing screens.⁵

In order to claim the case as exceptional, complete an Exceptional Case Claim form, by clicking on the button provided and sending this with any additional documentation to the LSC.

4. Reporting Matter Starts

When creating new matters for Family Private and Family Care you must select "Unified Contract" as the Procurement Area and Access Point. If your matter has a case start date before 15th November 2010 then make sure that no Procurement Area or Access Point code is selected. You should not select any location for the Procurement Area until otherwise directed by the Legal Services Commission. Following these directives will mean that your monthly controlled work submissions and matter start totals are not invalidated.

Matter Starts are reported for each procurement area and access point allocated to claims. At present the new matter start number will be reported for the "Unified Contract" only. Should the LSC require each new family matter start be reported with location procurement areas and access points, such as Southampton or Oldham, then the number for each location will be reported in the CMRF SPAN file.

Use the 'Online Submit' link in the 'CMRF Family screen to create the bulk load SPAN file. The schedule number is currently your LSC supplier number/11.3

⁵ P9 Guidance_For_Reporting_Controlled_Work_Version_9_May_2011_(2)

Family Care Level 3

1. Family Care Level 3 Claims

Care Level 3 is Legal Representation and will be funded as licensed work. The scheme applies to all matters started on or after 1 October 2007 with a revision to the applicable graduated fees for cases with a representation order on or after 9 May 2011.

Time Recording

Care Level 3 time records are divided into the following Legal Aid Types:

- Care Level 3: County and Magistrates' Court
- Care Level 3: High Court

When Care Level 3: County and Magistrates' Court is selected you can use the checkbox in the 'Time Details' section to denote that the matter was held in the Family Proceedings Court shown on the Claim 1A.

Counsel Fees

Counsel's Costs can be entered which will show separately on the Claim 1A. This will be shown in the Actual Costs Incurred diction C on the Claim 1A. With **iLaw Accounts** installed, any Counsel's Costs entered will need to be allocated in the 'Disbursement Allocation' screen before being paid using Payments Wizard Option 5.2 Pay out office Monies...Against a Suppliers invoice.

2. Billing and Preparing for the Claim 1A

In 'Family Case Billing Options' there are links to County & Magistrates Court and High Court Care Level 3 claims. As with all iLaw billing, you will be able to see how many unbilled and billed items there are for each type of work.

When you click on either link, you are taken through to the Claim 1A billing screens. These five screens reflect the actual Claim 1A. The first screen, 'Actual Costs Incurred', is central to iLaw being able to determine the graduated fee payable. At the top of the screen you will see the profit costs excluding advocacy with any disbursements, Solicitors Advocacy and Counsel's advocacy.

iLaw then needs information on the following to calculate the correct fee:

- Client Type. (Child, Parent or Joined)
- How many you are acting for: (1, 2 or more)

- In which court did the case finish: (High, Other (County and Magistrates' Court))

The Client Type can be selected in 'Client Details' and will be shown here.

If the graduated fee cannot be calculated, iLaw will show what information is missing at the bottom of the screen. You may also need to make sure that the Supra Region has been selected in 'Setup'.

iLaw will show what fee would apply and if the exceptional case has been exceeded. This is based on whether your costs are greater than two times the applicable fee.

The remaining screens allow you to check the other details entered on the Claim 1A. You can enter additional information in the text box provided in 'Disb. & Add. Info'. 'Total Costs' will show a complete review of the costs that will appear on the Claim 1A.

In the 'Bill Work' screen, you can bill the work by clicking on the 'Bill Now' button. The Outcome details of the case can be entered in section three. This is used for the KPI report, 'Assessment Rates for Licensed Work'⁶.

When the work entered has been billed and a fee is shown in the 'Actual Costs Incurred' screen you can click on the 'Print Claim 1A' link in the 'Claim 1A Tasks' menu on the navigation bar. It is always advised that you check the Claim 1A before submission to the Legal Services Commission.

⁶ ProviderTrainingPack270907v1.3.pdf

Payments on Account

1. Family CLSPOA1 Claims for Care Level 3

Payments on Account are requests for money on account for Claim 1 or Claim 1A work that is ongoing. Payments 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.

If a Care Level 3 matter has reached a stage where a payment on account is required, make sure that all current time records and disbursements have been recorded before adding these costs to the CLSPOA1 screen which collates all claims.

Option A. Profit Costs incurred to date (MC/CC and High Court)

Payment on account claims can be made for Magistrates', County and High Court work for private law matters where the representation order is before 9 May 2011.

The following time records must be entered either:

- Family Private: Magistrates and County Court
- Family Private: High Court

Option B. Disbursements

There are two checkboxes, the first for Care Level 3 and MC/CC & High Court matters with a representation order date prior to 9 May 2011. The second is for disbursements relating to PFLRS work.

Claim for Disbursements. Time Records must be entered for either:

- 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

Claim for Disbursements PFLRS Time Records must be entered for either:

- Family Private Level 3: FPC/ County Court/ High Court
- Family Private Level 4: FPC/ County Court/ High Court

Disbursement claims (Option b) can be claimed in tandem with options a, c and d.

Option C. Profit Costs (excluding advocacy) incurred to date Care Level 3

- Care Level 3 s31 claims: County and Magistrates Court
- Care Level 3 s31 claims: High Court

Profit Costs (excluding advocacy) incurred to date PFLRS

- Family Private Level 3: FPC/ County Court/ High Court

Option D. Advocacy costs (non FGF)

- Care Level 3 s31 Advocacy claims: County and Magistrates Court
- Care Level 3 s31 Advocacy claims: High Court

Advocacy Costs (non FGF) incurred to date PFLRS

- Family Private Level 4: FPC/ County Court/ High Court

2. Making a Payment on Account claim

You will need to enter some key information required by the CLSPOA1 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 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 Type. (Child, Parent or Joined)
- How many clients acted for (1, 2 or more)
- Which Court the case finished (High Court or Other)

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.

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.

Payment on Account options for Private Law matters (not PFLRS) and Care Level 3

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

A. 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.

B. Claim for Disbursements

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

C. 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.

D. 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 are shown in section 2 and will be subtracted from the expected claim total.

Example POA screen

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.

Previous POA applications

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](#)

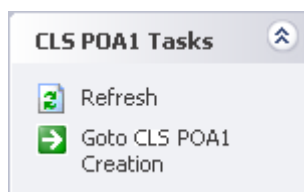
Recording your Received Payments

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 a message 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, 'Go to CLSPOA1 Creation' in the 'CLSPOA1 Tasks' menu.



Checking the CLSPOA1 Creation Screen and printing the form

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.

Entries on the CLS POA form

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.

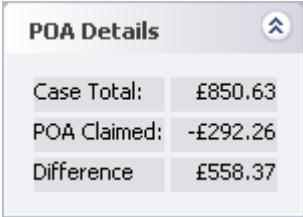
3. View, Re-Print and Delete completed POA forms

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.

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

4. 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

5. 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.

i. Record the payment on Account received in Payments Wizard Option 1.4 'Pay in Office Monies on Account of a Client matter'.

ii. 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

iii. 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'. With the client selected, 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 and click in the 'Pay' column and then enter the monies received on account in the 'Pay Amount' column.

iv. 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'. When the account and client have been selected 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.

6. 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.

Family Codes and Validation Rules
--

1. Family Private Matter Type 1 Codes

CODE	Description	Applicable Fees
FAMA	Divorce/Judicial Separation/Nullity	Level 1 only (either Level 1 or Divorce Level 1)
FAMB	Dissolution of Civil Partnership	Level 1 only (either Level 1 or Divorce Level 1)
FAMC	Domestic Abuse	Level 1 only
FAMD	Private Law Children only	Level 1 and/or Level 2 (children only)
FAME	Private Law Children and Financial Provision	Level 1 and/or Level 2 (children and/or finance)
FAMF	Private Law Children and Divorce	Level 1 and/or Level 2 (children only)
FAMG	Private Law Children and Civil Partnership Dissolution	Level 1 and/or Level 2 (children only)
FAMH	Private Law Children and Domestic Abuse	Level 1 and/or level 2 (children only)
FAMI	Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity	Level 1 and/or Level 2 (children only)
FAMJ	Private Law Children, Domestic Abuse and Civil Partnership Dissolution	Level 1 and/or Level 2 (children only)
FAMK	Financial Provision Only	Level 1 and/or Level 2 (finance only)
FAML	Financial Provision and Divorce/Judicial Separation/Nullity	Level 1 and/or Level 2 (finance only)
FAMM	Financial Provision and Civil Partnership Dissolution	Level 1 and/or Level 2 (finance only)
FAMN	Financial Provision and Domestic Abuse	Level 1 and/or level 2 (finance only)
FAMO	Financial Provision, Domestic Abuse and Divorce/Judicial Separation/Nullity	Level 1 and/or Level 2 (finance only)
FAMP	Financial Provision, Domestic Abuse and Civil Partnership Dissolution	Level 1 and/or Level 2 (finance only)
FAMQ	Financial Provision, Private Law Children and Domestic Abuse	Level 1 and/or Level 2 (finance and/or children)

iLaw Family Phase 2 Fees Guide

FAMR	Financial Provision, Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity	Level 1 and/or Level 2 (finance and/or children)
FAMS	Financial Provision, Private Law Children, Domestic Abuse and Civil Partnership Dissolution	Level 1 and/or Level 2 (finance and/or children)
FAMT	Family Wills	Level 1 only <i>Cannot go exceptional</i>
FAMU	Change of Name applications	Level 1 only <i>Cannot go exceptional</i>
FAMV	Other	Level 1 and/or Level 2 (finance and/or children)
FAMZ	Financial provision, private law children and divorce/ judicial separation/ nullity	Level 1 and/or Level 2 (<i>finance and/or children</i>)

2. Family Care Matter Type 1 Codes

CODE	Description	Applicable Fees
FAMW	Public Law Proceedings – Section 31 Care Proceedings	Level 1 and/or Level 2 Care
FAMX	Public Law Proceedings – Other	Level 1 and/or Level 2 Care

3. Family Private Matter Type 2 Codes

Code	Description
FADV	Client is seeking advice only
FAPP	Client is applicant where proceeding issued
FCHG	Client is a child with a guardian
FCHS	Client is a child instructing solicitor directly
FOTH	Other
FPET	Client is the petitioner in Divorce/ Judicial Separation/Nullity/Dissolution of Civil Partnership
FREP	Client is the respondent where proceedings issued
FRES	Client is the respondent Divorce/ Judicial Separation/Nullity/Dissolution of Civil Partnership

4. Family Private Level 1 & 2 Stage Codes

Stage Codes	Family Private, Divorce, Children and Finance Fees
FPL01	Family Private Level 1 Fee only
FPL02	Family Private Level 1 Fee + Family Level 2 Children Fee + Family Level 2 Children Settlement Payment
FPL03	Family Private Level 1 Fee + Family Finance Level 2 Fee + Family Finance Level 2 Settlement Payment
FPL04	Family Private Level 1 Fee + Family Children Level 2 Fee
FPL05	Family Private Level 1 Fee + Family Finance Level 2 Fee
FPL06	Family Private Level 1 Fee + Family Children Level 2 Fee + Family Finance Level 2 Fee + Family Finance Settlement Payment
FPL07	Family Private Level 1 Fee + Family Children Level 1 + Family Children Level 2 Fee + Family Children Level 2 Settlement Fee + Finance Level 2 Fee
FPL08	Family Private Level 1 + Family Children Level 2 Fee + Family Finance Level 2 Fee + Family Finance Level 2 Settlement Payment
FPL09	Family Private Level 1 + Family Children Level 2 Fee + Family Finance Level 2 Fee
FPL010	Family Level 1 Divorce Fee Only
FPL011	Family Level 2 Children Fee + Family Children Level 2 Settlement Payment
FPL012	Family Level 2 Finance Fee + Family Finance Level 2 Settlement Payment
FPL013	Family Children Level 2 Fee only
FPL014	Family Finance Level 2 Fee only
FPL015	Family Children Level 2 Fee + Family Children Level 2 Settlement Payment + Family Finance Level 2 Fee + Family Finance Level 2 Settlement Payment
FPL016	Family Children Level 2 Fee + Family Children Level 2 Settlement Payment + Family Finance Level 2 Fee
FPL017	Family Children Level 2 Fee + Family Finance Level 2 Fee + Family Finance Level 2 Finance Settlement Payment
FPL018	Family Children Level 2 Fee + Family Finance Level 2 Fee

5. Care Level 1 and 2 Stage Codes

Stage Codes	Family Care Level Fees
FPC01	Family Care Level 1 Fee
FPC02	Family Care Level 2 Fee
FPC03	Family Care Level 1 Fee + Family Care Level 2 Fee

6. Validation Rules for Family Private and Family Care Claims

LSC Online now subjects each matter reported to validation rules which take into account the combined entry of the following:

- Matter Type 1
- Matter Type 2
- Stage Reached
- Outcome of the Client

The validation rules can be used to troubleshoot any submission problems.

- When Stage Reached Code FA (First meeting) used only the following case stage/level codes are valid: FPL01, FPC01, FPC02
- If the matter type combination FAMA:FADV is used, FPL01 is the only valid case stage/level code.
- If the matter type 1 code FAMT is used, FPL01 is the only valid case stage/level code.
- If the matter type 1 code FAMU is used, FPL01 is the only valid case stage/level code.
- When the Matter Type 2 code FPET is used, FD is the only stage reached code that can be used.
- When the Outcome Code FA is used, only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03
- When the Outcome Code FB is used, only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03
- When the Outcome Code FC is used, only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03
- When the Outcome Code FD is used, only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03

- When the Outcome code FE is used, all case stage/level codes are valid.
- When the Outcome code FF is used, all case stage/level codes are valid.
- When the Outcome code FG is used, all case stage/level codes are valid.
- When the Outcome code FH is used, all case stage/level codes are valid.
- When the Outcome code FI is used, all case stage/level codes are valid.
- When the Outcome code FJ is used, all case stage/level codes are valid.
- When the Outcome Code FT (Client ceased to give instructions) is used only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03
- When the Outcome Code FU (File transferred to another solicitor) is used only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03
- When the Outcome Code FW (Matter proceeding under other CLS Funding where the client is the Applicant) is used only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03
- When the Outcome Code FX (Matter proceeding under other CLS Funding where the client is the Respondent) is used only the following case stage/level codes are valid: FPL01, FPL04, FPL05, FPL09, FPL10, FPL13, FPL14, FPL18, FPC01, FPC02, FPC03

7. Care Level 3 Fee Table

Amendment to Care Level 3 fees (Revised May 2011)

Party	Court	No of clients	Midlands	North	London and south	Wales
Child	Other (i.e. not high)	1	£2,165	£1,775	£2,485	£2,426
Child	Other (i.e. not high)	2+	£3,247	£2,662	£3,728	£3,639
Child	High	1	£2,879	£2,361	£3,305	£3,226
Child	High	2+	£4,319	£3,542	£4,957	£4,838
Joined party	Other (i.e. not high)		£1,148	£887	£1,334	£1,445
Joined party	Other (i.e. not high)		£1,527	£1,180	£1,774	£1,922
Parent	Other (i.e. not high)	1	£2,840	£2,359	£3,230	£2,925
Parent	Other (i.e. not high)	2	£3,551	£2,948	£4,037	£3,657
Parent	High	1	£3,777	£3,137	£4,296	£3,891
Parent	High	2	£4,721	£3,922	£5,369	£4,864

