



Costing Magistrates' Court Duty Work

Carol Stephens

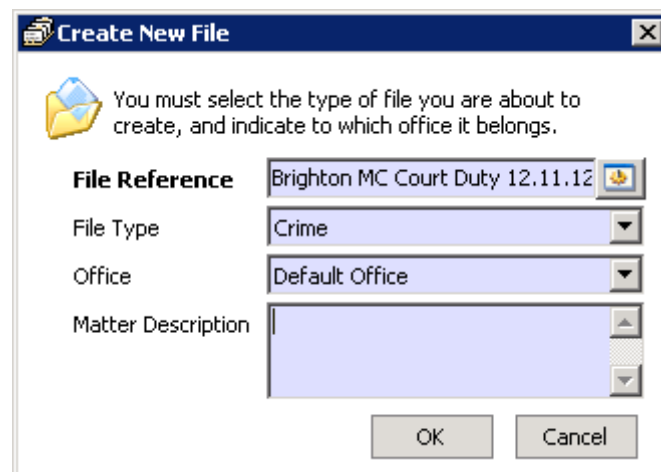
Version 1.1

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Claiming work undertaken as part of the Magistrates Court Duty Solicitor Scheme

iLaw facilitates the time recording and billing of work undertaken in the Magistrates' Court as part of the Magistrates' Court Duty Solicitor Scheme. Currently you cannot raise the relevant claim form with regard to the Virtual Court Duty Solicitor Scheme.

Firstly create a new file in **Client Details**. We recommend that each court duty session is opened as a new case so that once the claim has been paid the file can be closed down and become inactive for client search purposes. Enter the Court name and the date of the duty in the **File Reference**. Then click on 'OK' once you have selected 'Crime' as the file type and selected the 'Office'.



Create New File

You must select the type of file you are about to create, and indicate to which office it belongs.

File Reference Brighton MC Court Duty 12.11.12

File Type Crime

Office Default Office

Matter Description

OK Cancel

Once you have created the new file you will need to add a new client. Click on **Add a new client** in the **Tasks** menu.

If you have more than one Magistrates' Court which you cover as court duty and/or more than one fee earner who is a court duty solicitor you may wish to have the initials of the court/fee earner in the client name so that you can easily determine the duty session when it is reported on the CDS6 screen. You may even wish to add the date of session as part of the file reference or client name.

Surname Brighton - Court Duty Forenames CS 12.11.12

Record your total time by 'Proceedings' as the **Legal Aid Type** and 'Court Duty Solicitor' from **Unit of Work**.

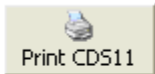

Legal Aid Class

Unit of Work

If the court duty session is on a weekday you can only claim the standard attendance rate, if it is on a weekend or a Bank Holiday then you can claim the enhanced rate. You can claim the enhanced rate on a weekday for any part of the session which goes past 5:30pm.

Bill your costs onto the CDS6 (clicking the **Bill Now** button) in the billing screen. Section 4 of the billing screen will show the claim code as PROD. There is no need to select **Outcome Code** or **Offence Code**, the CDS6 will still validate on LSC Online without these being completed against this specific claim code.

4. Additional Information for CDS6

Claim Code	<input type="text" value="PROD"/>	No. of Defs	<input type="text" value="6"/>	Duty Solicitor	<input type="text" value="Y"/>	
Outcome Code	<input type="text" value="..."/>	No. PS / Ct Atts	<input type="text" value="1"/>	Youth Court	<input type="text" value="N"/>	
Offence Code	<input type="text" value="..."/>	Pol. Stn / Crt Id	<input type="text" value="C1604A"/>	Pol. Stn Scheme	<input type="text" value="..."/>	

Note. The number of defendants will always default to show 1 because there is one “client” attached to the file reference, so this will need to be amended as appropriate for the actual number of defendants represented under this one court duty session. If no defendants were represented enter ‘0’. This amendment will be highlighted in orange on the CDS6 screen to confirm that it is an amendment to what iLaw thinks the number should be as default.

Select the Court ID at this stage if not already selected in the client details screen and input Y against the fact that you acted as Duty Solicitor and a ‘Y’ or ‘N’ as appropriate if you made representations in the Youth Court. These boxes need to be completed manually as iLaw does not capture the information in the previous screens.

The CDS6 screen should report your claim with the Court duty date and venue showing.

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