



Costing Magistrates' Court work

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Overview

All Magistrates' Court work, whether it is part of a Representation Order or not, can be time recorded and billed to the Legal Aid Agency within iLaw as part of the Crime Lower Monthly submission.

For Magistrates' Court work recorded under a representation order, a standard fee will be payable depending upon the Category of the case (e.g. whether it was a guilty plea from the client) and the classification of the area the court or your legal office is based (Designated or Non-designated). You will need to assess whether the Core costs fall within a lower fee, a higher fee limit or if a Non-Standard fee should be claimed on the CRM7/ CRM7 eform.

1. Office Setup: Designated Areas

iLaw enables you to claim the relevant fees but requires information and selections to be made correctly in **Client Details** and **Setup** as well as during the time recording process. Make sure that you have selected whether your office is in a designated area or not in the Office **Setup** screen.

If your office is based in a Non Designated Area, sometimes referred to in guidance as "Rural" areas, but attend a client at Court in a designated area then you will be able to opt in to the higher designated area standard fees by clicking the relevant checkbox in the Magistrates' Standard or Non Standard Fee Billing screens.

The following areas of England and Wales are categorized by the Legal Services Commission as designated areas and are listed here for guidance only. It is strongly recommended that you liaise with your LSC account Manager to check on your office status.

Brighton & Hove

Bristol

Cardiff

Derby & Erewash

Kingston Upon Hull

Leeds & Bradford

Leicester

Nottingham

Portsmouth & Gosport

Newcastle Upon Tyne & Sunderland (Incl. Gateshead, North Tyneside, Blyth Valley & South Tyneside)

Sheffield

Southampton

Greater Manchester

London

Merseyside

West Midlands

2. Client Details

Client Details requires information to assist iLaw in calculating the correct fee for billing.

i. Representation Order date

Ensure that the date of the Representation Order is recorded, if appropriate, in **Client Details**. This will ensure that iLaw knows what limits and fixed fees are appropriate from the relevant date. This is especially important with the change in Category 1 Fees from 3 October 2011.

ii. MAAT ID

Also enter the MAAT ID, if appropriate, in Client Details. This is the Means Assessment & Administration Tool number assigned to the outcome of a case. The MAAT ID is required for all Magistrates' Court claims, PROE, PROF, PROJ, PROK and PROL matters with a UFN date on or after 11/01/2010. For monthly SPOCC submissions this is the seven number reference found on the representation order for each defendant. iLaw will show a warning when there is no value entered in the MAAT Id field when billing these claims.

iii. Select the Magistrates' Court

Select the Magistrates' Court the case is being heard in, although if not selected at this stage it can be selected in other screens later in the billing process.

3. Time Recording

Navigate to the time recording screen and enter the time to be recorded.

Select 'Proceedings' in the **Legal Aid Class** drop down menu.

Select the type of work you wish to time record from the **Unit of Work** drop down menu.

Select 'Representation Order'.

Legal Aid Class	Proceedings
Unit of Work	
Charge Code	Pre-Order Cover Early Cover Means Advice Given Representation Order Court Duty Solicitor s51 Indictable Only Cases Advocacy Assistance Deferred Sentence Marker
Persons Attended	
Hearing Codes	

Time Record all work including Travel and Waiting

Time record all the work undertaken, including travel and waiting time. Travel and Waiting will be reported on the CDS6/ SPOCC submission even though it will not be included in the total of a Non Standard Designated Area Fee claim.

As the case progresses and it becomes clear which category the case is going to fall into, select the category from the **Proceedings Limits** menu. This will show either when you have 'Proceedings' selected as the **Legal Aid class** when entering time or when you select a time record already entered in the **Review and Amend** section. This menu shows the current Core Costs of the work time recorded and the level of fee that can be claimed appropriate to those core costs and the fee limits.

Your core costs total will determine the standard fee applicable and whether a non standard fee (your total costs) is payable if core costs surpass the higher fee limit.



Note: Core costs = Preparation, Attendance, Advocacy, Routine Letters and Telephone calls. Travel and Waiting are not calculated as part of Core Costs.

What determines the Category of the case:

Category 1: Guilty plea

Uncontested breach
Discontinuance/withdrawal
Bind over
Deferred sentence hearing
Change of solicitor
Warrant of arrest

Category 2: Not guilty plea
Cracked trial
Contested breach
Discontinuance/withdrawal/bind over/ no evidence offered after case
fully prepared
Mixed pleas

Category 3: Committal discontinuance

If the case is Category 1, select whether the case is Category 1 Summary only or Category 1
Either Way.

Proceedings Limits	
<input checked="" type="checkbox"/> Designated Area	
[MC LAO: 03-Apr-2012]	
Court Id	C1604A
Category 1 (Summar	
Core Costs	£329.58
Current Fee	£477.41
Difference	£147.83
Fees Limits	
LSF Limit	£298.45
HSF Limit	£517.10

4. Billing

Navigate to the billing screen and select the appropriate type of work to be billed. The billing screen will indicate the type of work that can be billed appropriate to the type of work time recorded, along with the number of items to be billed, the number of items previously billed for this type of work and the appropriate core cost.

- ➔ Representation (9 unbilled items, 0 billed items - Core Costs: £329.58)
 - ➔ Pre Order/Early Cover, Means Advice Given > CDS6
 - ➔ Standard Fee > CDS6
 - ➔ Non-Standard Fee > CDS7
 - ➔ Deferred Sentence Claim > CDS6
 - ➔ AWOL Claim > CDS6
 - ➔ AWOL Claim > CDS7
 - ➔ Court Duty Claim > CDS6

Select the Standard Fee > CDS6 billing screen to check the total of your Core Costs against the lower and higher fee limits. If Core Costs surpass the higher fee limit for the Category you are going to bill under use the **Back to Menu** link in the **Active Case** menu to then enter the Non-Standard Fee > CDS7 billing screen.

If selected Standard Fee > CDS6

The first section of this next screen will show if any bills have previously been raised on this file for this type of work e.g. if a claim has already been submitted under Category 1 to cost the case up to the point of a warrant of arresting being issued of this claim is now a claim for a deferred sentence.

Section 2 gives details of the time recorded to be claimed for this type of work. It will list each item of time recorded showing the total time recorded costs, VAT on those costs and the total



Note. Section 2 does not total Core Costs but the total of time recorded costs including travel, waiting and disbursements.



You can edit the time records from this screen by clicking on the **Edit Time Records** link. Use the **Refresh Time Records** to refresh the billing screen if you have amended time records screen without closing this screen.

-2. Details Of Chargeable Time

Date	FE	Billed?	Work Undertaken	Time	Qty	Cost	VAT	Reason	TD?
05/04/12	ILAW	No	MC RO Preparation	03:00		£149.10	£29.82		
05/04/12	ILAW	No	MC RO Attendance	02:00		£99.40	£19.88		
05/04/12	ILAW	No	MC RO Advocacy	00:48		£49.88	£9.98		
05/04/12	ILAW	No	MC RO Travel	00:36		£15.78	£3.16		
05/04/12	ILAW	No	MC RO Waiting	00:42		£18.41	£3.68		
Total Costs				07:06		£371.47			
Vat						£74.30			
Amount for CDS6 claim						£445.77			

[Refresh Time Records](#) [Edit Time Records](#)

Section 3 confirms the core costs and which category of case to be claimed. If you had previously selected the court and category within the time records screen these will automatically show as below. If you did not select them from the time records screen you must select them now. The core costs of the claim are in red at the right-hand side of the screen to assist you in selecting which standard fee is appropriate.

Change the dates of the **Date Billed** and **Date Work Ended** as appropriate.



Note. The date billed will determine which CDS6 the claim is entered on i.e. if the date showing is 05/04/2012 it will be included in CDS6 for April 2012. The date work ended is the actual date the case concluded i.e. the date of the last time recorded work as is required as part of the submission.

3. Select Fee and Confirm Dates

Court:

Fee	Description	Fee Limit
£221.59	Category 1 (Summary Only) - LSF	£298.45
£477.41	Category 1 (Summary Only) - HSF	£517.10
£272.56	Category 1 (Either Way) - LSF	£298.45
£517.05	Category 1 (Either Way) - HSF	£517.10
£378.46	Category 2 - LSF	£512.70
£792.71	Category 2 - HSF	£854.40

Once this has been done, click on bill now.

Core Costs: £329.58

Date Billed < Determines CDS6 month

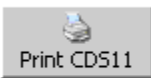

Date work ended < Dates iLaw and Accounts ledger entries

Case is in designated area [MC LAO granted: 03-Apr-2012]

Bill Now

Section 4 of this screen will then become active with the relevant claim code and you can then select the outcome code and offence code as appropriate and insert Y or N next to duty solicitor and Youth Court. Again if you have not already pre-selected the court you can select it here. You can print the CDS11 at this stage if you wish and view this claim on the ongoing CDS6.

4. Additional Information

Claim Code	PROL	No. of Defs	1	Duty Solicitor		 
Outcome Code	...	No. PS / Ct Atts	1	Youth Court		
Offence Code	...	Pol. Stn / Crt Id	C1604A	Pol. Stn Scheme		

If selected Standard Fee > CDS7

Again this next screen will show any previous claims raised on this file for this type of work and gives details of the time recorded to be claimed. You can edit the time records from this screen if you wish.

If you are satisfied that this is the total of the work to be claimed, select Page 4 Costs from the **View CDS7 Details** menu. This relates to the Page 4 of the CDS7 which lists all the time recorded. On this screen you can insert the relevant codes into the **Persons Attended** and **Hearing Codes** columns if you didn't enter them at the time of entering the time recording.

You can also enter percentage uplifts if required by inserting the relevant percentage uplift to be claimed, as shown below.

A. Total Time	00:36	00:42	02:00	03:00	00:48
B. Total Time UC	00:00	00:00	00:00	00:00	00:00
Total Time A + B	00:36	00:42	02:00	03:00	00:48
Time Old Rate	00:00	00:00	00:00	00:00	00:00
% uplift	0%	0%	0%	0%	0%
Costs Old Rate	£0.00	£0.00	£0.00	£0.00	£0.00
Time Current Rate	00:36	00:42	02:00	03:00	00:48
% uplift	0%	0%	50%	50%	100%
Costs Current Rate	£15.78	£18.41	£149.10	£223.65	£99.76
Total Costs	£15.78	£18.41	£149.10	£223.65	£99.76

Next select Page 5 Costs from the **View CDS7 Details** menu. This is effectively page 5 of the CDS7, which will show the total costs and disbursements to be claimed. In the **Relevant Information** section you can insert the narrative for your reasons as to why the claim is Non-

Standard claim or if claiming any uplift percentage and this will be included on page 6 of the printed CDS7.

Next select the **Offence Code** and **Outcome Code** from the drop down menu and change date of date Billed and Date Work Ended as appropriate. When this is done, click on **Bill Now**.

Additional Information

Offence Code	<input type="text"/>	Date Billed	<input type="text" value="05/04/2012"/>
Outcome Code	<input type="text"/>	Date work ended	<input type="text" value="05/04/2012"/>

Case is in designated area [MC LAO granted: 03-Apr-2012]

To produce the CDS7, select **Print CDS7 Form** from the **View CDS7 Details** menu and complete all other relevant sections in the CDS7 created in MS Word™.

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