



iLaw Civil Module: Housing

Guide to Time Recording, Billing and Bulk Upload

Version 1.0

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1. Setting up a Housing Matter in iLaw

When a new file reference and client has been opened in iLaw select Housing from the Work Type drop-down. There are two further mandatory fields for the monthly submission regarding the Procurement Area and Access Point.

Procurement Area

If you are reporting a matter using the Housing Possession Court Duty Scheme (HPCDS) codes you must enter the 'national' code 'PA00500'. This field must be completed for all claims started on or after the 15/11/2010.

Access Point

If you are reporting a matter using the Housing Possession Court Duty Scheme (HPCDS) codes you must enter the 'No Access Point' code AP00000. This field must be completed for all claims started on or after the 15/11/2010.

2. Housing Possession Court Duty Scheme Matters

If a matter is subject to the Housing Possession Court Duty Scheme the following details are required for monthly submission on the Client Details screen.

Court Location (HPCDS matters)

This is a dropdown selection of the Court Locations of the Housing Possession Court Duty Scheme.

Eligible Client Indicator

Select either Yes or No.

3. Housing Time Recording rates

Legal Help Housing Rates

Housing is classified as part of the Other Legal Help Fee Scheme. Matters are recorded at the rates in Table 7 (b) unless they are subject to s202 of the Housing Act 1996 when table 7(c) rates are used.

Table 7(b): Family and Housing (except as in Table 7 (c)) and Employment

Activity	London Rate	Non London Rate
Preparation, Attendance and Advocacy	£52.65 per hour	£48.24 per hour
Travel and Waiting Time	£27.81 per hour	£27.00 per hour
Routine Letters Out and Telephone Calls	£4.05 per item	£3.78 per item

Possession proceedings including Part 1 Injunctions - ASBCP

Matter Type 1 code HASB has been added to the Housing Work Type for matters that cover ASBCP possession proceedings and have been created on or after 23rd March 2015.

A new Legal Aid Type “Legal Advice and Assistance: Possession / ASBCP” has been added to the **Legal Aid Type** drop down for this work and attendance at any hearings.

Matter Type 1	Description	Fee	Escape Fee
HASB	Possession proceedings including Part 1 Injunctions - ASBCP.	£157	£471

The hourly rates fall within the specification of Table 7(c) of the Civil Remuneration Regulations.

Table 7(c): Legal help or help at court provided in relation to a review under section 202 of the Housing Act 1996 and to a defendant to a possession claim in the County Court, family help (lower) and related legal help in relation to section 31 of the Children Act 1989

Activity	London Rate	Non London Rate
Preparation, Attendance and Advocacy	£56.16 per hour	£52.56 per hour
Travel and Waiting Time	£27.81 per hour	£27.05 per hour
Routine Letters Out and Telephone Calls	£4.05 per item	£3.78 per item

The work is claimed with a fixed fee of £157 with an escape threshold of £471.
 Disbursements not subject to and Disbursements subject to VAT can also be claimed.

In the **Consolidated Matter Report Form screen** select HASB as the Matter Type 1 code from the “...” box. You can also make this selection in the **Client Details Matter Type 1 and 2** tab.

The HASB code is subject to some restrictions which will place the claim ‘Out of Scope’ such as the use of Outcome Codes HB and HC which will require an ECF Reference to place the matter ‘In Scope’.

Rates for Housing Matter Type Codes HANT & HDIS

The option “Legal Advice and Assistance : ASBO” has been added to the **Legal Aid Type** drop down in time recording for use when selecting the following Housing Matter Type 1 codes:

Housing Matter Type 1	Description
HANT	ASBOs - Magistrates/Crown Court
HDIS	Anti-social behaviour and nuisance- all other (including those in County Court)

Table 7(e): All other categories

Activity	London Rate	Non London Rate
Preparation, Attendance and Advocacy	£46.53 per hour	£43.88 per hour
Travel and Waiting Time	£24.62 per hour	£24.62 per hour
Routine Letters Out and Telephone Calls	£3.60 per item	£3.47 per item

Reporting Codes for Housing Monthly Submissions

Matter Type 1

Matters opened before 1 April 2013 but Out of Scope – ECF Only	
HMOR	<p>Possession – Mortgage</p> <p>a) a claim for possession is made or threatened, and b) the party seeking possession is a mortgagee – whether of the client or not.</p>
HREH	<p>Re-housing (non-homelessness)</p> <p>The main issue is transfers or allocation or legal issues associated with finding alternative housing.</p>
HBFT	<p>Housing benefit</p> <p>The main issue concerns housing benefits.</p>
HLAN	<p>Landlord & tenant: Other terms and conditions</p> <p>The main issue concerns other matters between landlord and tenant including service charges, deposits and all implied or express terms of occupation.</p>
Applicable Regardless of Charge Date	
HRNT	<p>Possession - Rent arrears</p> <p>a) a claim for possession is made or threatened, and b) the main apparent reason is arrears of rent or other charges.</p>
HPOT	<p>Possession – Other (non-ASB)</p> <p>(a) a claim for possession is made or threatened, and (b) the main reason is neither rent arrears nor anti-social behaviour and (c) the claimant is not a mortgagee.</p>
HHOM	<p>Homelessness /threat of homelessness</p> <p>The main issue is the client’s legal situation in relation to homelessness including social services powers and duties.</p>
HANT	<p>ASBOs – Magistrates/Crown court</p> <p>The main issue concerns an existing or possible claim in the criminal courts arising from alleged anti-social behaviour.</p>
HDIS	<p>Anti-social behaviour - all other (including those in County Court)</p> <p>The main issue is alleged anti-social behaviour other than in the criminal courts.</p>

HREP	Disrepair (serious risk to life or health issues only) The main issue concerns the alleged poor state of residential premises or fixtures or furniture provided or nuisance other than anti-social behaviour.
HULE	Unlawful eviction The main issue is a claim or potential claim under the Protection from Eviction Act 1977 or in relation to a breach of covenant for quiet enjoyment.
HOOT	Other This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.
Redundant Matter Type 1 Codes	
HMOR	Possession – mortgage Mortgage possession work will now be classed as Debt.
HPCO	Charging Order - the client is trying to stop the forced sale of their home Charging Orders will be going out of scope but the forced sale of a home (or 'Orders for Sale') will not. Recommended new code and description: HPOS - The client is trying to stop the forced sale of their home.

Matter Type 2

Matters opened before 1 April 2013	
HPUB	Client has local authority landlord Includes local authorities whose stock is managed by an ALMO.
HPRI	Client has private landlord Landlords other than local authorities and social landlords.
HHAC	Client has other social landlord Registered social landlords, co-ops, housing action trusts.
HNAS	Client has NASS accommodation Accommodation provided by NASS/requires NASS advice.
HOWN	Client is owner occupier Freeholders, long leaseholders, shared ownership.
HHLS	Client is homeless As defined in homelessness legislation plus people living in homes of friends, squatters and street homeless.

HLAN	Client is landlord Main issue relates to client's rights as landlord or licensor.
HOTH	Other This code should only be used if the client does not fall into one of the above categories.

Staged Reached

Staged reached codes will no longer be required in all categories other than Debt and Housing for cases started on or after 01/04/2013.

Applicable Regardless of Charge Date	
HA	First meeting Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
HB	Further work Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
HC	Putting case for the client Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
HD	Representation at court/tribunal Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome

APPLICABLE TO MATTERS OPENED BEFORE 1 APRIL 2013	
HB	Client receives new or increased periodical payment
HC	Client receives damages or property and new or increased periodical payment Both HA and HB apply.
In Scope (Current)	
HA	Client receives damages or property Any lump sum payment to client including any paid in reduction of rent. Any property right successfully asserted.
HD	Sum owed by client to a third party is reduced or is less than claimed A lump sum claim by a third party is successfully defended or the amount payable is less than claimed.
HE	Liability of client to make regular payments is reduced or is less than claimed A claim for a periodic amount by a third party is successfully defended or the amount payable is less than claimed.
HF	Client housed, re-housed or retains home Applies only where possession or re-housing is in issue.
HG	Repairs or improvements to the client's home Work done on the home or furniture/fixtures installed or improved.
HH	Opponent/other party action benefits client Third party takes action.
HI	Opponent/other party action prevented Third party is dissuaded from taking action (other than possession cases).
HJ	Opponent/other party action delayed Extra time is gained – commonly in possession cases or rent payments are rescheduled.
HK	Client secures explanation or apology Following a complaint or query of some kind to a third party.
HL	Client advised and enabled to plan and/or manage their affairs better

	Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
HM	Matter concluded otherwise This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.