



iLaw Immigration Module

Guide to Time Recording, Billing and Bulk Upload

Version 2.0
October 2015

iLaw Immigration Module

These notes are intended for users of **iLaw CK, iLaw Pro 1 and iLaw Pro 2 Immigration Module**.

They detail the changes to Asylum and Immigration work introduced in October 2007 and subsequent updates including the Legal Aid reforms of 2013.

The iLaw Immigration Legal Aid module records legal help and legal representation (stage A and stage B) for matters to bill on the monthly consolidate matter report form.

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1. Entering Client and Case Details

There are important selections and entries needed in **Client Details** for the requirements of the Asylum and Immigration Consolidated Matter Report Form and Matter Start totals.

Date Lodged at the Home Office

Determines the rates in Time Records and the Billing Process to be used. Existing files need to have a date entered as do new files created.

HO UCN

The Home Office Unique Client Number, HO UCN, is mandatory for all Immigration and Asylum cases reported on the Consolidated Matter Report Form. If this field is left blank on the Client Details screen the default will show on the CMRF which will be A0000000. The format for this field is 1 Letter followed by 7 numbers.

UFN

The Immigration UFN is comprised of the Date e.g. 01012015, then a three figure numeric for the matters created on that day.

Case Id

The matter number created. This is effectively the second part of the UFN.

UCN

All files under the Civil Contract will have a Unique Client number. This is the client's date of birth/ Initial/ and first four characters of the Surname. It is a requirement of the CMRF.

The Home Office Unique Client Number, HO UCN, is now mandatory for all Immigration and Asylum cases reported on the Consolidated Matter Report Form. If this field is left blank on the Client Details screen the default will show on the CMRF which will be A0000000.

Work Type

Select either "Asylum" or "Non-Asylum" from the **Work Type** drop down. This relates to the contract type you report in the CMRF. You will not be able to select a Matter Type 1 and Matter Type 2 code in **Client details** until a work-type is set.

The new fields in Client Details

Current funding status

UFN 021107/001

Case Id 001

UCN 31101960/B/Sock

Procurement Area and Access Point Codes

It is mandatory to record a valid Procurement Area and Access Point code for all Immigration and Asylum matters opened on or after 15th November 2010. The Procurement Area and Access Point reported will replace the detention centre field which will not be required by for CWA online.

Immigration matters with a case start date before 15th November 2010 can report the Procurement Area and Access code. The Procurement Area and Access Point codes are shown in the table below. For cases opened on or after the 15th November 2010 matters that involve a client being detained at Oakington IRC should use the Procurement area 'Midlands and East of England – PA00137' with the Access Point of Cambridgeshire – AP00157'.

Category	Procurement Area	Unique Procurement Area Code	Related Access Point	Unique Access Point Code
Immigration	Brook House IRC	PA00142	No Access Point	AP00000
Immigration	Campsfield IRC	PA00143	No Access Point	AP00000
Immigration	Colnbrook IRC	PA00144	No Access Point	AP00000
Immigration	Dover IRC	PA00145	No Access Point	AP00000
Immigration	Haslar IRC	PA00146	No Access Point	AP00000
Immigration	Harmondsworth IRC	PA00147	No Access Point	AP00000
Immigration	Tinsley House IRC	PA00148	No Access Point	AP00000
Immigration	Lindholme IRC	PA00149	No Access Point	AP00000
Immigration	Yarl's Wood	PA00150	No Access Point	AP00000

Detention Centre

No longer a requirement of the Asylum and Immigration CMRF you can still select the Detention Centre where the client was seen but the Procurement Area and Access Point code is now required for reporting this information on the Consolidate Matter Report Form SPAN file.

Substantive and Bail Only

All CMRF/ SPAN submissions made from May 2009 will need to report the total CLR matters granted, refused and withdrawn. The reporting of this information is a mandatory requirement and iLaw will not let bill any Legal Help or Legal Representation claim until this information has been completed on file.

This is done in the Client Details screen. Select the second tab, Substantive and Bail only.

You need to select if the matter is:

- Asylum or Non –Asylum
- Substantive or Bail Only
- And whether CLR was
 - Granted By Provider
 - Granted by IFA
 - Refused
 - Withdrawn

If these details have not been completed you will be prompted to do this when clicking on the **Bill Now** button in either the Legal help or the Legal Representation billing screens. Claims will not be included on Immigration CMRF/SPAN submissions until this has been done.

Re-Classification of Civil Reporting Codes

Is the matter "In Scope" or "Out of Scope"?

All Reporting codes were re-classified for Immigration matters opened on or after 1st April 2013. Should any of your reporting codes for one of these matters be classified as "Out of Scope – ECF only", the claim can only be successfully submitted through CWA with an **ECF Reference** entered or an **Exemption Criterion** is selected.

When the selection of the reporting codes of a matter be finalise to be "In Scope", the claim can be submitted through CWA. The Reporting Codes required for reporting Civil claims through CWA continue to be a combination of the following:

- Matter Type Part 1 code
- Matter Type Part 2 code
- Stage Reached code (selected Civil Work Types only)
- Outcome code

The Matter Type Part 1 and Part 2 codes can now be selected in **Client Details** from the **Matter Type 1 and 2** tab. With both Matter Type codes selected, iLaw will present the current "Scope" of the claim which will be either "In Scope" or "Out of Scope".

Matters that are in "In Scope" will remain in scope for billing subject to the selection of the "Staged Reached" Code, the "Outcome" Reporting Code or both. The selection of a Staged Reached code (where relevant) or Outcome code classed as "Out of Scope" will push an "In Scope" claim "Out of Scope".

Matters that include a reporting code classified as "Out of Scope" cannot be billed for CMRF submission. The **Bill Now** button will be inactive when the billing screen Fee Calculation section says that the claim is "Out of Scope".

Funding for matters that include a reporting code that is "Out of Scope".

Exemption Criterion and ECF Reference

"Out of Scope" matters are brought "In Scope" via an Exemption Criterion selected, or an ECF Reference entered in the new **Exemption** tab in **Client Details**.

Exemption Criterion

The Exemption Criterion drop down will present the Exemption codes that relate to the work type selected only. Only the work types Clinical Negligence, Family, Immigration, and Miscellaneous have exemption criterion that can be selected. A list of codes will be outlined in this document for the work types for which they apply.

The issue available for Immigration and Civil Work Type Miscellaneous is only TR001..

Issue	Category	Classification	Criterion/ test
Trafficking	Immigration and Misc	Out of Scope – Unless Trafficking criteria or ECF (IMM)	The client has been a victim of trafficking. Use TR001

The Issue Present box will show the details concerning the Exemption Criterion selected.

Issue Present: **Trafficking**

The client has been a victim of trafficking

If you check back in the **Matter Type** tab after an Exemption Criterion is selected the Scope indicator will have changed to "In Scope - Exception Criterion Supplied".

ECF Reference

If an ECF Reference is provide for a matter it can be entered in the ECF Reference box in the Exemption tab in Client Details. The format is NNNNNNLL. If an **ECF Reference** is entered iLaw will automatically change the **Procurement Area** and **Access Point** to 'ECF Matter' after notification.

If you check back in the **Matter Type** tab after an ECF Reference is entered the Scope indicator will have changed to "In Scope - ECF Reference Supplied"

2. Time Recording

Time recording Immigration and Asylum matters is made at two levels for legal aid payments, Legal Help and Controlled Legal Representation. You can also time record private work for any matter you wish to bill the client personally for.

Legal Help and Controlled Legal Representation work allows for a number of additional payments depending upon the work carried out. The following additional payments require the time entered for each activity prior to billing the matter as either a stage claim or completed matter.

Judicial Review (JR) and Form Filling (FF) Preparation

Any matter that includes a claim for this type of preparation should have the corresponding Matter Type II code selected. These are IJRA for Judicial Review and IFFL for Form Filling. iLaw will not prompt users to make any matching selections in billing.

Counsels Fees: These can now be included in a claim. They are part of the calculation for Exceptional Cases which is three times the fee. These costs are not included in the graduated fee,

Detention Centre Travel

Matter Type II Codes IFST (Fast Track Cases) or IIRC (Immigration Removal Centre Work) must be selected when Detention Centre Travel has been entered. Don't select the IDAS Detention Duty Advice Surgeries. These travel costs will then show in the billing screen Summary of Costs and in the Additional Information section. The Matter Type Code Part I will determine whether the graduated fee or reported costs are claimed.

Disbursements subject to and not subject to Vat. Disbursements will not be included in the graduated fee.

3. Legal Help and Legal Representation Billing

Depending upon the work being billed there are links to separate billing screens for Legal Help and Legal Representation work under the **Consolidated Matter Report Form** heading in the **Billing** screen.

In each screen there are a number of sections but the billing process is generally the same. You can check the time records entered in the **View Costs Details** tab at the top of the screen. This the third tab but by default shows when the screen opens. You can see the current cost totals in the **Summary of Costs** tab and any bills that have been raised for that work in the **Bills raised to date** tab. Any applicable additional payments can be added in the **Additional Payments** tab.

In the **Fee Calculation** section, the Matter Type I, Matter Type II and Outcome code are selected with the claim type. When the Date Billed and Date work ended have been confirmed in the last section you will see the **Claim Summary** totals and if the case will be calculated as exceptional. When you are content with the billing information shown for the matter you can click on the Bill Now button to include this entry on the Consolidated Matter Report Form for CWA submission.

Asylum and Non-Asylum work claims are made for two levels of work, Legal Help (Stage 1) and Legal Representation (Stage 2). Legal Representation is claimed in stages, Stage 2a and Stage 2b. The selection of Matter Type I and II codes will determine whether the matter will be billed with reported costs or if it falls into the graduated fee scheme first introduced in October 2007. The fixed fees for Asylum and Immigration work are shown in the grid below.

Table 4 (a): Immigration and Asylum Scheme Standard Fees (from Payment Annex 2010 - Dec 09.pdf)

	Stage 1 (Legal Help)		Stage 2a (CLR)		Stage 2b (CLR)	
	Jul-08	Oct-11	Jul-08	Oct-11	Jul-08	Oct-11
Asylum Standard Fee	£459 IALB	£413 IALB	£252 IACA	£227 IACA	£630 IACB	£567 IACB
Immigration Standard Fee	£260 IMLB	£234 IMLB	£252 IMCA	£227 IMCA	£504 IMCB	£454 IMCB

Legal Help claims can be made on their own or with a 2a or 2b Legal Representation claim. A singular Controlled Legal Representation claim may be either a 2a or 2b fee but not both.

Because a different supplier can do stage 1 and 2 work, a stage 2 claim does not necessitate a previous stage 1 claim having been received from the same supplier. For exceptional pricing purposes, for a stage 2 case where a stage 1 claim cannot be found for the supplier, it will be priced against the stage 2 data only.

Depending upon the stage being billed and the Matter Type and Outcome codes selected, Immigration (non-asylum) and Asylum matters can be billed with additional payments which are detailed in the next section of this guide.

April 2011 saw the introduction of making stage and disbursement claims for monies to be paid to the firm before a completed matter claim is submitted.

4. Additional Payments

Legal Help Additional Payments

Representation at the Home Office Interview

If you select this payment for representing the client at Home Office hearings you will need to select the Matter Type I code IALA: Asylum LH stage 1 inc HO Interview.

From May 2009 the additional payment for Representation at the Home Office Interview will be an input box for you to enter the amount of hearings attended – nine being the maximum. The default will be zero. The Matter Type 1 codes IALA and IMLA will no longer be valid and the codes IALB and IMLB renamed as follows:

- IALB Asylum LH Stage 1
- IMLB Immigration LH stage 1

The Summary of Costs and Additional Payments sections are unique to the Asylum and Immigration Legal Help and Legal Representation billing screens. Click on the View costs details button to toggle between this and Details of Chargeable Time.

Legal Representation Additional Payments

Legal Representation Billing

Some additional services may also have been provided. These are priced at a fixed fee per service exclusive of VAT.

Table 4 (b): & Table 4 (c): Additional Payments (from Payment Annex 2010 - Dec 09.pdf)

	From 3rd Oct 2011
Representation at the Home Office Interview (asylum and Immigration cases within scope)	£266 (for each interview attended)
Representation at oral CMRH	£166 (for each Oral CMRH attended)
Representation at telephone CMRH	£90 (for each Telephone CMRH attended)
Representation at substantive AIT hearing	Asylum £302 Immigration £237
Additional day substantive hearing: part heard or re-list	Asylum £161 Immigration £161 (for each adjourned hearing)

CMRH Oral and Phone

From May 2009, enter the amount of separate hearings attended for Oral and Telephone CMRH Hearings. The additional payment fields **Representation at Oral CMRH** and **Representation at Telephone CMRH** are applicable to Legal Representation matters only so you will only see these additional payments in the Legal Representation billing screen. There are two input fields for you to enter the number of hearings attended for each. The maximum for each of these is nine with the default zero. The Amount column will show the total.

Representation at substantive AIT Hearing

This remains a singular payment for attending a substantive appeal hearing can only be claimed in relation to Stage 2b Controlled Legal Representation work subject to the graduated fee scheme from May 2009.

To claim this payment, check the checkbox and select IACB or IMCB from the Matter Type 1 box. On the CMRF (Imm) screen the Substantive Hearing column will show a 'Y'. If any other Matter Type 1 code is selected then the checkbox will uncheck and the Substantive Matter column will show 'N'. For submissions prior to May 2009 this additional payment can be claimed for all stage 2 work with separate fees for Asylum and Immigration matters.

The payment for attending a substantive hearing will only be made if the box is checked and the Matter type 1 code is IACB Asylum CLR stage 2b claim or IMCB Immigration CLR Stage 2b claim.

The AIT Hearing Centre

The AIT Hearing Centre is a new options list where you'll need to select the centre attended when an appeal hearing has taken place. If there are cases without an appeal you should select N/A. An AIT Hearing Centre can be selected in the Client Details screen or in the Immigration billing screens. Your selection can be viewed or changed in either screen.

Each of the sixteen options has been designated a number (01 – 16) which will show in the Immigration SPAN.

Additional Hearing Part Heard or Re-List

Can now be claimed for only Immigration Stage 2b matters

The payment for attending an additional hearing part heard or re-listed remains based on the amount of hearings entered in the Claimed column. From May 2009 onward, this payment will only apply to Stage 2b Legal Representation claims.

Select Matter type 1 code IACB Asylum CLR stage 2b claim or IMCB Immigration CLR Stage 2b claim.

Police Station Claims, Detention Duty Advice Surgeries and Fast Track Asylum Cases

IPST Consolidate Police Station Claims

IDAS Detention Duty Advice Surgeries

IFST Fast Track Asylum Cases

These are reported as costs. The number of clients seen needs to be reported on the CMRF. iLaw currently requires that when the CMRF or SPAN is created for this you will need to edit the Advice Time field to show how many clients were seen.

Judicial Review and Form Filling Preparation

JR & Form Filling can only be claimed as an additional payment to a matter subject to the graduated fee scheme.

Legal Help & Legal Representation Additional Payments

Detention Travel & Waiting

Detention Centre Travel and Waiting can now be claimed for all Graduated Fee claims, Legal Help and Legal Representation, that have one of the matter type 2 codes selected:

- IIRC – Immigration Removal Centre Work
- IRVL – Court Recommendation deportation
- IFST – Fast Track Asylum Case

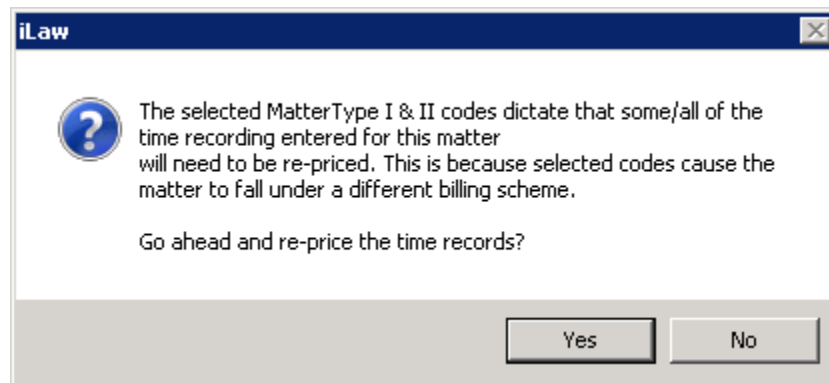
5. Hourly Rates and Re-pricing LH and CLR work

In April 2008, the Law Society and Ministry of Justice agreed that increased rates will apply to all matters commencing on or after 1 July 2008 following the Unified Contract judicial review ruling.

The agreement increased all Controlled Work stage 1 Legal Help fees and hourly rates linked to those fee schemes by 2%. It increased all stage 2 Controlled Legal Representation fees and hourly rates linked to those fee schemes by 5%

There is no increase to the hourly rates for excluded cases – those types of work which are not within the Immigration and Asylum Fee Scheme (GFS).

What this means is that if you select Matter Type I and II codes that result in the case being excluded from the graduated fee scheme, so that your claim will be reported costs, the new hourly rates cease to apply and your work needs to be re-priced at the old hourly rates. iLaw will spot this and show you the following message:



Legal Help Hourly Rates Before and After Repricing takes place

The current hourly rates for time recording Legal Help work are those in Table 7(a) of the Civil Payment Annex 2011.

Table 7(a) Immigration exceptional cases

<i>Activity</i>	<i>London Rate</i>	<i>Non-London Rate</i>
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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

If the Legal Help matter is re-priced the time records will be re-priced to the rates shown in table 7 (d).

Table 7(d) Immigration hourly rates cases

<i>Activity</i>	<i>London Rate</i>	<i>Non-London Rate</i>
Preparation, Attendance and Advocacy	£51.62 per hour	£47.30 per hour
Travel and Waiting Time	£27.27 per hour	£26.51 per hour
Routine Letters Out and Telephone Calls	£3.96 per item	£3.69 per item

Legal Representation Hourly Rates Before and After Repricing takes place

The current hourly rates for time recording controlled Legal Representation work in iLaw are shown in Table 8(a).

Table 8 (a) Immigration and Asylum – Escape Fee Cases
Controlled Legal Representation

<i>Activity</i>	<i>London Rate</i>	<i>Non-London Rate</i>
Preparation and Attendance	£57.83 per hour	£54.09 per hour
Travel and Waiting Time	£28.62 per hour	£27.81 per hour
Routine Letters Out and Telephone Calls	£4.14 per item	£3.87 per item
Advocacy	£65.79 per hour	£65.79 per hour

If the Legal Representation matter is re-priced the time records will be re-priced to the rates shown in table 8 (c).

Table 8 (c) Immigration and Asylum – Other Hourly Rates Cases

<i>Activity</i>	<i>London Rate</i>	<i>Non-London Rate</i>
Preparation and Attendance	£55.08 per hour	£51.53 per hour
Travel and Waiting Time	£27.27 per hour	£26.51 per hour
Routine Letters Out and Telephone Calls	£3.96 per item	£3.69 per item
Advocacy	£62.64 per hour	£62.64per hour

6. Disbursement and Stage Claims

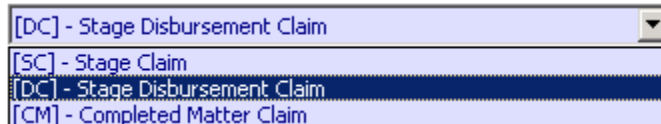
Disbursements recorded for Immigration Legal Help or Legal Representation matters can now be claimed prior to claims continuing under representation or the submission of a completed claim. Stage disbursement claims are shown on the monthly submission and are subject to limits which will not be applied when prior authority has been successfully sought and reference number entered. In order to distinguish from Stage Disbursement Claims, Stage Claims (e.g. matters which are continuing under representation) and Completed claims, the **Claim Type** field has been added to the Immigration CMRF submission from May 2011.

Making a Stage Disbursement Claim in iLaw

Record all Immigration Legal Help and Legal Representation disbursements in **Time Records** as you normally would. In the Immigration Legal Help and Legal Representation billing screens the **Claim Type** dropdown has been added to the **Additional Information** section.

1. Select the Claim Type

Select **[DC] – Stage Disbursement Claim** from the **Claim Type** dropdown. You can now select the disbursement(s) which are to be claimed as a stage claim from section five, **Details of Disbursements for Stage Claim**.



[DC] - Stage Disbursement Claim
[SC] - Stage Claim
[DC] - Stage Disbursement Claim
[CM] - Completed Matter Claim

2. Select the disbursement(s)

Tick the check box in the **Stage Claim?** column. The Total of disbursements will show in **Additional Information**.

Reason	TD?	Stage Claim?
Disb.		<input checked="" type="checkbox"/>

3. Select the Matter Types, Outcome and Stage Reached.

The selection of Matter Type and Outcome codes will determine the validation of the Stage Disbursement Claim. Stage disbursement claims apply to hourly and standard rate cases. The table shows the legitimate claim codes for Immigration Stage Disbursement and Stage claims.

The Outcome for the client must be set to -- (double dash) for the stage disbursement claim to be successfully submitted to CWA.

Matter Type 1	Matter Type 2	Stage Reached	Outcome Code
Immigration (Non-Asylum)			
IAXL	Any (Except IDAS and IPST)	Any EXCEPT IG, IH and IK	-- Double Dash
IMXL	Any (Except IDAS and IPST)	Any EXCEPT IG, IH and IK	-- Double Dash
IMXC	Any (Except IDAS and IPST)	Any EXCEPT IE and IF	-- Double Dash
IAXC	Any (Except IDAS and IPST)	Any EXCEPT IE and IF	-- Double Dash
Asylum			
IALB	Any (Except IDAS and IPST)	Any EXCEPT IG, IH and IK	-- Double Dash
IMLB	Any (Except IDAS and IPST)	Any EXCEPT IG, IH and IK	-- Double Dash
IACB	Any (Except IDAS and IPST)	Any EXCEPT IE and IF	-- Double Dash
IMCB	Any (Except IDAS and IPST)	Any EXCEPT IE and IF	-- Double Dash

4. Immigration Disbursement Limits and Prior Authority

The following disbursement limits, **exclusive of VAT**, apply to the majority of immigration cases:

Legal Help: £400 (exclusive of VAT) for Legal Help (Stage 1);

CLR: £600 (exclusive of VAT) for CLR (Stage 2).

The relevant disbursement limits will be applied to all immigration disbursement claims, unless a prior authority number has been recorded or it falls within one of the exceptions.

5. Entering a Prior Authority Number

The format of the PA ref number is ANNNNNN. This field will be used to record the NIAT reference number for prior authority to exceed disbursement financial limits. Where a reference number is entered, the disbursement financial limit will not be applied to the claim(s). If the

disbursement limits have not been exceeded and a reference number not entered, payment will be the amount claimed.

There are exceptions that apply when no prior authority number has been entered with the reporting of the following Matter Type 2 codes;

- IMER (s103A Review Applications – Advice on Merits)
- ICOA (Application to AIT for Leave to Appeal to Court of Appeal)
- IRAR (Review and Reconsideration Work - Subject to a Costs Order)
- IRHO (Review and Reconsideration Work - Not Subject to a Costs Order)

Where any of the above Matter Type 2 codes have been reported, the disbursement limits (without prior authority) do not apply.

Capped Disbursements claimed – Important iLaw Accounts information

Where a reference number is not entered and the disbursement limits are exceeded, iLaw will cap the disbursement(s) total and a message will request a valid prior authority number to be entered before submission. If you continue with the submission without a valid prior authority number, one or more disbursements will be part-paid. When the claim is sent to the iLaw Accounts ledgers you will be able to allocate SMP monies for the capped amount but you will still be liable to pay the full amount to whom the disbursement was raised.

Making a Stage Claim

When making a Stage Claim you should also make sure that the ***Outcome for the Client*** set is - - (Double Dash) and the Claim Type dropdown is ***Stage Claim***.

Fee Calculation Information

The text in the middle of this section will state whether an exceptional claim can be made and if reported costs or a fixed fee can be claimed.

Matter Type I

The Matter Type Part I code will determine what fee is used and whether reported costs are to be claimed instead.

Code	Description	Applicable	In Scope
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		Fee Scheme	
IALH	Asylum Legal Help: Pre Oct 07 Cases ONLY	Always Reported Costs	Redundant - Pre 2007 Cases Only
IMLH	Immigration Legal Help: Pre Oct 07 Cases ONLY	(Essentially the Original Civil controlled Work scheme + any additional costs)	Redundant - Pre 2007 Cases Only
IAAP	Appeals - Asylum (CLR): Pre Oct 07 Cases ONLY		Redundant - Pre 2007 Cases Only
IMAP	Appeals - Immigration (CLR): Pre Oct 07 Cases ONLY		Redundant - Pre 2007 Cases Only
IAXL	Asylum LH work: not subject to GFS		IAXL
IAXC	Asylum CLR work: not subject to GFS		IAXC
IMXL	Immigration LH work: not subject to GFS		IMXL
IMXC	Immigration CLR work: not subject to GFS		IMXC
IALA	Asylum LH stage 1 inc HO Interview		Not Valid
IALB	Asylum LH stage 1	Graduated Fee (Unless excluded by a Matter 2 code below)	IALB
IACA	Asylum CLR stage 2a claim		IACA
IACB	Asylum CLR stage 2b claim		IACB
IMLA	Immigration LH stage 1 claim	Not Valid	IMLA
IMLB	Immigration LH stage 1	Graduated Fee (Reported as Non-Asylum)	IMLB
IMCA	Immigration CLR stage 2a claim		IMCA
IMCB	Immigration CLR stage 2b claim		IMCB

Matter Type II

All matters where the date lodges with the Home Office was before 1 October 2007 will not be subject to the new graduated fee scheme.

Code	Description	Applicable Fee Scheme	In Scope
IASU	Information and Representation at ASU	n/a	Redundant
IBAI	Bail	Reported Costs	In Scope (Current)

ICOA	Application to AIT for Leave to Appeal to Court Of Appeal	Always Reported Costs	In Scope (Current)
ICZN	Obtaining citizenship/nationality	Determined by Matter 1 code used	Out of Scope unless Trafficking or ECF (IMM)
IDAS	Detention Duty Advice Surgery	Always Reported Costs	In Scope (Current)
IEAP	Early Legal Advice Project (ELAP) Cases	n/a	Redundant
IEMP	Employment application/ appeal	Only selected when the Matter Type 1 Code is, IMLH, IMLB and IMXL for Legal Help submissions or IMAP, IMXC, IMCA and IMCB for Stage 2 Legal Representation.	Valid from May 2009 now out of Scope unless Trafficking or ECF (IMM).
IEUL	European Union Law/EEA	Determined by Matter 1 code used	Out of Scope unless Trafficking or ECF (IMM)
IFFL	Form Filling (Hourly Rates)	Always Reported Costs	Out of Scope unless Trafficking or ECF (IMM)
IFRA	Fresh Applications	Determined by Matter 1 code used	In Scope (Current)
IFRB	Advice on Merits of a Fresh Application	n/a	Redundant

IFME	Family members application/ appeal (From May 2009)	Only selected when the Matter Type 1 Code is, IMLH, IMLB and IMXL for Legal Help submissions or IMAP, IMXC, IMCA and IMCB for Stage 2 Legal Representation.	Valid from May 2009 now out of Scope unless Trafficking or ECF (IMM).
IFST	Fast Track Asylum Case	Determined by Matter 1 code used	In Scope (Current). Use for Detention Travel and Waiting.
IFVI	Family visit application / appeal (From May 2009)	Only selected when the Matter Type 1 Code is, IMLH, IMLB and IMXL for Legal Help submissions or IMAP, IMXC, IMCA and IMCB for Stage 2 Legal Representation.	Valid from May 2009 now out of Scope unless Trafficking or ECF (IMM).
IGOL	Grant/variation of leave to enter/remain	n/a	Redundant
IILL	Illegal entry	Determined by Matter 1 code used	Out of Scope unless Trafficking or ECF (IMM)
IIRC	Immigration Removal Centre Work	Determined by Matter 1 code used	In Scope (Current) Use for Detention Travel and Waiting.

IJRA	Judicial Review	Always Reported Costs	In Scope (Current)
IMER	s103A Review Applications - Advice on Merits	Always Reported Costs	In Scope (Current)
INAS	NASS Only advice	n/a	Redundant
IOTH	Other	Determined by Matter 1 code used	In Scope (Current)
IOUT	Concession/policy outside the rules applies	Determined by Matter 1 code used	Out of Scope unless Trafficking or ECF (IMM)
IPAS	Pre-ASU Advice	Always Reported Costs	In Scope (Current)
IPST	Telephone Advice to Immigration Client Detained at a Police Station	Always Reported Costs	In Scope (Current)
IRAR	Review and Reconsideration Work - Subject to a Costs Order	Always Reported Costs	In Scope (Current)
IRHO	Review and Reconsideration Work - Not Subject to a Costs Order	n/a	Redundant
IRVL	Removal/ Deportation	Graduated Fee	In Scope (Current). Use for Detention Travel and Waiting.
ISTU	Student application/ appeal	Only selected when the Matter Type 1 Code is, IMLH, IMLB and IMXL for Legal Help submissions or IMAP, IMXC, IMCA and IMCB for Stage 2 Legal Representation.	Valid from May 2009 now out of Scope unless Trafficking or ECF (IMM).
ITWE	Training or work experience/ appeal		
IUAD	Disputed Unaccompanied Asylum Seeking Children	Always Reported Costs	Redundant

IUAS	Unaccompanied Asylum Seeking Children	Always Reported Costs	In Scope (Current)
IASY	First time asylum application		In Scope (New from April 2013)
ILEA	Applications for leave to remain		In Scope (New from April 2013)
IDOM	Application for leave relating to Domestic Violence		In Scope (New from April 2013)
IVIS	Visas/entry clearance		No longer valid from May 2009
IBOC	Breach of conditions		No longer valid from May 2009

Stage Reached

For matters created on or after 1st April 2013 the following Stage Reached codes are redundant. The selection box on the billing screen will no longer show for those matters.

SR	Description	Classification
IR	LH Completed, CLR Continuing	Redundant
IM	LH Completed, CLR Continuing - Concurrent Applications Only	Redundant
IO	Initial AIT Substantive Decision/Unsuccessful Bail Application, CLR Continuing	Redundant
IQ	CLR completed, LH continuing - Concurrent Applications Only	Redundant
IE	LH Completed, CLR Not Applied For	Redundant
IF	LH Completed, CLR Refused	Redundant
IS	LH Completed, CLR Already Completed - Concurrent Applications Only	Redundant
IG	Not Determined by AIT	Redundant
IH	Determined After a Substantive AIT Appeal Hearing/Bail Hearing	Redundant

IK	Final Determination Following an Application for Review or Reconsideration	Redundant
IT	Standby Payments	Redundant

Outcome Codes

O	Description	Classification
IA	Client Granted Permission to Enter/Remain Permanently	In Scope (Current)
IB	Client Granted Humanitarian Protection or Discretionary Leave to Enter/Remain	In Scope (Current)
IC	Matter Results in Grant of Other permission to Enter/Remain for a Defined Period	In Scope (Current)
ID	Citizenship Gained	Out of Scope - Unless Trafficking criteria or ECF (IMM)
IE	Application Refused	In Scope (Current)
IF	Matter Concluded Otherwise	In Scope (Current)
IG	Decision Withdrawn	In Scope (Current)
IU	Matter Stopped on Adviser's Recommendation	In Scope (Current)
IV	Matter Proceeded Under Other Funding	In Scope (Current)
IW	Client Referred/Transferred to Another Organisation	In Scope (Current)
IX	Client Advised - No Further Action Necessary	In Scope (Current)
IY	Client Advised and Third Party Action or Decision Awaited	In Scope (Current)
IZ	Outcome Not Known/Client Ceased to Give Instructions	In Scope (Current)
--	Dash Dash	In Scope (Current)

7. CWA Immigration and Asylum Validation Rules

Matter Type 1 codes IMXL and IMXC

The Matter Type I Code IMXL (Immigration LH work: not subject to GFS) can only be used with specified Matter Type II codes. iLaw will prevent you from billing any immigration Stage 1 work if Matter Type I is IMXL and the Matter Type II code is not one of the following:

IBAI, ICOA, IFFL, IMER, IPST, IJRA, IOTH, IOUT, IRVL and IIRC.

Matter Type One Code IMXC Immigration CLR work: not subject to GFS can only be used with the following Matter Type II codes:

IBAI, IRAR, IRHO, IOTH, IOUT, IRVL and IIRC.

When matter type one code IMXC is used with either of the Matter Type Two codes IOTH or IOUT, the staged reached code (when applicable) cannot be IK. iLaw will prevent any work being billed when this combination has been selected.

MT II Code: ICOA

Where it is considered that the merits test has not been met and the matter is to be reported closed under legal help Stage Reached Code "IE" and Outcome Code "IY" must be used.

MT II Code: IJRA

Please note that where Matter Type II code "IJRA" is used Stage Reached code "IE" must be used and providers must select whichever Outcome Code from "IU - IZ" is most appropriate.

MT II Code: IIRC

When Matter Type II Codes IFST Fast Track Asylum Case or IIRC Immigration Removal Work are selected the Matter Type Code Part I will determine whether the graduated fee or reported costs are claimed.

MT II Code: IPAS

Where Matter Type II code "IPAS" is used Stage Reached code "IE" and Outcome Code "IX" must be used.

MT II Code: IRAR

Please note that Stage Reached code "IK" must be used whenever a Completed Matter Claim is made in respect of an appeal before the Upper Tribunal.

Exceptional Cases

A case will only be checked if it is exceptional after it has concluded. Therefore a reported stage 1 claim where the case is progressing to stage 2 will never be flagged as exceptional; the Standard fee will apply. When the stage 2 outcome is reported then both outcomes will be considered together to see if the case is exceptional. It is only the 2nd stage claim case that will be marked as exceptional. The files will be linked via the Unique File Number. However only cases with the same UFN that are using valid stage claim matter type codes should be linked. If a claim uses any of the Matter Part 1 OR 2 codes outlined above in exclusions, the outcome cannot be an exceptional case.

A case is deemed to be exceptional where total Profit Costs Excluding VAT + total Counsel Costs Excluding VAT – total Additional payments (NET) => 3* the total of GFS claimed (NET). Where both stages have been claimed data from both outcomes will be included in the calculation.

A stage 1 claim where no stage 2 work will be undertaken will be checked to see if it is exceptional. These will be identified as the outcomes using a stage 1 matter type 1 code and any of the following 'stage reached' codes:

Code	Description
IE	LH completed, CLR not applied for (Legal Help)
IF	LH completed, CLR refused (Legal Help)
IS	LH completed, CLR completed (Legal Help)
IG	Not determined by the FTT (Controlled Legal Representation)
IH	Determined by the FTT (Controlled Legal Representation)
IK	Final determination following an application for permission to appeal to the Upper Tribunal (Controlled Legal Representation)

When calculating if a case is exceptional, any reported additional costs ('Form filling / JR application' and/ or 'detention travel/waiting costs') will not be included in the calculation. If a case is designated as exceptional (after assessment) the additional costs will be added to the exceptional case value.

8. CMRF and Matter Start Reporting

Immigration monthly submissions are checked and exported to an xml format file in the Consolidated Matter Report Form. The xml format file or SPAN can then be uploaded to CWA via their online portal.

The matter starts for the month reported can be checked in the CMSF screen but are included in the SPAN file creation.

The CMRF screen will show each matter added for the month showing based on the date billed of each matter.

Controlled Matter Start Form Details

Immigration and Asylum files will be included in the matter start for an office and month when time has been added for a date within that month. It is important to check that the matter starts are being correctly reported in the SPAN file and that there are no errors in the client details required for reporting purposes.

In the CMSF screen select the Office and month being reported and click on **Refresh**. If iLaw detects any errors from the information added for files a message will show at the top of the screen and you can then use the View errors button in the Tasks menu to see what the errors are and then correct the selection in **Client Details**.

When matter starts show correctly in this screen you will see each file listed under a Procurement Area and Access Point. It is essential that the Procurement Area and Access Point is correctly set for each file as the PA and AP codes are used to report the matter start totals in the SPAN file for that month.

9. Upper Tier Tribunal Work

The uplift rate paid for Immigration Upper Tier Tribunal Cases has been removed for matters starting on or after 2nd December 2013.

Any applications and appeals to the Upper Tribunal that are required to be claimed, are paid at hourly rates that can be entered into iLaw at the point of time recording. This work is to be entered separately from any other Stage 2 CLR work so it is advised that this work is recorded on another client 'instance' on the file reference.

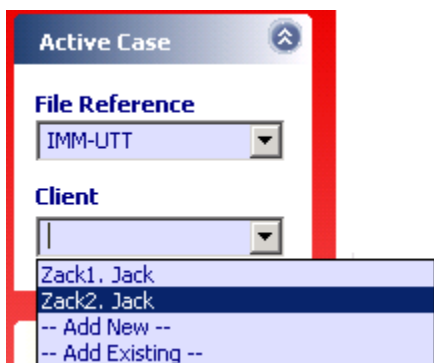
Please follow these steps for making upper tier tribunal claims.

1. Open a new 'instance' of the client on the file

In **Client Details**, open a new 'instance' of the client under the file reference. Click on **Add an Existing Client** and select the same client again from the list of client database entries.

Although this will give a different UFN number to the other instance of the client this can be changed to match. (The UFN when changed will go red but will not prompt a change).

It may help to enter a 1 after the surname of the first client instance and a 2 under the new instance for Upper Tier work.



2. Enter case details in Client Details

Enter all the relevant details needed on the client details screen. These are:

Select the **Work Type** (Asylum or Non-Asylum)
 Enter the **Date lodged with the Home Office**
 Make selections in the **Substantive and Bail only** tab.
Procurement Area and **Access Point** codes

3. Select Matter Type Codes I and II

In the Matter Type 1 and 2 tab, select Matter Type I as IAXC or IMXC depending upon whether the matter is asylum or non-asylum.

Select Matter Type II as IRAR.

In the Time Records screen, select the client instance to record the Upper Tier work. Select the Fee Earner and Charge date and select Controlled Legal Representation as the Legal Aid Type. You will need to manually change the CLR Rates in Time Records. Change the pre-set rate as per table 8(b) in the Payment Annexe below.

Chargeable Item	Amount	Reason	Rate
Preparation	02:00	UTT	£69.56
Attendance	01:00	UTT	£69.56

Table 8(b): Immigration and Asylum Chamber of the Upper Tribunal cases where permission granted to Client (non Fast Track)

<i>Activity</i>	<i>London Rate</i>	<i>Non-London Rate</i>
Preparation and Attendance	£74.36 per hour	£69.56 per hour
Travel and Waiting Time	£36.82 per hour	£35.78 per hour
Routine Letters Out and Telephone Calls	£5.35 per item	£4.99 per item
Advocacy	£84.56 per hour	£84.56 per hour

NOTE: If you have any time recording for CLR Upper Tribunal Cases on the other client instance it will need to be deleted from that client and moved to the 'instance' you are recording upper tier work under.

6. Billing the Upper Tier Work recorded

In the Billing screen, make sure that you select the client instance that has the Upper Tier work recorded. Select the appropriate Outcome code and IK for Stage Reached (if required). Check that Reported Costs are showing in the bill calculator.

Click on Bill Now. Your reported costs will show on the CMRF at the rates entered.

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