



iLaw Family Module

Guide to Phase 1 Time Recording, Billing and Bulk Upload

Family Private Law Levels 1 and 2

Family Care Levels 1, 2 and 3

© Anya Designs Ltd. Version 1.0 Support 0845 259 1276

iLaw software is the exclusive property of Anya Designs Ltd. of 24 Old Steine, Brighton, BN1 1EL.



iLaw Family Guide Contents

iLaw Family Phase 1	4
Introduction	4
Family File Setup	5
Required Setup and Client Details information	5
1. Office Location and Supra Regions	5
2. Procurement Areas and Access Points	5
3. Creating CMRF compliant files	6
4. UFN: Unique File number	6
5. UCN: Unique Client Number	6
6. Case ID	6
7. Setting the Client Details Work Type	6
Family Private and Care Level 1 & 2	7
Family Private	7
Family Private Level 1 and 2	7
Family Private Level 2 Settlement Fees	7
Private Level 1 Divorce Petition Fee	8
Family Care	8
Family Care Level 1 and 2 work	8
Re-classification of Civil Reporting Codes	9
Is the matter “In Scope” or “Out of Scope”?	9
Funding for “Out of Scope” matters	10
Exemption Criterion and ECF Reference	10
Exemption Criterion	10
Exemptions from 22 April 2014	10
ECF Reference	11
Exemption Criterion and Codes	12
Exemption Criterion, their issue and relevant code	12
Billing Family Level 1 and 2 Fees	14
Matter Type and Stage Billing Codes	14
1. Matter Type I and II	14
2. Stage Reached	14
3. Outcome Code	14

4. Stage Level Codes.....	14
Explaining Family Graduated Fees.....	15
Exceptional Claims.....	15
Reporting Matter Starts.....	15
Matter Type and Outcome Codes.....	17
Full List of Re-Classified MT1 Codes.....	17
Full List of Re-Classified MT2 Codes.....	19
Validation Rules.....	20
Family Care Level 3.....	22
Family Care Level 3 Claims.....	22
Time Recording.....	22
Billing and Preparing for the Claim 1A.....	22
Billing.....	22
Care and Supervision.....	23
Counsel Fees.....	23
Expert Invoice Details.....	23
Experts Invoices in iLaw Accounts.....	24
Family Care Level 3.....	25
Family Care Level 3 Fixed Fees.....	25
Family Care Level 3 Hourly Rates.....	25

iLaw Family Phase 1

Introduction

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.

Family File Setup

Required Setup and Client Details information

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

For matters that start on or after the 1 February 2012, select the geographical Procurement Area and Access Point code. 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'. This is required "Case Location" information to be reported via the CWA Bulk Upload. If you are unsure of what to select here you may need to consult your LSC Contract Manager.

All Family files that started on or after 15 November 2010 will required to have Procurement Area and Access Point codes. Matters opened prior to this date would be reported with blank fields. Any Family file with a start date on or after 15 November 2010 and before 1 February 2012 should have the 'Procurement Area' and 'Access Point' Code should be set to "Unified Contract", codes PA10000 and AP10000.

The Procurement Area and Access point codes show for each relevant matter on the CMRF screen and are reported in the Family SPAN file. If there has not been a Procurement Area or Access point chosen for a matter that has started on or after 15th November 2010 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.

3. Creating CMRF compliant 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.

4. 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.

5. 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.

6. Case ID

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

7. 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 2010 under Tolerance. Any such claim made under Tolerance should be made with the Tolerance Procurement Area code 'PA00001' and Access Point code 'AP00001'. 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

Family Private

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 and 2

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 case

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. 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 codes is provided at the end of this guide.

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

Private Level 1 Divorce Petition Fee

The Divorce Petition Fee can be claimed when the matter is placed 'in scope' by an exemption Criterion or an ECF Reference.

In the Family Help Private Graduated Fee – Levels 1 & 2 screen you will also need to select:

- Matter Type Part 1 FAMA or FAMB
- Matter Type Part 2 FPET

With these codes selected the Stage Reached selection will show. The only code that can be chosen is FD. After this is selected, choose an Outcome code to trigger the £146 divorce petition fee.

If you need to unselect FD you can use the button in the Stage Reached window.

Family Care

Family Care Level 1 and 2 work

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.

Re-classification of Civil Reporting Codes

Is the matter “In Scope” or “Out of Scope”?

All Reporting codes have been re-classified for Civil, Family and 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.

Should all the required reporting codes of a matter be classified as “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 “Out of Scope” matters

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

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”.

Exemptions from 22 April 2014

New codes have been added to the Exemption criterion drop-down in the ‘Exemption’ tab for Family files. They are effective for matters with a case start date on or after 22 April 2014. Their selection will enable ‘Out of scope’ Family matters to become ‘In scope’ in the billing screen for Family Help Private Graduated Fee – Levels 1 & 2.

DV010 Domestic Violence – Police bail

Criterion Test/ Issue Present

The other party is on police bail for a domestic violence offence.

DV011 Domestic Violence – Referral to dv support service

Criterion Test/ Issue Present

Referral from a health professional to a dv support service.

CA08 Child Abuse – Police Bail

Criterion Test/ Issue Present

The other party is on police bail for a child abuse offence.

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"

Exemption Criterion and Codes

Exemption Criterion, their issue and relevant code

Issue	Classification	Criterion/ test
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	There is a protective order or injunction in place against the other party (or in the case of forced marriage against any other person).
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	The other party has been convicted of a criminal offence or subject to a relevant caution concerning violence or abuse towards the applicant (unless the conviction is spent)
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	There are on-going criminal proceedings for a domestic violence offence by the other party towards the applicant for funding Use DV003 Reporting Code
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	The victim has been referred to a Multi-Agency Risk Assessment Conference (MARAC) and a plan has been put in place to protect them from violence by the other party. Use DV004 Reporting Code
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	There has been a finding of fact in the family courts of domestic violence by the other party giving rise to the risk of harm. Use DV005
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	Undertaking from the respondent. Use DV006 Reporting Code
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	Letter from a domestic violence refuge confirming that applicant has been there for at least 24 hours Use DV007 Reporting Code
Domestic Violence	2 Out of Scope – unless DV/CA criteria or ECF	A defined medical professional confirms that the applicant has had injuries consistent with those of a victim of domestic violence. Use DV008 Reporting Code
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	A social services department confirms that applicant has been assessed as being or at risk of being a victim of domestic violence. Use DV008 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	There is a relevant conviction of a criminal offence or caution for a child abuse offence against a party other than the applicant in relation to the child who is the subject of the order (unless the conviction is spent). Use CA001 Reporting Code

Issue	Classification	Criterion/ test
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	Criterion Test/ Issue Present The other party is on police bail for a domestic violence offence. Use DV010 Domestic Violence – Police bail
Domestic Violence	Out of Scope – unless DV/CA criteria or ECF	– Referral to dv support service Criterion Test/ Issue Present Referral from a health professional to a dv support service. Use DV011 Domestic Violence
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	There is a relevant conviction of a criminal offence or caution for a child abuse offence against a party other than the applicant in relation to the child who is the subject of the order (unless the conviction is spent). Use CA002 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	There is a protective order or injunction in place for protection of the child who is subject to the proceedings (or in the case of forced marriage against any other person). Use CA003 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	A local authority has put a Child Protection Plan in place to protect the child who is the subject of the proceedings. Use CA004 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	A social services department confirms that the child has been assessed as being or at risk of being a victim of child abuse. Use CA005 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	There is a relevant finding of fact by the courts that child abuse on the part of the person from whom the protective party is seeking to protect the child has occurred. Use CA006 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	An application for a prohibited steps order has been made in addition to an application for a protective order or injunction, which has not yet been decided by court. Use CA007 Reporting Code
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	Criterion Test/ Issue Present The other party is on police bail for a child abuse offence. Use CA08 Child Abuse – Police Bail
Child Abuse	Out of Scope – unless DV/CA criteria or ECF	Client Date of Birth under 18 at date of signature Use UA001 Reporting Code

Billing Family Level 1 and 2 Fees

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.

1. 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.

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.

2. 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.

3. Outcome Code

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.

4. 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
- 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.

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.

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.

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.

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.

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 current schedules are:

Case Level: (Shown on the CMRF screen) 1A123A/FAM/14

Matter Start: (Included at the bottom of the SPAN file) 1A123A/2013/17

Submission Level (Confirm Schedule): 1A123A/CIVIL

Matter Type and Outcome Codes

Full List of Re-Classified MT1 Codes

MT1	Description	Classification
FAMA	Divorce/Judicial Separation/Nullity	Out of Scope - unless DV/CA criteria or ECF
FAMB	Dissolution of Civil Partnership	Out of Scope - unless DV/CA criteria or ECF
FAMC	Domestic Abuse	In Scope (Current)
FAMD	Private Law Children only	Out of Scope - unless DV/CA criteria or ECF
FAME	Private Law Children and Financial Provision	Out of Scope - unless DV/CA criteria or ECF
FAMF	Private Law Children and Divorce/Judicial Separation/Nullity	Out of Scope - unless DV/CA criteria or ECF
FAMG	Private Law Children and Civil Partnership Dissolution	Out of Scope - unless DV/CA criteria or ECF
FAMH	Private Law Children and Domestic Abuse	In Scope (Current)
FAMI	Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity	In Scope (Current)
FAMJ	Private Law Children, Domestic Abuse and Civil Partnership Dissolution	In Scope (Current)
FAMK	Financial Provision Only	Out of Scope - unless DV/CA criteria or ECF
FAML	Financial Provision and Divorce/Judicial Separation/Nullity	Out of Scope - unless DV/CA criteria or ECF
FAMM	Financial Provision and Civil Partnership Dissolution	Out of Scope - unless DV/CA criteria or ECF
FAMN	Financial Provision and Domestic Abuse	In Scope (Current)

MT1	Description	Classification
FAMO	Financial Provision, Domestic Abuse and Divorce/Judicial Separation/Nullity	In Scope (Current)
FAMP	Financial Provision, Domestic Abuse and Civil Partnership Dissolution	In Scope (Current)
FAMQ	Financial Provision, Private Law Children and Domestic Abuse	In Scope (Current)
FAMR	Financial Provision, Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity	In Scope (Current)
FAMS	Financial Provision, Private Law Children, Domestic Abuse and Civil Partnership Dissolution	In Scope (Current)
FAMT	Family Wills	Redundant - Cannot be claimed via DV, ECF or under 18s
FAMU	Change of Name applications	Redundant - Cannot be claimed via DV, ECF or under 18s
FAMV	Other	Out of Scope - unless DV/CA criteria or ECF
FAMW	Public Law Proceedings - Section 31 Care Proceedings	In Scope (Current)
FAMX	Public Law Proceedings - Other	In Scope (Current)
FAMY	Advice in support of Family Mediation	In Scope New
FAMZ	Financial Provision, Private Law Children and Divorce/ Judicial Seperation/ Nulity	Out of Scope - unless DV/CA criteria or ECF
FAM1	Child Abduction International	In Scope New
FAM2	Child Abduction Domestic	In Scope New
FAM3	EU and International Agreements concerning maintenance	In Scope New

Full List of Re-Classified MT2 Codes

MT2	Description	Classification
FADV	Client is seeking advice only	In Scope (Current)
FPET	Client is the petitioner in Divorce/Judicial Separation/Nullity/Dissolution of Civil Partnership	Out of Scope - unless DV/CA criteria or ECF
FRES	Client is the respondent in Divorce/Judicial Separation/Dissolution of Civil Partnership	Out of Scope - unless DV/CA criteria or ECF
FAPP	Client is or would be the applicant where proceedings issued	In Scope (Current)
FREP	Client is or would be the respondent where proceedings issued	In Scope (Current)
FCHG	Client is a child with a guardian	In Scope (Current)
FCHS	Client is a child instructing solicitor directly	In Scope (Current)
FOTH	Other	In Scope (Current)
FMEC	Where the client is seeking advice in connection with mediation - children	In Scope New
FMEF	Where the client is seeking advice in connection with mediation - finance	In Scope New
FMEA	Where the client is seeking advice in connection with mediation - all issues	In Scope New

Validation Rules

The validation rules can be used to troubleshoot submission problems for Family SPAN files.

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

Family Care Level 3

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.

Billing and Preparing for the Claim 1A

In 'Family Case Billing Options' there are links to 'Care Level 3: County & Magistrates Court' and 'Care Level 3: High Court' 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.

Billing

The first screen is 'Billing'. This is where you can see the fixed fee claims that will be billed on the Claim 1A in separate rows in the 'Fees Claimable' grid. Care Level 3 claims will show with any FAS claim that may have been recorded.

In the 'Confirm Dates / Billing History' lower section you will see any bills previously raised. The 'Date Billed' will date the iLaw Accounts Ledger entries. The 'Date work ended' is shown in the details of each bill raised along with the fixed fee and Actual costs.

When the Claim 1A has been prepared and checked you can use the 'Bill Now' button to include the claims onto the Claim 1A that is printed in MS Word™. Until the Bill Now button is clicked, iLaw will only print a draft bill and the invoice totals cannot be posted into iLaw Accounts. It is always advised that you check the Claim 1A before submission to the Legal Services Commission.

Care and Supervision

The 'Care and Supervision' screen allows you to check the factors that will affect the fixed fee. It 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 Counsels 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 also 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. The 'Schedule of Time' shows in column form the time entered and then in separate sections below the amount and cost of Letters out, Letters In and Telephone calls. Uplift can be applied in the percentage boxes.

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.

The Outcome details of the case can be entered in the Outcome of the case section in the 'Additional Details' screen. This is used for the KPI report, 'Assessment Rates for Licensed Work.'

Counsel Fees

Counsels 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 Counsels 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.

Expert Invoice Details

Invoice disbursements for expert's reports and court attendances can now be recorded and shown separately

on the Claim 1 and Claim 1A for Family work. Expert time entries will now show in a new Expert's Invoice grid in the billing screens for both claim forms but will continue to be treated as disbursements for CLS POA1 payments on account and in iLaw Accounts.

'Other' disbursements and Counsels Costs will show in separate areas in the Claim 1A billing screens.

Each expert invoice entered in Time Records will populate the Expert Invoice Details in the Claim 1 and Claim 1A billing screens. The grid will allow users to enter the additional details required by the Experts invoice section on the Claim 1 and Claim 1A. The date and details (the reason box) are shown from the time recording entry with the NET, Vat and Total figures.

The 'NET' figure will show in red until entries are made in the 'Preparation' and 'Court Attendance' fields that balance with the NET cost. The Total (c) is the total shown on the Claim 1A and the Claim 1. If you need to make a change to the Expert's Fees showing then you will need to unbill and amend them in 'Time Records'.

The 'Expert Group' and 'Type' can be selected by the '...' button. This opens a window with all the experts in the Civil Certificated Billing Codes listed by Expert Group and by Expert Type. Select the Expert type 'that best describe the nature of the expert services used' and click on 'ok'. The group and expert code will populate then grid.

Enter a 'Y' or 'N' in the Prior Authority (Prior Auth) column. This is to indicate whether prior authority to incur the expert cost has previously been obtained from the LAA.

Enter the hourly rate and total preparation cost that the expert has charged for preparation of the report. Should there have been court attendances, enter the rate the expert charges and the total by the expert at court. If there are costs charged by the expert for the time spent travelling, enter this in the 'Travel Time £' column. 'Other costs' (covered by the funding code) charged by the expert can be entered in this column.

"Total Prep Cost", "Total Court Cost", "Travel Time Costs", and "Other Costs" fields should add up to the "Net costs" field. The "Net Costs" field will show in red until it is matched by the entries made in the fields highlighted with a lighter blue background.

Experts Invoices in iLaw Accounts

iLaw Accounts treats Expert's fees in the same way as other disbursements. Once an Expert fee has been created in Time Records, it can be allocated in the Disbursement Allocation screen and paid in the Payments Wizard.

Family Care Level 3

Family Care Level 3 Fixed Fees

Fees for s31 Care Proceedings have been revised for matters starting on or after 22 April 2014 or have a legal aid order date on or after this same date.

Party	Court	No. of Clients	Midlands	North	London and South	Wales
Child	Other	1	£1754	£1438	£2013	£1965
Child	Other	2+	£2630	£2156	£3020	£2948
Child	High Court	1	£2332	£1913	£2678	£2613
Child	High Court	2+	£3498	£2869	£4015	£3919
Joined Party	Other		£930	£718	£1081	£1171
Joined Party	High Court		£1237	£956	£1437	£1557
Parent	Other	1	£2300	£1911	£2616	£2370
Parent	Other	2	£2876	£2388	£3270	£2962
Parent	High Court	1	£3059	£2541	£3479	£3152
Parent	High Court	2	£3824	£3177	£4349	£3940

Family Care Level 3 Hourly Rates

Care Level 3 Legal Representation s31 Hourly Rates February 2012

(These rates also apply to Care Other: County & Magistrates Court/ Care Other: High Court)

Table 5(a) Care Proceedings (Payment Annex 2012)

Activity	Higher Courts	County Court & Family Proceedings Court
Preparation and attendance (London rate)	£63.06 per hour	£55.24 per hour
Preparation and attendance (non-London rate)	£59.26 per hour	£52.57 per hour
Attendance at court or conference with counsel	£33.42 per hour	£29.40 per hour
Advocacy (London rate)	£63.06 per hour	£57.91 per hour
Advocacy (non-London rate)	£59.26 per hour	£57.91 per hour
Travelling and waiting time	£28.96 per hour	£26.29 per hour

© Anya Designs Ltd. Version 1.0 Support 0845 259 1276

iLaw software is the exclusive property of Anya Designs Ltd. of 24 Old Steine, Brighton, BN1 1EL.

