

Version 5.84 Details

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See also [Version notes](#).

Millennium Enhancements

Undertakings processing has been enhanced in order to accommodate Republic Of Ireland requirements; new fields have been added for extra information to be stored, and for later reporting (see below).

These are on the Matter details screen, see [undertakings](#) for details.

Reporting:

Undertaking Report (ROI) - a new has been report created to include information, selections and sorts as required. See [Undertaking Report \(ROI\)](#) for details.

VAT Return: this has been enhanced to take account of the 'Percentage deductible' field on Setup of a VAT Rate, such that the full amount of VAT is NOT reclaimed should there be a value less than 100% in this field. see [VAT Return Report](#) for details.

Legal Aid Criminal information

For **time recording** specifically for Representation in the magistrates' court relating to **LSC** Paragraphs 10.35 to 10.113 of the Specification **USE OUTSIDE LONDON rates** in **ALL** cases, as London rates are no longer applicable as from October 2011 (i.e. LSC 'All Areas' values are those for Outside London).

Legal Aid CIVIL changes for February 2012

Note: Some of the following information has been supplied by the LSC and is accurate at the time of inclusion.

Please refer to the LSC website for the most up to date information.

Millennium general changes:

There are new LSC lower fees for all aspects of Family **PFLRS** (Private Law Representation fees) and **FAS** (Family Advocacy Scheme) which are effective for matters with **legal aid granted** (certificate applied for) **date** on or after 1st February 2012. Ensure the matter **legal aid granted date** is set correctly (change effective for 1st February 2012) for the applicable rate: manually input as the system default is empty or 0. Some examples of the rate changes are shown below but please refer to LSC documentation for full list of fees.

Note: The Level 1: Legal Help Initial advice (standard fee) has been reduced to £86 (from £96) and the Legal Help – Divorce Petition Only (higher fee) has been reduced to £146 (from £162) as from 1st February 2012.

The Level 2 Legal Help - Children and Finance (processing case/stage level with prefix 'FPL') rates have all been reduced as from 1st February 2012.

Note: The Levels 3 & 4, also referred to as the 'LSC table 7b' & '7c' values already had their new lower rates set up (October 2011), when instructions were given to apply the uplift (of 10%) to regain pre-feb 2012 rates.

Note: The 'FPC' prefix case/stage level fees have been reduced to FPC01 = £132 (from 147) & FPC02 = £365 (from £405) and their total FPC03 = \$497 (from £552).

Effective 1st February 2012: For Private Law Family Help, Controlled Work Hourly rate relating to **Employment** then use the appropriate Activity entry **Table 7b**, formerly for just titled Family and Housing, check the hourly rates are as expected:-

eg for Preparation, Attendance and Advocacy London rate = £48.74 (was £54.15) and non-london rate is £45.95 (was £51.05)

for Travel & Waiting Time London rate = £25.74 (was £28.60) and non-london rate is £25.74 (was £28.60)

for Routine Letters out and telephone calls London rate = £3.78 (was £4.20) and non-london rate is £3.65 (was £4.05).

The Standard Civil Contract (Family and Housing) is scheduled to come into force in 01/02/2012 so the format of the Reference number will change.

The Submission Reference will be a combination of their "Office Account number" and "/CIVIL", therefore adopting the format: NANNNNA/CIVIL eg 1A123A/CIVIL.

There will be no validation in Millennium except the [LSCBulkload report](#) will **warn** if 'CIVIL' does not appear in the global/branch schedule reference in case it has not been updated.

When creating a Civil type Matter the manual input of a schedule reference number is required by the LSC: it should be made up of the global/branch schedule reference and the selected case type and the accounting year in the format specified:-

schedule reference will be in one of 2 formats presently made up of the following components:

“Office Account Number”/“SCC”/“Year” in the format: NANNNNA/SCC/NN with LSC Example:

1A123A/SCC/13 or

“Office Account Number”/“FAM”/“Year” in the format:NANNNNA/FAM/NN with LSC Example: 1A123A/FAM/13

for Family and Housing types which include categories: Family, Housing, Community Care, Consumer General Contract, Debt, Employment, Personal Injury, Welfare benefits or Miscellaneous (Residual list).Please also check LSC Guidance with respect to Tolerance indicator here.

Note: an Information message appears if this field is empty as it may mean the LSC REJECT the bulkload file completely.

When Posting a Bill the schedule reference number appears on the Civil Claim 'page' and can be amended for this bill - note a change here does NOT change the matter's schedule reference number.

There is a new facility to enable **Civil billing without VAT** being added to the fees/costs in order to calculate the bill total.

This is for use where Legal Aid work is performed for clients who are non resident in the EU. (see section 4.23 of LSC Cost Assessment Guidance June 2001 document).

The example quoted was for use in a claim where a non EU resident is in receipt of Nass Support i.e. a CommunityCare matter with outcome code CNAS.

In order to cater for this, a non-VATable tickbox option has been added to the Setup for [Matter Type](#) (within [Client, Matter, Individual Type](#)) of a new VAT rate shown beside the **fees** that are, in this case, to be input as values with no added VAT. So create a new Matter Type, with the Exempt from Vat box ticked, for use in this type of case in order for the resulting FEE on bills to be net of VAT.

This Matter Type tickbox information gets used it the Civil Legal Aid [Bill Posting](#) so that VAT does **NOT** get added to the bill total ie its value matches the fee values etc without adding the standard VAT on top.

Note. The [Vat code](#) is set to 'EX' for exempt (or '04' for zero in ROI) from VAT and, if matter type option to show on VAT return is requested/ticked, this will then show in the correct place on the [VAT Return report](#).

Note: ensure any disbursements and miscellaneous charges to be included in the bill, have also been set to 'No VAT' if the whole bill is to be non-VATable.

Note: The claim VAT may need to be cleared i.e where Profit Costs includes time that has had VAT added to it as **ONLY the Fixed or Tolerance FEE itself is affected by the exempt from VAT.**

Reporting:

Bulkload Report has been enhanced to contain the new Civil schedule reference field required by the LSC.This appears in the CMSF (new matters starts) and CMRF (consolidated matters) sections of the report and file created for the monthly submission to the LSC which take effect on 1st February 2012.

Please do the following when you have upgraded to this version

- Run [check data](#) and perform the complete system check.
- Make sure you have read the version notes for all intermediate version numbers included in this upgrade and follow any special instructions for them.
For example, if you have upgraded from version 5.80 to 5.84 you need to read the notes for 5.81 and 5.82 and 5.83 and 5.84.