



1 Legal Aid February 2012 Release Notes

As from the 1st February 2012, the latest Civil and Criminal Legal Aid changes will be in place within Millennium Accounts. January 2012 submissions are required to be submitted prior to using any of the new fields, otherwise this will cause your Bulk Upload submission to be rejected.

Please see the following information provided by the LSC:

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.

LSC: The key reporting changes being introduced for February 2012 for submissions starting on 1st February 2012 are as follows:

There is a new entry in the Activities Structure/Chart of Accounts, Normal v13, to take into account the new, reduced, LSC rates applicable from 1/2/2012. Please ensure manual changes are made here to match any/all entries being used in Normal v12.

The requirement for each matter to have a schedule reference number entered and submitted on the LSC Bulk upload in the format NANNNA/SCC/NN



2 Legal Aid Enhancements

As from February 2012 the following Legal Aid changes will be included in Version 5.84 of Millennium Accounts.

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to LSC Paragraphs 10.35 to 10.113 of the Specification USE OUTSIDE LONDON rates in ALL cases, as London rates are no longer applicable as from October 2011 (i.e. LSC 'All Areas' values are those for Outside London).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 information

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: NANNNA/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: 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 Community Care 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 in 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.

3 Tailored Fixed Fee Scheme

To ensure you are reporting and claiming the correct tailored fixed fee under either the contract or tolerance fee scheme shown in the table below, you must create new matter types and enter the new fixed fees into them. See [How to create matter types](#) for details on how to setup the new fixed fees listed below

New TFF Replacement Fee Scheme pricing

Category	Under Contract				Tolerance			
	Fixed Fee		Exceptional Threshold		Fixed Fee		Exceptional Threshold	
	15 th Nov 2010	3rd Oct 2011	15 th Nov 2010	3rd Oct 2011	15 th Nov 2010	3rd Oct 2011	15 th Nov 2010	3rd Oct 2011
Actions Against the Police	£266	£239	£798	£717	-	-	-	-
Clinical Negligence	£217	£195	£651	£585	-	-	-	-
Community Care	£296	£266	£888	£798	£179	£161	£537	£483
Consumer General Contract	£177	£159	£531	£477	£149	£134	£447	£402
Debt	£200	£180	£600	£540	£123	£111	£369	£333
Education	£302	£272	£906	£816	-	-	-	-
Employment	£230	£207	£690	£621	£150	£135	£450	£405
Housing (Standard Civil Contract holders) <small>Note 1</small>	£174	£157	£522	£471	£138	£124	£414	£372
Housing (Unified Contract holders) <small>Note 2</small>		£174		£522		£138		£414
Miscellaneous					£88	£79	£264	£237
Personal Injury	£226	£203	£678	£609	£154	£139	£462	£417
Public Law	£288	£259	£864	£777	-	-	-	-
Welfare Benefits	£167	£150	£501	£450	£136	£122	£408	£366

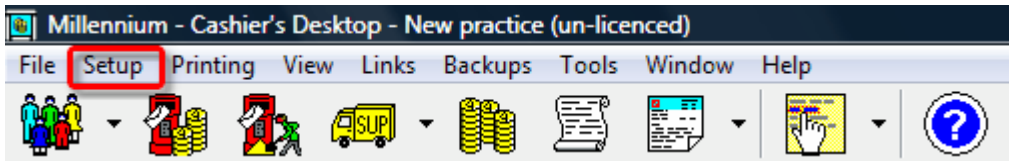
Note 1 For work reported in this Category where the Provider is contracted under the 2010 Standard Civil Contract this is the correct Fee.

Note 2 Where the Provider has a 2007 Unified Contract in place the pre 3rd October rate applies up to and excluding the 1st February 2012. In order to accommodate this, those Providers that hold a 2007 Unified contract should report using the following existing Unified Contract procurement area and new tolerance Procurement area. Those Providers that hold the 2010 Standard Civil Contract have no change to the reporting.

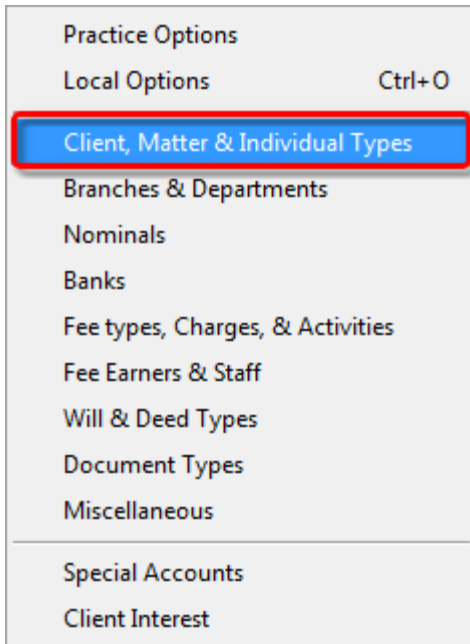


4 How to create new matter types

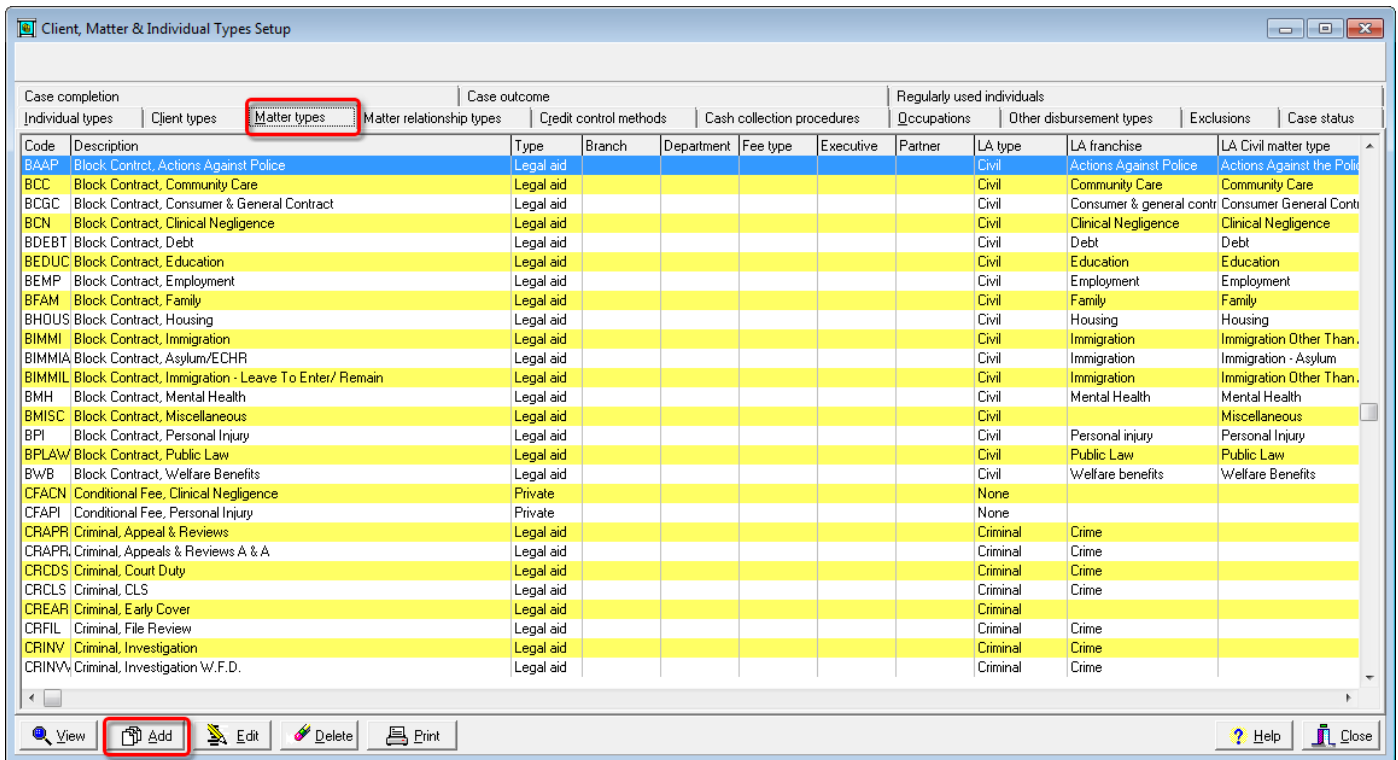
To Add a new matter type for the Tailored Fixed Fee, select Setup from the main tool bar, as shown



Now select, **Clients, Matters & Individual Types**



The following window will appear, select the **Matter** tab.



Now select Add button which will open up the following window. Enter a Code followed by a Description, now select Type as shown from the list provided in the drop down list.



The screenshot shows a software dialog box titled "Add a matter type record". It has a tabbed interface with the following tabs: "Detail", "Main defaults", "Financial defaults", "Legal aid defaults" (which is highlighted), "WIP defaults", "Credit control defaults", and "Status". The "Legal aid defaults" tab contains the following fields and controls:

- Code:** A text box containing "LHHOU".
- Description:** A text box containing "Legal Help Housing Ex VAT".
- Type:** A dropdown menu with "Legal aid" selected.
- Conditional fee:** An unchecked checkbox.
- Notes:** A large empty text area with a vertical scrollbar.

At the bottom of the dialog box, there are three buttons: "Help" (with a question mark icon), "Cancel" (with a red X icon), and "OK" (with a green checkmark icon).

After completing all the required fields, **DO NOT** select OK at this point. Select the **Legal Aid Defaults** tab instead as highlighted below.



If you have selected OK please find the Matter type you have created from the Matter list and select Edit as shown in the first screen shot above. The same screens and options apply when editing a Matter type.

The system will decided which fee to use if you are contracted = Fixed Fee, if not contracted = Tolerance
 Now select the **WIP Defaults** tab as shown below



Select an Activity Category

Legal Aid

London

Franchisee

Legal Help & Help at Court

Table 7(a) Imm EC, MH, AAP Etc

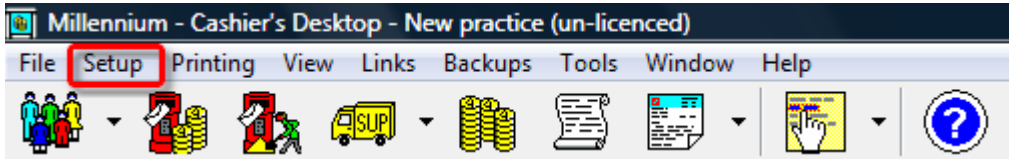
Choose from each drop down box

Help Cancel OK

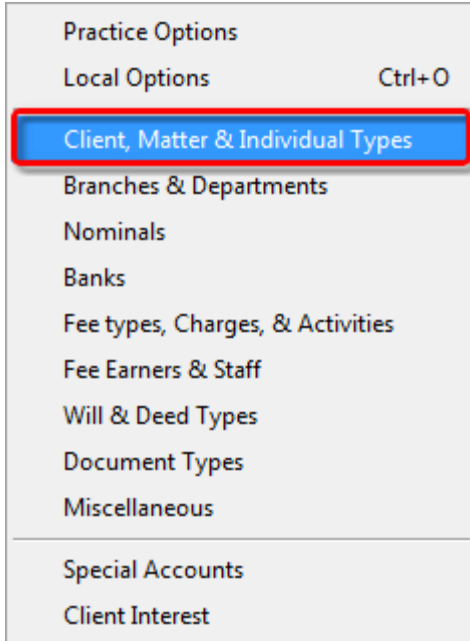
If you have a specific Branch or Department or Source who would deal with specialist areas or particular Fee earners who would work on a specific area then select the **Main defaults** tab. If you have completed the Matter Type to your specification select **OK**

5 How to edit the Fixed Fees on a Matter Type

To edit a Tailored Fixed Fee, select Setup from the main tool bar, as shown



Now select, **Clients, Matters & Individual Types**



The following window will appear, select the **Matter** tab. Highlight the Matter you want to edit, then select the **Edit** button



Client, Matter & Individual Types Setup

Other disbursement types		Exclusions	Case status	Case completion	Case outcome	Regularly used individuals			
Individual types	Client types	Matter types	Matter relationship types	Credit control methods	Cash collection procedures	Occupations			
Code	Description	Type	Branch	Department	Fee type	Executive	Partner	LA type	LA fra
BAAP	Block Contract, Actions Against Police	Legal aid						Civil	Action
BCC	Block Contract, Community Care	Legal aid						Civil	Comu
BCGC	Block Contract, Consumer & General Contract	Legal aid						Civil	Consu
BCN	Block Contract, Clinical Negligence	Legal aid						Civil	Clinic
BDEBT	Block Contract, Debt	Legal aid						Civil	Debt
BEDUC	Block Contract, Education	Legal aid						Civil	Educ
BEMP	Block Contract, Employment	Legal aid						Civil	Emplc
BFAM	Block Contract, Family	Legal aid						Civil	Family
BHOUS	Block Contract, Housing	Legal aid						Civil	Housi
BIMMI	Block Contract, Immigration	Legal aid						Civil	Immig
BIMMIA	Block Contract, Asylum/ECHR	Legal aid						Civil	Immig
BIMMIL	Block Contract, Immigration - Leave To Enter/ Remain	Legal aid						Civil	Immig
BMH	Block Contract, Mental Health	Legal aid						Civil	Ment
BMISC	Block Contract, Miscellaneous	Legal aid						Civil	
BPI	Block Contract, Personal Injury	Legal aid						Civil	Perso
BPLAW	Block Contract, Public Law	Legal aid						Civil	Public
BWB	Block Contract, Welfare Benefits	Legal aid						Civil	Welfa
CFACN	Conditional Fee, Clinical Negligence	Private						Full certificate	
CFAPI	Conditional Fee, Personal Injury	Private						Full certificate	
CRAPR	Criminal, Appeal & Reviews	Legal aid						Criminal	Crime
CRAPR	Criminal, Appeals & Reviews A & A	Legal aid						Criminal	Crime
CRCD	Criminal, Court Duty	Legal aid						Criminal	Crime
CRCLS	Criminal, CLS	Legal aid						Criminal	Crime
CREAR	Criminal, Early Cover	Legal aid						Criminal	
CRFIL	Criminal, File Review	Legal aid						Criminal	Crime
CRINV	Criminal, Investigation	Legal aid						Criminal	Crime
CRINVV	Criminal, Investigation W.F.D.	Legal aid						Criminal	Crime
CRPL	Criminal, Prison Law	Legal aid						Criminal	Crime
CRPLA	Criminal, Prison Law A & A	Legal aid						Criminal	Crime
CRPRE	Criminal, Pre-order Work	Legal aid						Criminal	
CRPS	Criminal, Investigation Police Station Duty	Legal aid						Criminal	Crime

View Add Edit Delete Print Help Close

The following window will appear, select the **Legal Aid Defaults** tab. Then enter the new Fixed Fees as shown, then select **OK**

Edit a matter type record

Detail | Main defaults | Financial defaults | **Legal aid defaults** | WIP defaults | Credit control defaults | Status

Legal aid type: Civil

Legal aid franchise: Actions Against Police

Immigration & asylum no: []

Civil matter type: Actions Against the Police/Public Body

Fixed fee: 266.00

Tolerance Fee: 154.00

Enter the new Fixed Fee's (Inc VAT)

Help Cancel OK

Now select the **WIP Defaults** tab



The screenshot shows the 'Edit a matter type record' dialog box with the 'WIP defaults' tab selected. The 'Activity category' field is empty. A callout bubble points to this field with the text: 'To enter a Activity Category default select the Torch'. The 'Hourly rate' is set to 0.00 and 'Uplift %' is set to 0. Buttons for 'Help', 'Cancel', and 'OK' are visible at the bottom.

Now select the **Torch** then choose from the drop down boxes to setup your activity category as the example shows

The screenshot shows the 'Select an Activity Category' dialog box. It contains five drop-down menus with the following values: 'Legal Aid', 'London', 'Franchisee', 'Legal Help & Help at Court', and 'Table 7(b)'. The 'Table 7(b)' option is highlighted. A callout bubble points to the drop-downs with the text: 'Choose the Activity Category for this Matter, by selecting from each drop down box'. The 'OK' button is highlighted with a red box. Buttons for 'Help', 'Cancel', and 'OK' are visible at the bottom.

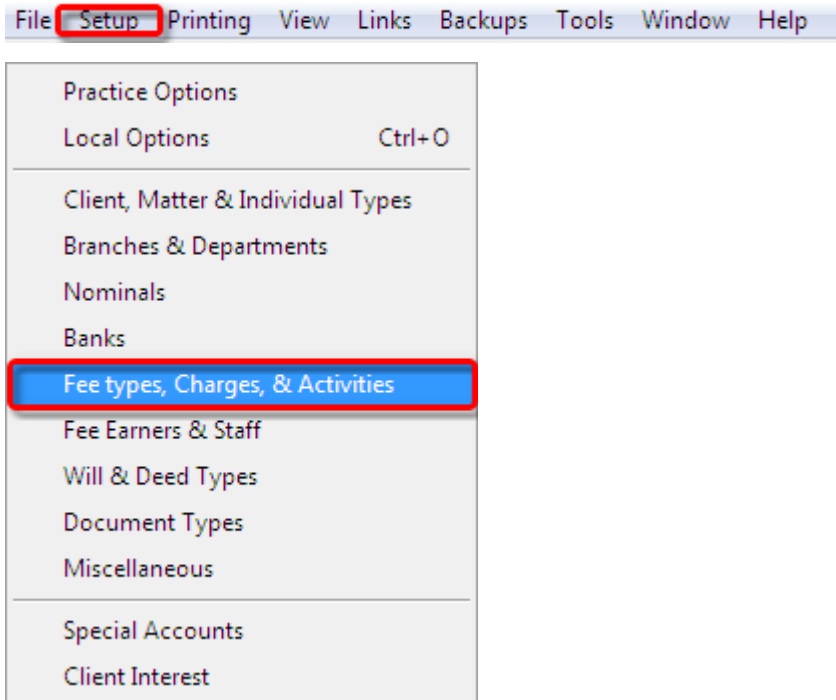
Once you have selected **OK**, the Fixed Fee on a Matter type has been edited.



6 How to change the activity structure

As part of the February 2012 changes, new time recording activities with a variety of hourly rates have been added to the activity structure. To ensure you are using the latest charges and activities you will need to ensure that you convert your current matter normal activity category to use matter normal V13. Detailed below is a step by step guide on how to complete this process.

To do this you need to ensure that there are no users logged into Millennium Accounts. Then click on Setup, Fee Types, Charges & Activities as shown below

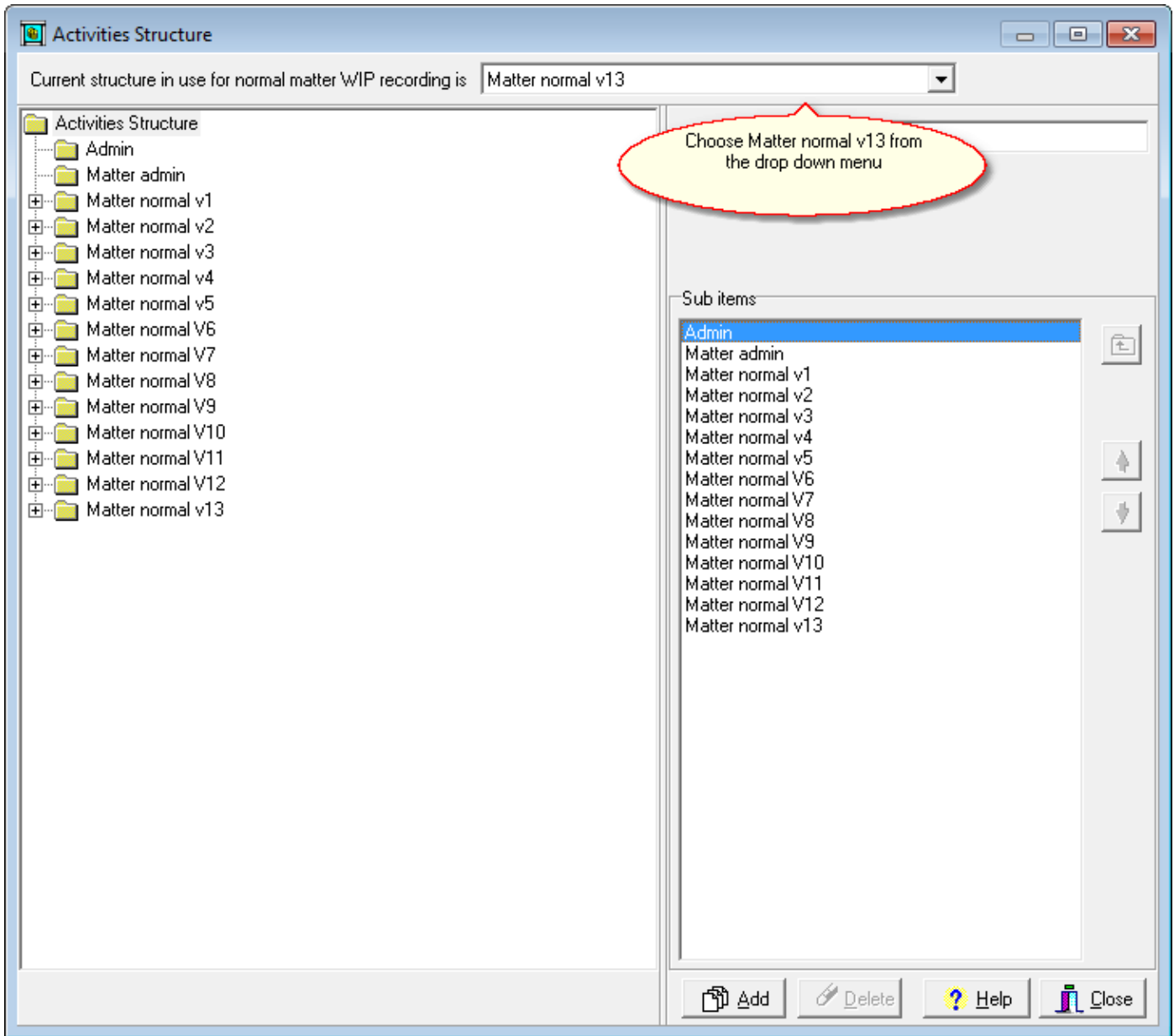


Once selected the following window will open, now click on activities tab to display the list of activities as shown below

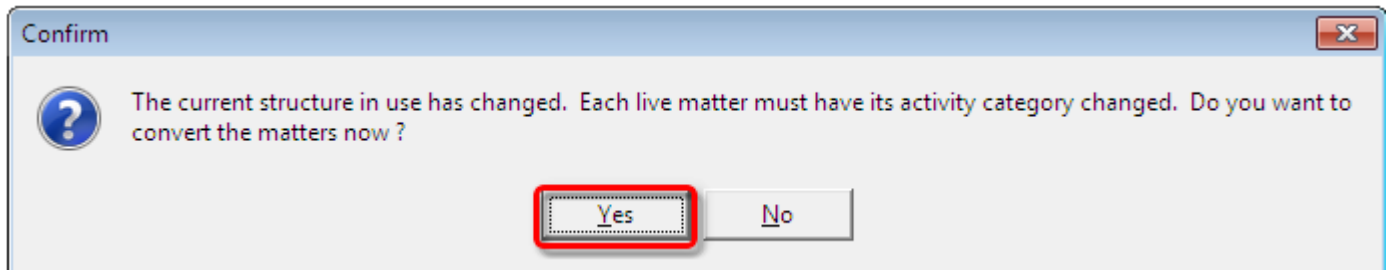


Code	Description	Type	Sort order
ADE	Advocacy Enhanced Rate	Matter normal	0
ADF	Advocates Meeting Fee	Matter normal	0
ADV	Advocacy, Attend W/out Counsel	Matter normal	0
ATC	Attending Client	Matter normal	0
ATT	Attending With Counsel	Matter normal	0
CDS	CDS Direct Tel Acceptance Fee	Matter normal	0
CON	Conference Fee	Matter normal	0
DRA	Drafting	Matter normal	0
ECF	Early Conver Fee	Matter normal	0
FDH	Finance Dispute Hearing Unit 1	Matter normal	0
FDR	Finance Dispute Hearing Unit 2	Matter normal	0
FFR	Face To Face Review	Matter normal	0
FHF	Final Hearing Fee	Matter normal	0
FIL	File Review	Matter normal	0
HOL	Holiday	Admin	0
IB1	Int Hearing Court Bundle 1	Matter normal	0
IB2	Int Hearing Court Bundle 2	Matter normal	0
INH	Interim Hearings (Unit 1)	Matter normal	0
INT	Interim Hearings (Unit 2)	Matter normal	0
JRF	Judicial Review Form Filling	Matter normal	0
LAF	LA Form Filling Fixed Fee	Matter normal	0
LI	Letters In	Matter normal	0
LO	Letters Out	Matter normal	0
OPF	Opinion Fee	Matter normal	0
PER	Perusal	Matter normal	0
PRA	Preparation - Attendance COURT	Matter normal	0

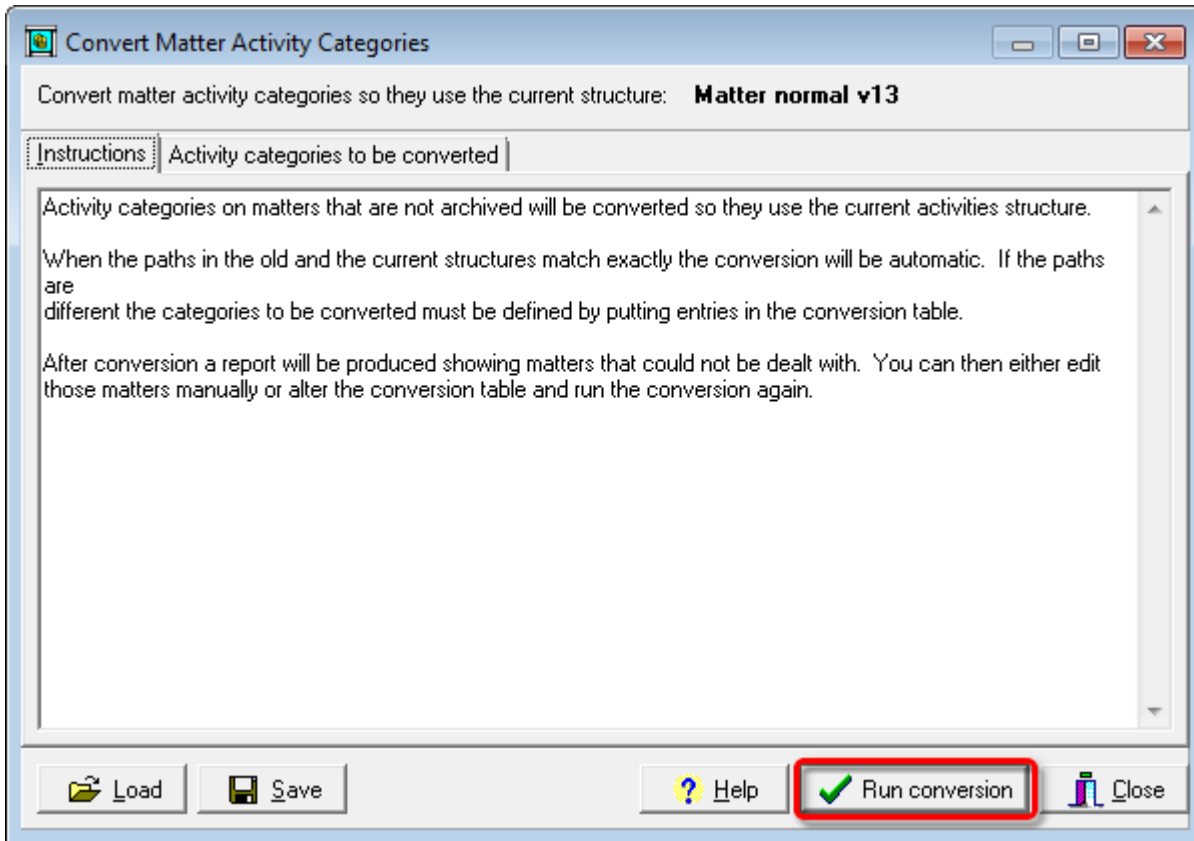
Once opened, you will need to click on the Edit structure button. Once clicked the following window will open



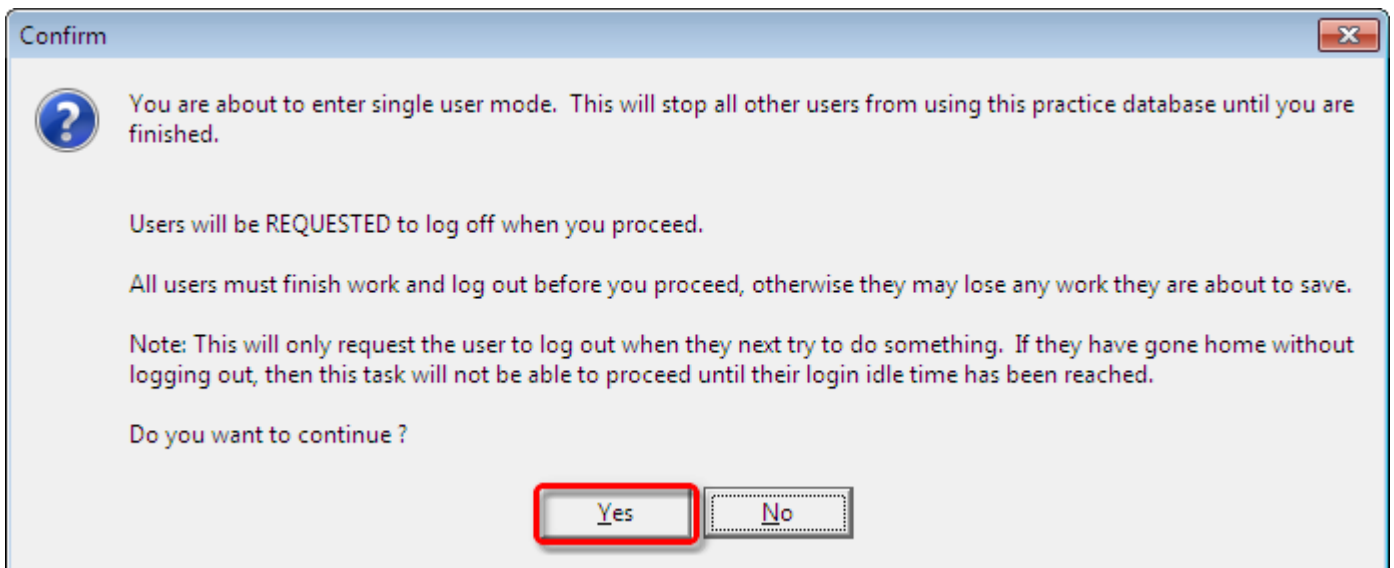
Having selected V13 from the selection available, then click on the Close button. When clicking on the Close button the following message will be shown



Click on the Yes button, which will open up the following window



Millennium will look to convert any open matter to the new activity structure by default, therefore click on the Run conversion button



In order to complete the conversion no one can be logged into the database as this message explains. If no one is logged into the database click on the Yes button. Once the Yes button has been selected the conversion will commence. When finished the following screen will show matters that have been converted and those that may require manually converting.

Report Preview: Convert matter activity categories (OPSI2706.re0)

Report Magnification Navigation Search Help

Page no 1

Millennium (v5.84.0a) New practice (un-licensed) Period:2012/01 User:OP SIS Date:30/01/2012 12:27 Page 1

Convert matter activity categories

Instructions
 Activity categories on matters that are not archived will be converted so they use the current activities structure.

When the paths in the old and the current structures match exactly the conversion will be automatic. If the paths are different the categories to be converted must be defined by putting entries in the conversion table.

After conversion a report will be produced showing matters that could not be dealt with. You can then either edit those matters manually or alter the conversion table and run the conversion again.

Old activity categories still being used
 This conversion was unable to deal with the following activity categories. Either add these categories into the conversion table and run the conversion again or edit each matter manually and set the activity category.

Category Matter normal v1/Legal Aid/London/Franchisee/Legal Help
 Matters using this category
 000001/0001

Totals		
Matters processed	6	
Matters converted	5	
Matters still requiring conversion	1	Please deal with these matters as instructed above

Any matters not converted will be displayed on the next page(s) of the report shown.

Once the matters have been successfully converted to use matter normal V13, time recording on these matters can be resumed.

***Due to the activity structure changes made, when creating a new matter within the system pay particular attention to the WIP tab and the activity category used by the matter, in order to time record against the correct hourly rates.**

7 Legal Aid Changes to the Matter Record

When creating a new Legal Aid matter, the following additions have been included on the Legal Aid tab for LSC reporting purposes. **These new fields are to be entered from February submission onwards.**

The screenshot shows the 'View Matter' window for 'Murphy, Tina - Family'. The 'Legal aid' tab is active. Key fields include:

- Legal aid granted on: / /
- Legal aid type: Civil
- Legal aid franchise: Family
- Legal aid reference: 230112/001
- Immigration & asylum no: (empty)
- Schedule Reference: 1A123A/FAM/13
- Civil matter type: Family
- Civil matter type parts: FAMA Divorce/Judicial Separation/Nullity
- Procurement area: PA00025 Cambridgeshire
- Access point: AP00030 Peterborough

 A red circle highlights the 'Schedule Reference' field, with a callout box stating: "A Schedule Reference number is now required for each matter opened in the format NANNNA/AAA/NN".

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

“Office Account Number”/”FAM”/”Year” in the format: NANNNA/FAM/NN with LSC Example: 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).

“Office Account Number”/”SCC”/”Year” in the format: NANNNA/SCC/NN with LSC Example: 1A123A/SCC/13 for all other matter types not listed above

Please also check LSC Guidance with respect to Tolerance indicator.

8 FPLRS & FAS Legal Aid Setup & Claims

For all Full Certificate Family claims submitted under FPLRS & FAS within Millennium Accounts, the following setup is required to enable the claiming of fixed fees correctly

Legal aid granted on: 01/02/2012

Legal aid type: None | Legal aid franchise: Family

Legal aid reference: 123456

Family Fee Type: FFTPFL Private Family Law Rep Std

Select from the drop down which Family Fee Type is to be applied to this matter.

When billing a FPLRS case the following fixed fee claim window appears on the bill posting routine. You can then select the fees applied to the case to the value of 0.5, 1.0, 1.5 etc as under the LSC guidance you are able to claim for 0.5 of the fixed fee.

Private Family Law Representation Standard (PFLRS) Fees

Select in order to specify quantity:

Court	London	Level	Fee	Qty
Family Proceedings County	No	Level 3 Children	353.00	
High	No	Level 3 Children	424.00	
Family Proceedings County	No	Level 4 Children	251.00	
High	No	Level 4 Children	302.00	
Family Proceedings County	No	Level 3 Finance	392.00	
High	No	Level 3 Finance	471.00	
Family Proceedings County	No	Level 3 Finance with Settlement Uplift	470.00	
High	No	Level 3 Finance with Settlement Uplift	566.00	
Family Proceedings County	No	Level 4 Finance	311.00	
High	No	Level 4 Finance	374.00	
Family Proceedings County	No	Level 4 Domestic Abuse	507.00	

Quantity of required Fee above (e.g. 1, 1.5 or 2):

PFLRS Total Fee: 0.00

With each quantity entered against each court the PFLRS Total Fee will increase accordingly.