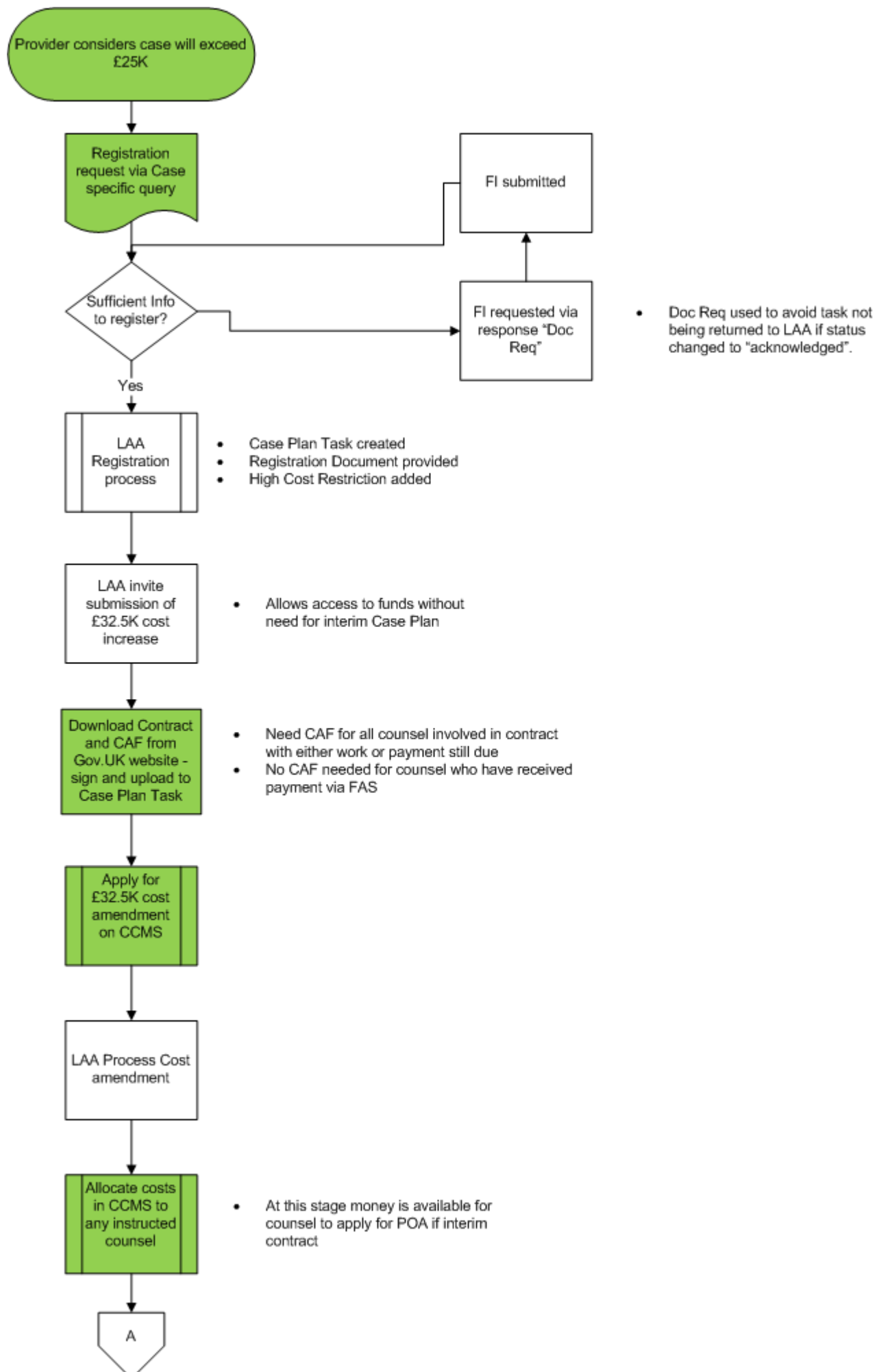
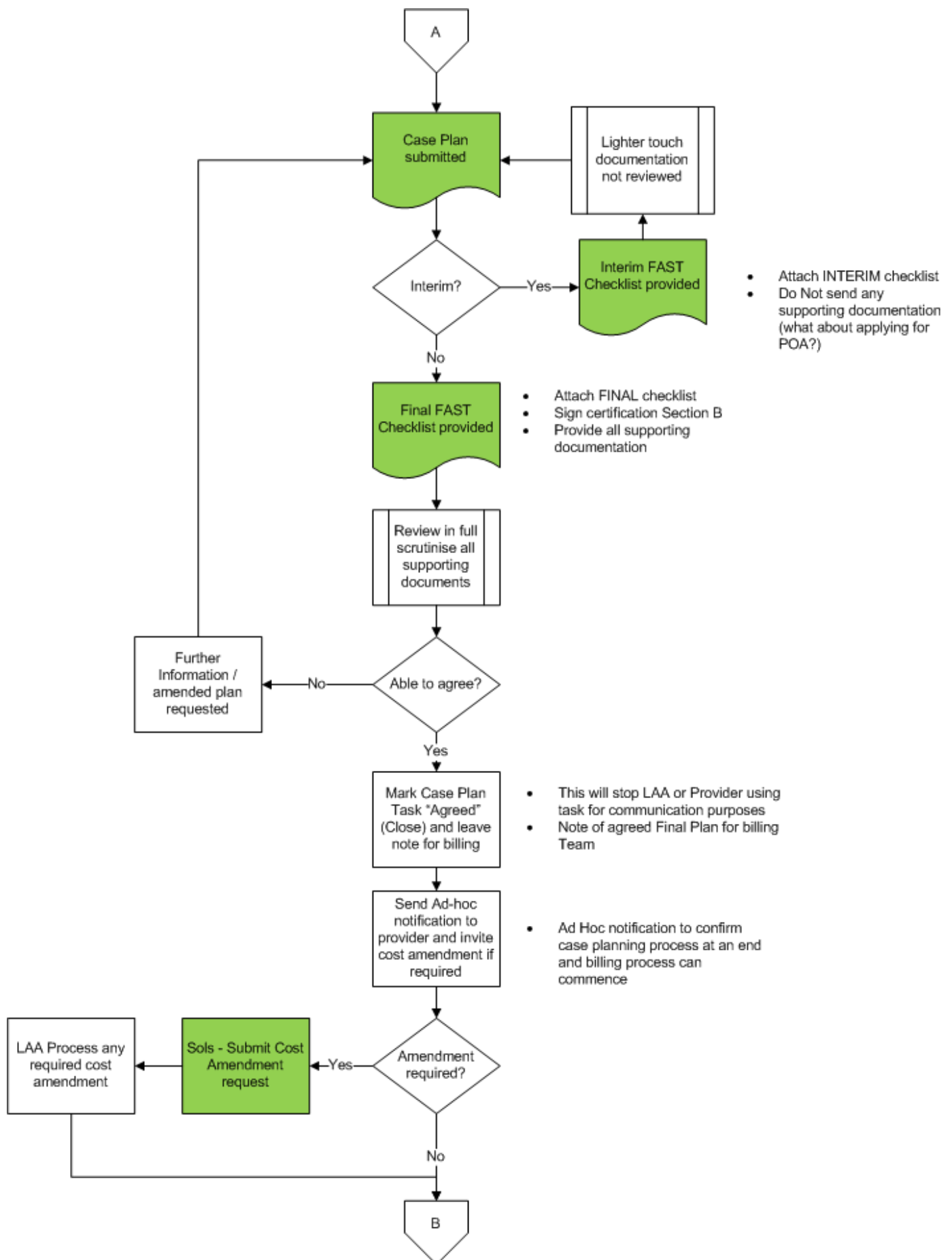
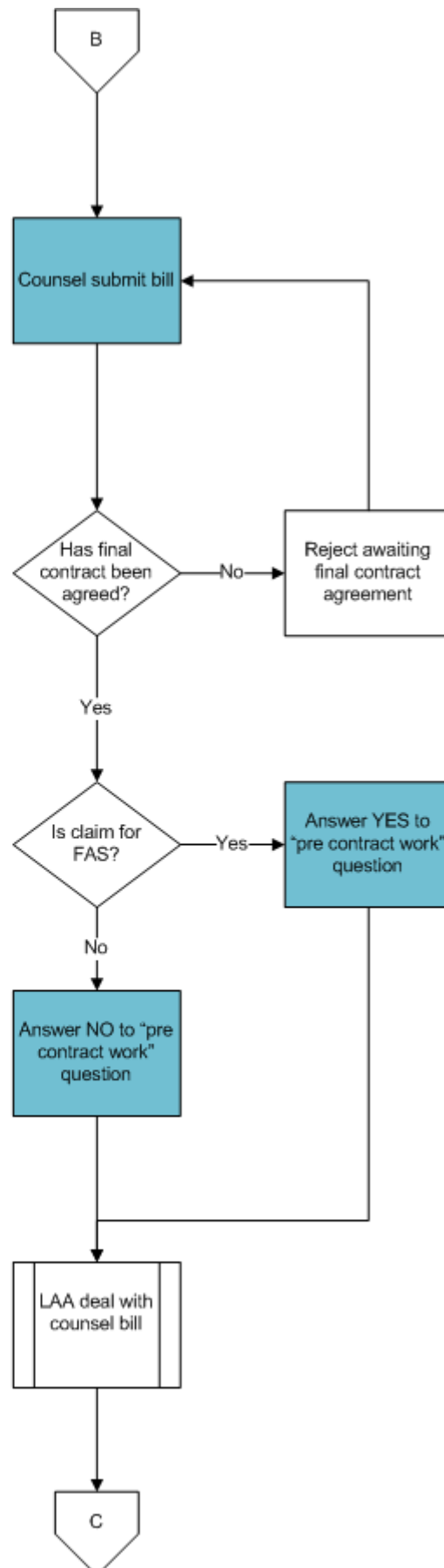


## CCFS Process in CCMS





- See Counsel Bill Checklist
- Counsel fees allowed under the Family Advocacy Scheme (FAS) are claimed as normal.
- Counsel may have costs agreed as a mixture of FAS and events and any case planning agreement is binding.
- Counsel costs may be claimed as FAS throughout the life of the certificate with a final claim submitted at the agreed events rate
- Counsel costs allocations are controlled by the last acting solicitor on the certificate and an allocation should be checked against the final agreement.
- Solicitor allocation does not take precedence over contract agreement
- Counsel may submit a final bill for the full number of events **in addition** to previous FAS submissions. The final submission will always be subject to assessment or adjustment to ensure the final agreement is adhered to.
- Counsel may claim a single line for all events of the same rate however a valid fee note should also be provided to allow for reconciliation.
- Any Counsel travel claim should be justified via the usual manner i.e. mileage by a start and end point, public transport by ticket or receipt and receipts or invoices for hotel stays.
- Counsel bill submissions can be assessed at any time after their costs are fully agreed under a final case plan.
- All Counsel claims must be processed prior to submission of solicitor's final claim.

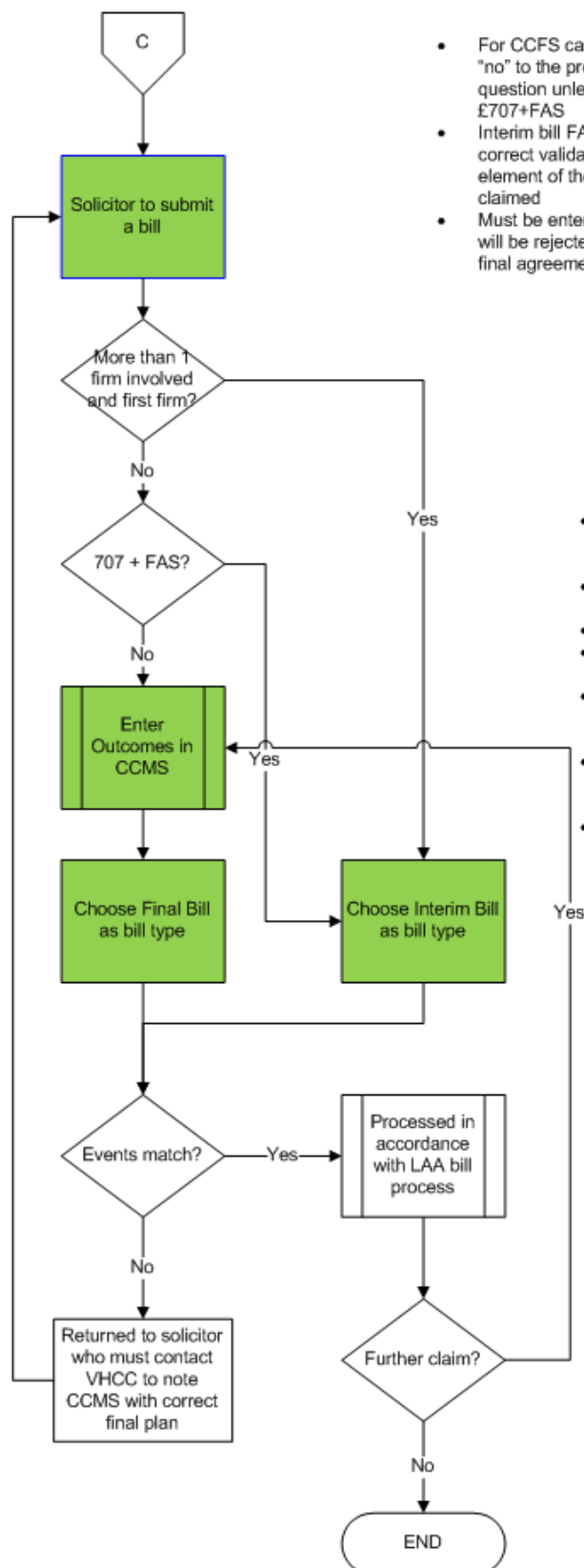


- If the event based Work Types are not available to providers either:
- - You answered yes to the pre contract question
- - The LAA have not identified the case as High Cost (added the High Cost restriction)
- Disbursements and experts' fees should be included on the relevant pages in the case plan and bill with the actual costs.
- Experts are paid in accordance with codified expert rates unless prior authority has been granted.
- Allowable expert rates are dependent upon the certificate date of issue.
- Specific rates are contained in the relevant Civil Legal Aid (Remuneration) Regulations which can be located within <http://www.legislation.gov.uk/> or within the dedicated Expert witnesses in legal aid cases guide found here <https://www.gov.uk/guidance/expert-witnesses-in-legal-aid-cases>
- **Only at this stage are Counsel's POA's recouped in CCMS**

- At the end of the case solicitor provides a final bill containing the actual events
- Evidence in support of events required (add detail)
- Upload document guidance (to be added)
- The LAA will assess the submission and pay the provider in accordance with the scheme **based on the final CCFS plan**.
- Providers should submit their bill with the **final CCFS Plan attached** accompanied by all orders, counsel fee notes and vouchers where applicable.
- Solicitors should provide their final submission only when **all Counsel** costs have been paid.
- Only the **last acting firm** should provide a final bill submission.
- Where outcomes have been provided by the last acting firm then this removes the option for previous firms to submit an interim bill.

- For CCFS cases always answer "no" to the pre contract work question unless you are using £707+FAS
- Interim bill FAS only required for correct validation of the FAS element of the contract being claimed
- Must be entered first or events bill will be rejected as does not match final agreement reached

- The final Bill option is only available to solicitors when all proceedings status is set to "outcome"
- Any outstanding amendment will stop the outcome option being available in CCMS
- Input outcomes for **all** proceedings
- If you submit outcomes you will not be able to access the Case Plan task
- If you submit outcomes you will not be able to submit an amendment request for a cost increase
- Only the LAA can "remove" outcomes but they will need to be re-entered by current acting solicitors
- Submitting outcomes removes the interim bill option from CCMS



CCMS Process for CCFS cases Text Version

1. Provider - considers case will exceed £25K
2. Provider - registration request via Case Specific Query
  - a. If insufficient information provided a request for further information will be sent
3. LAA - registration process
  - a. Case Plan Task created
  - b. Information document
  - c. High Cost Restriction applied
  - d. Invite £32.5K cost amendment
4. Provider – Downloads High Cost contract from Gov.UK website and submits via case plan task
5. Provider – Make application for £32.5K cost increase
  - a. Allows access to funds without need for interim case plan
6. LAA – Grants £32.5K cost amendment
7. Provider –
  - a. Allocate Costs in CCMS to any counsel involved
  - b. Provider / counsel able to apply for POA
8. Provider - Case Plan submitted via Case Plan Task (marked interim or final)
9. Provider- Interim plan submitted (lighter touch)
  - a. Use interim plan checklist
  - b. Do not send supporting documents
10. Provider - Final Plan submitted (full review)
  - a. Use Final Plan checklist
  - b. Send all supporting documents
  - c. Still a required step if only interim contract exists
11. LAA / Provider - Any negotiation or further information via Case Plan Task
12. Provider – Apply for Cost Amendment if necessary
13. LAA – process Cost Amendment
14. Provider –
  - a. Allocate Costs in CCMS to any counsel involved
  - b. Provider / counsel able to apply for POA
15. Provider – Submit “Final” Case Plan to show how case concluded
  - a. Amend any events to over / underrun etc
16. LAA – Agree final case plan
  - a. Final note on CCMS which billing team access to validate claim(s) when submitted
17. LAA – Case Plan Task marked as “Case Plan Agreed”
  - a. Note this removes access to task for LAA and Provider
18. LAA – Ad Hoc notification of final agreement sent to provider
19. Counsel – able to submit claim(s)
  - a. Once final plan agreed payment made by bill (not POA) to counsel
  - b. Please note - Recoupment of POAs paid only occur after Provider Final Bill processed
  - c. For Info - A claim for events requires a High Cost Restriction on CCMS (undertaken by LAA)
  - d. For Info - Claim for FAS requires answer “yes” to pre contract cost question
20. Provider - in a position to bill?
  - a. If £707 + FAS?
    - i. enter an interim bill
    - ii. answer “yes” to pre contract question
    - iii. Claim FAS elements only

## CCFS Process in CCMS

21. Provider - submits outcomes in CCMS
  - a. Enables "Final Bill" option in CCMS
  - b. For Info contact LAA Billing team via
22. Provider - enters final bill
  - a. Can be entered as "Summary" level bill ie minimal line entry as long as it can be reconciled by LAA against final Case Plan and contract agreement.
  - b. Disbursements must be entered line by line separately
  - c. If unable to reconcile will be rejected by LAA billing team not High Cost Family Team (not affect KPI)
23. LAA - Bill processed
24. END