

## **Asylum Legal Help – Early Payment for Matters Subject to the Standard Fee Scheme: A Practical Guide**

### **Can I claim the fee early for my case?**

If the matter is an asylum matter that is subject to the Standard Fee using Matter Type 1 code IALB then you can make an early claim for payment if the following 2 criteria are also met.

- It is 6 or more months since the case start date; and
- The profit costs of the work completed to date have reached or exceeded £413 (the net value of the standard fee).

### **Can I claim for Immigration matters?**

No, early payment only applies to Asylum Legal Help matters with Matter Type 1 code IALB.

### **How do I claim the standard fee early?**

You must submit a completed claim via CWA. The Matter Type 1 code must be IALB and then you should choose the most appropriate Matter Type 2 code as you would normally. You should then use Outcome code IY.

### **Do I have to keep working on the case if I claim the fee before the matter is concluded?**

Yes, you are expected to continue to work on the case until the matter is concluded.

### **Do I have to do anything once the matter is concluded?**

Yes. Once you know the final outcome of the matter you should amend the claim you made for early payment with the Outcome code that is most appropriate and the updated profit costs.

Please refer to the guidance (<https://www.gov.uk/guidance/submit-a-contracted-work-and-administration-cwa-claim-online#amendments-to-submitted-claims>) for claim amendments, which should be emailed to [pa-claimamend@justice.gov.uk](mailto:pa-claimamend@justice.gov.uk)

### **My case has already reached the Escape Fee threshold. Can I make an early claim?**

Yes however early payment only applies to the Standard Fee for the case. As such you should not submit an Escape Fee Case Claim form for the matter until after you have amended the claim once it has concluded.

### **My case reached the Escape Fee threshold after I made my claim for early payment. How do I claim it as an Escape Fee Case?**

Once the matter is concluded you should amend the claim you made for early payment with the Outcome code that is most appropriate and the updated profit costs. You should then submit an Escape Fee Case Claim form as usual.

### **Useful Links**

[Guidance for Reporting Controlled Work](#)

[Immigration and Asylum Contract Specification](#)