



eForms Quick Guides

Legal Aid
Agency

Submitting a POA

1. Selecting the POA Form

Click on **New Forms**.

Select **Start New Form** next to the POA option.

2. Completing the POA Form

On the first page, your firm's details will be completed for you.

Click **Add Row...**

3. POA Details

The main page of the eForm shows a summary list of the POAs entered.

Click **Add Row...** to add additional claims & clients.

Unified Public Law Children Act, If you select this option, you will notice additional fields for the provider account number.

This option restricts the reasons you can claim, so we recommended you submit unified claims together then start a new form.

4. Entering Each Line of the POA Claim

When you click **Add Row...** you can enter the details for an individual case.

If you are claiming a disbursement, eForms may prompt you to attach a scanned voucher.

For disbursements that don't have vouchers, such as mileage claims, you can attach evidence such as an attendance note or written confirmation of the disbursement.

Items marked * must be completed

* LAA Reference Number ?

* Client Surname

* Client First Name

* Client's Date of Birth Day / Month / Year ?

Provider Reference Number ?

* Reason

Add & Retain Client Details Add & Return to Main Form Close

When selecting a **Reason**, a different part of the form will appear, depending on what reason you are claiming. Note selecting **Unified Claim** will restrict these options.

5. Sections of the form change depending upon the reason you select

If you choose a **Public Law Fixed Fee** reasons C or D the appropriate fields will appear at the bottom of the screen.

Solicitor Fixed Fee Case Information

* Is your client? Child Parent Joined ?

* How many are you acting for? 1 2 or more ?

In which region are you based? Midlands North South Wales ?

* In which Court? High Other ?

* What Fixed Fee would apply? ?

eForms will calculate the VAT for you on **Disbursements**. Simply enter your net amount and select the rate for auto calculation. You can also select **Other** and enter any VAT amount.

Profit Costs are not calculated automatically as they are a running total which could cover differing VAT rates.

* Reason B=Claim for Disbursements

* Net £2,000.00 ?

* VAT Rate 0% 15% 17.5% 20% Other

VAT (if applicable) £400.00 ?

Total £2,400.00

Notes (for Disbursements, please give the reason for incurring)

6. VAT

* Reason A=Total of Profit Costs to date

* Net £500.00 ?

VAT (if applicable) £0 ?

Total £500.00

Notes (for Disbursements, please give the reason for incurring)

* Reason B=Claim for Disbursements

* Net £200.00 ?

* VAT Rate 0% 15% 17.5% 20% Other

VAT (if applicable) £0 ?

Total £200.00

Notes (for Disbursements, please give the reason for incurring)

The way your VAT is calculated is different depending on the reason selected for your POA submission.

Running Net & Running Vat Totals for your A,C & D claims

Invoiced Amounts for your B claims

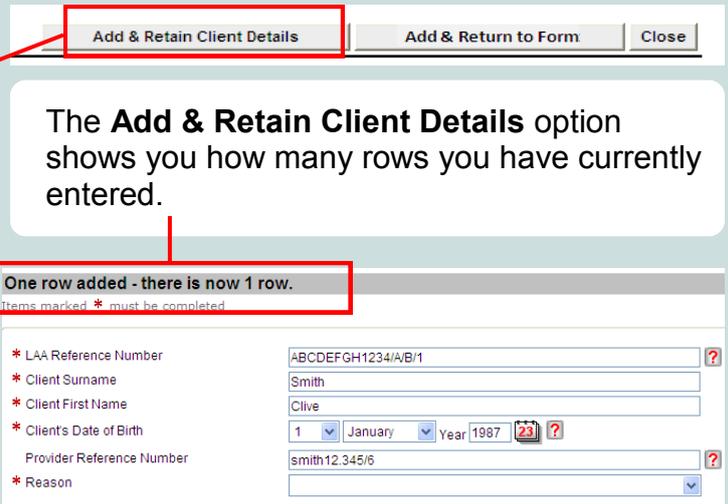
If you have no VAT to claim on a profit cost, simply type "0" to claim no VAT, on disbursements press the **0%** button.

7. Another claim for the same client ?

If you need to make more than one claim for a client, you can click the **Add & Retain Client Details** button. This allows you to quickly make another claim for the same client, using the same details.

This button retains the LAA Reference Number, Client Surname, Client First Name, Client's Date of Birth and Provider Reference Number.

This allows you to quickly enter multiple claims for the same client.



The **Add & Retain Client Details** option shows you how many rows you have currently entered.

One row added - there is now 1 row.
Items marked * must be completed

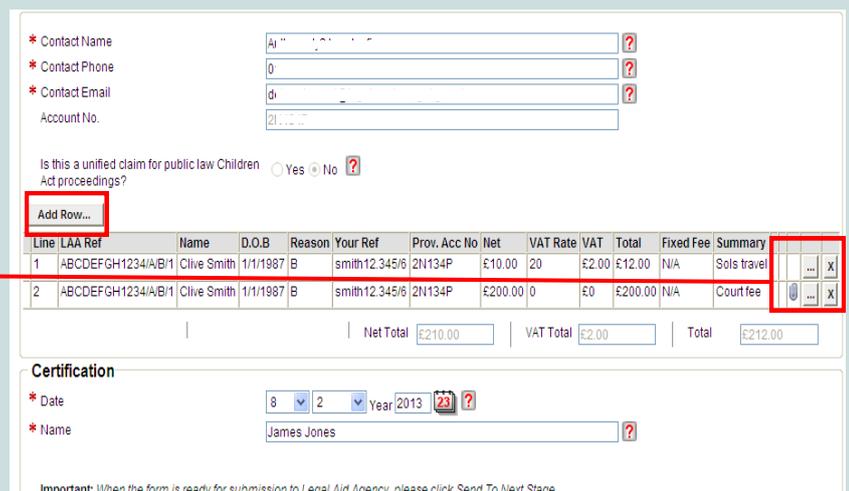
* LAA Reference Number: ABCDEFGH1234/AB/1
* Client Surname: Smith
* Client First Name: Clive
* Client's Date of Birth: 1 January Year 1987
Provider Reference Number: smith12.345/6
* Reason: [dropdown]

8. When you are finished

Simply click on the **Add & Return to Form** button or press close. This will take you back to the main POA screen.

Once you are back on this screen, you can edit any line via the "... " button or delete.

You can choose to enter another client via the **Add Row** button, save the form or send the form to the next stage in the process.



* Contact Name: [text] ?
* Contact Phone: [text] ?
* Contact Email: [text] ?
Account No.: [text]

Is this a unified claim for public law Children Act proceedings? Yes No ?

Add Row...

Line	LAA Ref	Name	D.O.B	Reason	Your Ref	Prov. Acc No	Net	VAT Rate	VAT	Total	Fixed Fee	Summary		
1	ABCDEFGH1234/AB/1	Clive Smith	1/1/1987	B	smith12.345/6	2N134P	£10.00	20	£2.00	£12.00	N/A	Sols travel	...	X
2	ABCDEFGH1234/AB/1	Clive Smith	1/1/1987	B	smith12.345/6	2N134P	£200.00	0	£0	£200.00	N/A	Court fee	...	X

Net Total: £210.00 | VAT Total: £2.00 | Total: £212.00

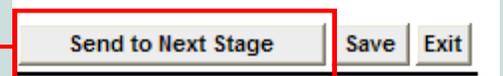
Certification

* Date: 8 2 Year 2013
* Name: James Jones

Important: When the form is ready for submission to Legal Aid Agency, please click Send To Next Stage

9. Submitting the POA eForm

Click **Send to Next Stage** to submit to the LAA or send for Internal Review.



Send to Next Stage Save Exit

When you submit the POA form the details of each line will be checked against our case records. You will receive an automatic notification within 24 hours for automated system rejections. Rejections will result from incorrect case references or where we have already paid profit costs etc. All remaining lines are then sent to a caseworker for manual review.

If you need to resubmit any rejected lines with amended information, you can do so immediately upon receipt of the rejection notification. You do not need to wait for a caseworker to assess the remaining lines on the POA form.

10. Public Law fixed fee changes 2012

2	ABCDEFGHI1234/A/B/1	Clive Smith	1/1/1988	C	123/Smith/Enroe	2M044E	£5,000.00	Other	£1,000.00	£8,000.00	£3230.00	Client Type: Parent	Acting For: 1	Region: Court:	Other:	...	X
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For more information on the public law fixed fee scheme dated after 01/02/2012, please visit:

<http://www.justice.gov.uk/downloads/legal-aid/civil-contracts/payment-annex-2012.pdf>

Any certificate launched after 01/02/2012 will have a new fixed fee rate, which will have a further 10% reduction.

Much like the public law fixed fee scheme for certificates launched after 09/05/2011, you should submit the correct fixed fee using reason code 'C' or 'D' for all public law profit costs and advocacy claims.

11. Private Law Phase 2 claims 2012

If you are submitting a private law claim after 01/02/2012

Please use reason 'A' to submit both your profit costs & advocacy costs.

Please add your profit and advocacy costs together and submit as one figure.

3	ABCDEFGHI1234/A/B/1	Clive Smith	1/1/1984	A	123/McConnor/Enroe	2M044E	£100.00	Other	£20.00	£120.00	N/A	...	X
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For more information on the private law phase 2 fees dated after 09/05/2012, please also visit:

<http://www.justice.gov.uk/downloads/legal-aid/civil-contracts/payment-annex-2012.pdf>

12. Further information on 2012 fixed fees

Table 2(c): Legal Representation - section 31 Children Act 1989 Care or Supervision proceedings only

Party	Court	No. of Clients	Midlands	North	London and South	Wales
Child	Other	1	£1,949	£1,598	£2,237	£2,183
Child	Other	2+	£2,922	£2,396	£3,355	£3,275
Child	High Court	1	£2,591	£2,125	£2,975	£2,903
Child	High Court	2+	£3,887	£3,188	£4,461	£4,354
Joined Party	Other		£1,033	£798	£1,201	£1,301
Joined Party	High Court		£1,374	£1,062	£1,597	£1,730
Parent	Other	1	£2,556	£2,123	£2,907	£2,633
Parent	Other	2	£3,196	£2,653	£3,633	£3,291
Parent	High Court	1	£3,399	£2,823	£3,866	£3,502
Parent	High Court	2	£4,249	£3,530	£4,832	£4,378

If you are still unsure regarding phase 2 fixed fee fees for private or public law, please see the link below.

<http://www.justice.gov.uk/downloads/legal-aid/civil-contracts/payment-annex-2012.pdf>

Alternatively contact the POA processing team on 0117 302 3133