

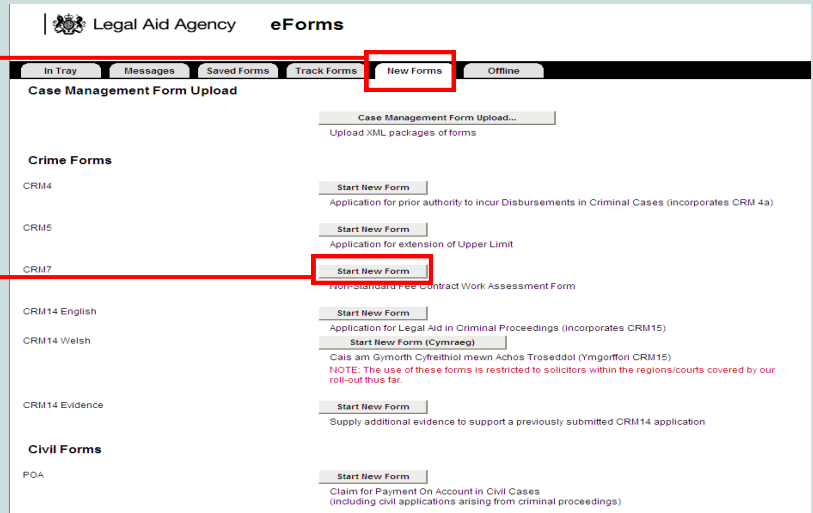


Submitting a CRM7

1. Starting a CRM7

Click on **New Forms**.

Select **Start New Form** next to the CRM7 option.



2. Layout of CRM7

Use the menu on the left of the screen to move around the eForm.

You can also use the **Next** and **Back** buttons.

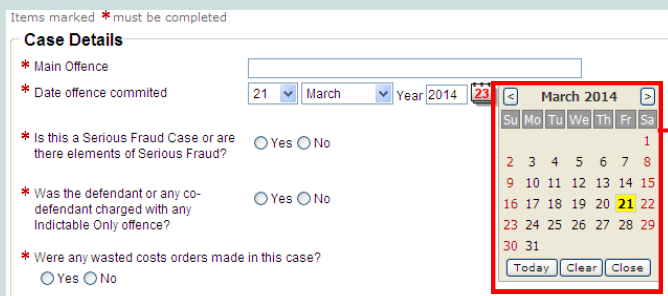


The tick-list on the left of the screen indicates the progress of your claim

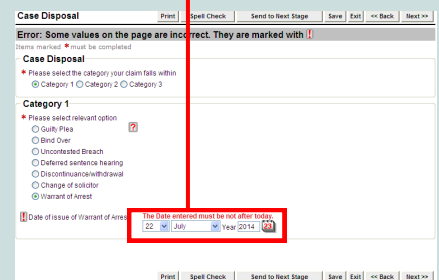
- Completed
- Not Completed

3. Entering Details

You will be prompted to enter details in the correct format. If you enter incorrect information, you will see an error message and be prompted to correct it.



Note:
A calendar function is provided for your ease of use.



4. Schedule of time spent

Schedule Of Time Spent

Print Template Spell Check Send to Next Stage Save Exit << Back Next >>

Items marked * must be completed

Schedule Of Time Spent

Add Time Entry

Line	Fee earner initials	Date	Cost Type	Time	Hearing type code (s)	Person(s) attended code (s)	Hourly rate	Basic Claim	% Uplift Claimed	Claim
1	ABC	21/3/2014	Attendance Without Counsel Assigned	10:00	CMH;	0;	£45.35	£453.50	0%	£453.50

Time Totals

Attendance Counsel	Attendance no Counsel	Preparation	Advocacy
0:00	10:00	0:00	0:00

Cost Totals

Attendance Counsel	Attendance no Counsel	Preparation	Advocacy
£0	£453.50	£0	£0

Total Basic Claim: £453.50
Total Claim: £453.50

Print Template Spell Check Send to Next Stage Save Exit << Back Next >>

Rows can be added to the schedule of time spent by selecting **Add Time Entry**, more can be added using the **Add & Continue** function.

CRM7 Schedule Row : Add Rows

Legal Aid Agency

Accessibility Help

Add & Continue Add & Close Close

Items marked * must be completed

* Fee earner initials: ABC

* Date: 21 March 2014 (23)

* Cost Type: Attendance Without Counsel Assigned

Attendances No Counsel: 10:00 (hours : minutes)

Hearing type codes: CMH; Select...

Code(s) for person(s) attended: 0; Select...

Hourly rate: £45.35

Basic Claim: £453.50

* Uplift %: 0%

Claim: £453.50

Add & Continue Add & Close Close

5. Attaching Documents and submitting the CRM7

Relevant Case Information

Information given here may expect payment. Please give details of any relevant factors in support of time spent on the case and details in support of a claim for enhanced rates. In addition, where relevant, please record when and why a number of linked cases are billed as one fee, or a number of linked cases are billed as separate fees.

Solicitor Certification

I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the Criminal Legal Aid.

Name: [Field]
Date: 21 March 2014 (23)

Additional Information

Please include any additional information pertinent to this submission or use to complete entries where there wasn't sufficient room for your answer. (Please show clearly what these details relate to on the form).

Relevant entry points: Attachments...

Legal Aid Agency

Add Attachment

Choose the file to attach: [Browse...]

Files must not be larger than 10 MB.

OK Cancel

You can attach supporting documents electronically.

Select **Browse** to bring up the search function, select the file, and then click **OK**.

6. Submitting the CRM7

When you have completed the eForm click - **Send to Next Stage**. Here you can submit the form to the LAA, delete or send for internal review before submission.

Legal Aid Agency

CRM7: Non-Standard Fee Contract Work Assessment Form

Accessibility Help Request Assistance

Print Spell Check Send to Next Stage Save Exit << Back Back On

Items marked * must be completed

Relevant Case Information

Information given here may expect payment. Please give details of any relevant factors in support of time spent on the case and details in support of a claim for enhanced rates. In addition, where relevant, please record when and why a number of linked cases are billed as one fee, or a number of linked cases are billed as separate fees.

Solicitor Certification

I certify, on behalf of the payee, that the information provided is correct. This work has not been and will not be the subject of any other claim for remuneration from the Criminal Legal Aid.

Name: Provider
Date: 21 March 2014 (23)

Legal Aid Agency

Take Action

Please Choose Which Action To Take

Actions: (Choose Action)
Send for Internal Review
Submit
Delete the Form

Message For The Next Person In The Process

OK Cancel

You can add an optional message for the caseworker in this section.

Then click **OK** to send the eForm.