



Guide to the Changes in Reporting Crime Lower Work

This document summarises the key reporting changes being introduced in March 2016 for crime lower submissions, which are effective for work started on or after 31st March 2016. This represents the suspension of the second phase of the 17.5% fee cut as set out in the Lord Chancellor's Written Ministerial Statement on 28th January 2016.

We strongly recommend you check that you are reporting according to current guidance.

This information will enable you to successfully submit applications via Contracted Work & Administration (CWA).

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1 - SUMMARY

The key reporting changes being introduced for work started on or after 31st March 2016 and reported in CWA:

- New fees, thresholds and acceptance fee for Police Station work
- New fees and thresholds for Prison Law work
- New fees for Criminal Proceedings work
- New fees for Appeals and Reviews work

If you use a case management system you may require an update to your software to ensure your system reports the correct rates and fees. Please contact your software vendor if you are unsure.

Please note if you use the Bulkload Spreadsheet you do not require an updated version.

2 – QUICK GUIDE

It is essential you are aware of these changes and the impacts they will have on reporting your claims.

The following table provides an overview of all the forthcoming changes to CWA. The impact column recommends when you should implement these changes to your reporting:

#	Area of change	Detail	Impact
1	Police Station Work	The fixed fees which are paid for police station attendance will be increased by 8.75% following the suspension of the second phase of the 17.5% fee cut. This fee is dependent upon the scheme which is relevant to the police station. This will apply to work started on or after 31st March 2016.	Cases with a UFN on or after 31st March 2016
2	Prison Law Work	The rates, fixed fees and escape fee thresholds for Prison Law work will be increased by 8.75% following the suspension of the second phase of the 17.5% fee cut for cases started on or after 31st March 2016.	Cases with a UFN on or after 31st March 2016
3	Criminal Proceedings	The rates, fixed fees and limits for Criminal Proceedings work will be increased by 8.75% following the suspension of the second phase of the 17.5% fee cut for cases started on or after 31st March 2016.	Cases with a Representation Order date on or after 31st March 2016
4	Appeals and Reviews	The rates and limits for Appeals and Reviews work will be increased by 8.75% following the suspension of the second phase of the 17.5% fee cut for cases started on or after 31st March 2016.	Cases with a UFN on or after 31st March 2016
5	New court code CCVW	From 31 st July 2015 breach matters in relation to Anti-Social Behaviour, Crime & Policing Act 2014 in the Crown Court should be reported with the new Crown Court code CCVW. The Claim/Staged Reached code PROV and Matter Type 36 should be used for these matters.	Cases with a UFN on or after 31st July 2015

3 - DETAILED GUIDANCE

This section provides detailed guidance on the upcoming changes. However for a comprehensive guide to reporting please see the [Crime Codes Guidance](#) found on the Gov.uk website. The rates of remuneration are set out in the following:

The Criminal Legal Aid (Remuneration etc) (Amendment) Regulations 2015

<http://www.legislation.gov.uk/uksi/2015/1369/made>

The Criminal Legal Aid (Remuneration) (Amendment) Regulations 2016

<http://www.legislation.gov.uk/uksi/2016/313/contents/made>

3.1 Police Station Attendance Work

INVA - Advice and Assistance (not at the police station)

Reported in CWA using the code INVA as actual costs incurred (up to the limit of £273.75 exclusive of VAT). New Police Station hourly rates will apply from the 31st March 2016 as set out below.

	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Routine letters written and routine telephone calls per item	£3.85	£3.70	£3.51	£3.38	£3.18	£3.05	£3.51	£3.38
Preparation hourly rate	£49.70	£46.90	£45.35	£42.80	£41.00	£38.69	£45.35	£42.80
Travel and waiting hourly rate	£26.30	£26.30	£24.00	£24.00	£21.70	£21.70	£24.00	£24.00

INVB - Telephone advice only

Reported in CWA by entering the relevant fee in the Profit Costs field. New fees will apply from the 31st March 2016 as set out below.

Location	Fee from 03/10/2011 (per claim)	Fee from 03/10/2014 (per claim)	Fee from 01/07/2015 (per claim)	Fee from 31/03/2016 (per claim)
London	£31.45	£28.70	£25.95	£28.70
National	£30.25	£27.60	£24.96	£27.60

INVC, INVD and INVJ - Attendance

Reported in CWA by entering the actual profits costs in the Profit Costs field. CWA will automatically price the case depending on the scheme ID reported with the claim. Fees for all police station schemes are being increased by 8.75%, the new rates can be found here:

<http://www.legislation.gov.uk/uksi/2016/313/contents/made>

When entering profit costs (which determines if the case is an escape fee case) the rates detailed below should be used for cases with a UFN on or after the 31st March 2016.

		London 03/10/2011	National 03/10/2011	London 20/03/2014	National 20/03/2014	London 01/07/2015	National 01/07/2015	London 31/03/2016	National 31/03/2016
Police Station Attendance hourly rates	Own or Duty Solicitor	£56.20	£52.00	£51.28	£47.45	£46.37	£42.90	£51.28	£47.45
	Duty Solicitor (Unsocial Hours)	£69.05	£69.05	£63.01	£63.01	£56.97	£56.97	£63.01	£63.01
	Duty solicitor – serious offences	£65.00	£60.00	£59.31	£54.75	£53.63	£49.50	£59.31	£54.75
	Duty Solicitor – serious offences (Unsocial Hours)	£80.00	£80.00	£73.00	£73.00	£66.00	£66.00	£73.00	£73.00
Travelling and waiting hourly rates	Own Solicitor	£28.80	£28.80	£26.28	£26.28	£23.76	£23.76	£26.28	£26.28
	Duty Solicitor	£56.20	£52.00	£51.28	£47.45	£46.37	£42.90	£51.28	£47.45
	Duty Solicitor (Unsocial Hours)	£69.05	£69.05	£63.01	£63.01	£56.97	£56.97	£63.01	£63.01

CDS Direct Acceptance Fee

The CDS Direct Fixed Acceptance Fee is being revised to £7.30 (from £6.60). This fee is not claimed separately to the police station attendance fee, but is included as Profit Costs to determine whether a case breaches the escape fee threshold.

INVE and INVF - Warrant of Further Detention Work

Claimed as actual costs on CWA (up to the limit of £1368.75 exclusive of VAT), for cases started on or after the 31st March 2016 the fees are as below.

<u>Magistrates' court or judicial authority</u>									
Work Type	Location	Own Solicitor and Duty Solicitor from 03/10/2011	Duty Solicitor (Unsocial Hours) from 03/10/2011	Own Solicitor and Duty Solicitor from 20/03/2014	Duty Solicitor (Unsocial Hours) from 20/03/2014	Own Solicitor and Duty Solicitor from 01/07/2015	Duty Solicitor (Unsocial Hours) from 01/07/2015	Own Solicitor and Duty Solicitor from 31/03/2016	Duty Solicitor (Unsocial Hours) from 31/03/2016
Routine letters written and telephone calls (per item)	London	£3.85	£5.10	£3.51	£4.65	£3.18	£4.21	£3.51	£4.65
	National	£3.70	£4.90	£3.38	£4.47	£3.05	£4.04	£3.38	£4.47
Preparation hourly rate	London	£49.70	£66.30	£45.35	£60.50	£41.00	£54.70	£45.35	£60.50
	National	£46.90	£62.50	£42.80	£57.03	£38.69	£51.56	£42.80	£57.03
Advocacy hourly rate	London	£59.00	£78.65	£53.84	£71.77	£48.68	£64.89	£53.84	£71.77
	National	£59.00	£78.65	£53.84	£71.77	£48.68	£64.89	£53.84	£71.77
Travelling and waiting hourly rate	London	£26.30	£35.05	£24.00	£31.98	£21.70	£28.92	£24.00	£31.98
	National	£26.30	£35.05	£24.00	£31.98	£21.70	£28.92	£24.00	£31.98

<u>High Court or a senior judge</u>					
Work Type	Location	Rate from 03/10/2011	Rate from 20/03/2014	Rate from 01/07/2015	Rate from 31/03/2016
Routine letter out per item	London	£7.50	£6.84	£6.19	£6.84
	National	£7.50	£6.84	£6.19	£6.84
Routine telephone calls per item	London	£4.15	£3.79	£3.42	£3.79
	National	£4.15	£3.79	£3.42	£3.79
All other preparation work, hourly rate	London	£79.50	£72.54	£65.59	£72.54
	National	£75.00	£68.44	£61.88	£68.44
Attending counsel in conference or at the trial or hearing of any summons or application at court, or other appointment, hourly rate	London	£37.00	£33.76	£30.53	£33.76
	National	£37.00	£33.76	£30.53	£33.76
Attending without counsel at the trial or hearing of any cause or the hearing of any summons or application at court, or other appointment, hourly rate	London	£75.00	£68.44	£61.88	£68.44
	National	£75.00	£68.44	£61.88	£68.44
Travelling and waiting hourly rate	London	£33.25	£30.34	£27.43	£30.34
	National	£33.25	£30.34	£27.43	£30.34

INVH and INVI - Police Station Post Charge Attendance

For INVH actual costs should be reported in the Profit Costs field (up to a cost limit of £1368.75 exclusive of VAT). From the 31st March 2016 the rates to be used are set out below.

Work Type	Location	Rate from 03/10/2011	Rate from 20/03/2014	Rate from 01/07/2015	Rate from 31/03/2016
Routine letters written and telephone calls per item	London	£4.05	£3.70	£3.34	£3.70
	National	£3.90	£3.56	£3.22	£3.56
Preparation hourly rate	London	£52.55	£47.95	£43.35	£47.95
	National	£49.70	£45.35	£41.00	£45.35
Advocacy hourly rate	London	£62.35	£56.89	£51.44	£56.89
	National	£62.35	£56.89	£51.44	£56.89
Travelling and waiting hourly rate	London	£26.30	£24.00	£21.70	£24.00
	National	£26.30	£24.00	£21.70	£24.00

For INVI actual costs should be reported in the Profit Costs field. From the 31st March 2016 the rates to be used are set out below.

		London 03/10/2011	National 03/10/2011	London 20/03/2014	National 20/03/2014	London 01/07/2015	National 01/07/2015	London 31/03/2016	National 31/03/2016
Police Station Attendance hourly rates	Own or Duty Solicitor	£56.20	£52.00	£51.28	£47.45	£46.37	£42.90	£51.28	£47.45
	Duty Solicitor (Unsocial Hours)	£69.05	£69.05	£63.01	£63.01	£56.97	£56.97	£63.01	£63.01
	Duty solicitor – serious offences	£65.00	£60.00	£59.31	£54.75	£53.63	£49.50	£59.31	£54.75
	Duty Solicitor – serious offences (Unsocial Hours)	£80.00	£80.00	£73.00	£73.00	£66.00	£66.00	£73.00	£73.00
Travelling and waiting hourly rates	Own Solicitor	£28.80	£28.80	£26.28	£26.28	£23.76	£23.76	£26.28	£26.28
	Duty Solicitor	£56.20	£52.00	£51.28	£47.45	£46.37	£42.90	£51.28	£47.45
	Duty Solicitor (Unsocial Hours)	£69.05	£69.05	£63.01	£63.01	£56.97	£56.97	£63.01	£63.01

3.2 Prison Law Work

PRIA - Free Standing Advice and Assistance

Reported on CWA using actual costs, new rates, fixed fees and escape fee thresholds are shown below.

	Fee active from 03/10/2011	Fee active from 20/03/2014	Fee active from 01/07/2015	Fee active from 31/03/2016
Fixed fee	£220.00	£200.75	£181.50	£200.75
Escape Fee Threshold	£660.00	£602.25	£544.50	£602.25

Please note for cases started on or after 31st March 2016 if the profit costs excluding VAT are less than £34.24 (48 min work) then the outcome will have a value of zero.

		Fee active from 03/10/2011	Fee active from 20/03/2014	Fee active from 01/07/2015	Fee active from 31/03/2016
The hourly rates for recording time and to determine whether the Escape Fee Threshold has been reached are as follows (National and London):	Routine letters written and routine telephone calls per item	£3.70	£3.38	£3.05	£3.38
	Preparation hourly rate	£46.90	£42.80	£38.69	£42.80
	Travel and waiting hourly rate	£26.30	£24.00	£21.70	£24.00

PRIB - Disciplinary Cases – Advocacy Assistance Standard Fees

Actual costs are reported and the fee received depends on the costs limits the case falls between or breaches. New limits, fees and rates are shown below.

	From 03/10/2011	From 20/03/2014	From 01/07/2015	From 31/03/2016
Lower Standard Fee	£223.48	£203.93	£184.37	£203.93
Lower Standard Fee Limit	£391.30	£357.06	£322.82	£357.06
Higher Standard Fee	£618.26	£564.16	£510.06	£564.16
Higher Standard Fee Limit	£1,853.91	£1,691.69	£1529.48	£1,691.69

Please note for cases started on or after 31st March 2016 if the profit costs excluding VAT are less than £49.82 (48 mins of advocacy) then the outcome will have a value of zero.

Hourly Rates National and London	From 03/10/2011	From 20/03/2014	From 01/07/2015	From 31/03/2016
Routine letters written and routine telephone calls per item	£4.05	£3.70	£3.34	£3.70
Preparation hourly rate	£56.15	£51.24	£46.32	£51.24
Advocacy hourly rate	£68.25	£62.28	£56.31	£62.28
Travel and waiting hourly rate	£26.30	£24.00	£21.70	£24.00

PRIC - Parole Board Cases – Advocacy Assistance Standard Fees

Actual costs are reported and the fee received depends on the costs limits the case falls between or breaches. New limits, fees and rates are shown below.

	From 03/10/2011	From 20/03/2014	From 01/07/2015	From 31/03/2016
Lower Standard Fee	£479.13	£437.21	£395.28	£437.21
Lower Standard Fee Limit	£1,023.48	£933.93	£844.37	£933.93
Higher Standard Fee	£1,593.91	£1,454.44	£1,314.98	£1,454.44
Higher Standard Fee Limit	£4,780.87	£4,362.54	£3,944.22	£4,362.54

Please note for cases started on or after 31st March 2016 if the profit costs excluding VAT are less than £49.82 (48 mins of advocacy) then the outcome will have a value of zero.

Hourly Rates National and London	From 03/10/2011	From 20/03/2014	From 01/07/2015	From 31/03/2016
Routine letters written and routine telephone calls per item	£4.05	£3.70	£3.34	£3.70
Preparation hourly rate	£56.15	£51.24	£46.32	£51.24
Advocacy hourly rate	£68.25	£62.28	£56.31	£62.28
Travel and waiting hourly rate	£26.30	£24.00	£21.70	£24.00

3.3 Magistrates Court Work

PROD - Advice and Assistance and Advocacy Assistance by a court Duty Solicitor

Claim as actual costs on CWA, for cases started on or after the 31st March 2016 the fees are as below.

Work Type	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Standard hourly rate (attendance and waiting at a magistrates' court)	£55.15	£53.85	£50.32	£49.14	£45.50	£44.43	£50.32	£49.14
Enhanced hourly rate (only payable in respect of work done on a day which is not a Business Day)	£68.90	£67.30	£62.87	£61.41	£56.84	£55.52	£62.87	£61.41
Travelling hourly rate (only payable where the Duty Solicitor is called out (including being called to return) to the court from the Office or attends on a day that is not a Business Day. Reasonable travel expenses may also be claimed (where relevant)).	£26.30	£26.30	£24.00	£24.00	£21.70	£21.70	£24.00	£24.00

PROE, PROF, PROJ, PROK and PROL - Representation in the Magistrates Court

The relevant fixed fee should be reported in the profit costs field. To calculate the fixed fee the hourly rates set out below should be used to calculate the value of the case. Once this has been calculated the second table should be used in conjunction with the fee category to determine the relevant limit and fee.

Work Type	Fee for All Areas From 03/10/2011	Fee for All Areas From 20/03/2014	Fee for All Areas From 01/07/2015	Fee for All Areas From 31/03/2016
Routine letters written and telephone calls per item	£3.90	£3.56	£3.22	£3.56
Preparation hourly rate	£49.70	£45.35	£41.00	£45.35
Advocacy hourly rate (including applications for bail and other applications to the court)	£62.35	£56.89	£51.44	£56.89
Attendance at court where Counsel is assigned (including conferences with counsel at court) hourly rate	£34.00	£31.03	£28.05	£31.03
Travelling and waiting hourly rate (Only claimable where the Undesignated Area fees apply)	£26.30	£24.00	£21.70	£24.00

Higher and Lower Standard Fees Table for cases that have a representation order that is on/after 31/03/2016				
	<i>Lower Standard Fee (£)</i>	<i>Lower Standard Fee Limit (£)</i>	<i>Higher Standard Fee (£)</i>	<i>Higher Standard Fee Limit (£)</i>
Designated Area Standard Fees				
Category 1A	£248.71	£272.34	£471.81	£471.85
Category 1B	£202.20	£272.34	£435.64	£471.85
Category 2	£345.34	£467.84	£723.35	£779.64
Category 3	£295.24	£373.07	£606.01	£651.34
Undesignated Area Standard Fees				
Category 1A	£194.68	£272.34	£412.30	£471.85
Category 1B	£158.27	£272.34	£380.70	£471.85
Category 2	£279.45	£467.84	£640.94	£779.64
Category 3	£228.11	£373.07	£516.86	£651.34

See below valid fees for cases with representation order that starts on or after the 31st March 2016

Legal Aid Reform 20/03/2014 onwards Price List			
Code	Standard Fee Category	Designated Area Standard Fees/Non-Designated Area Standard Fees	Value (Rounded)
PROE	CAT 1 Summary Only	Non-Designated	£158.27
PROE	CAT 1 Either Way	Non-Designated	£194.68
PROE	CAT 2	Non-Designated	£279.45
PROE	CAT 3	Non-Designated	£228.11
PROF	CAT 1 Summary Only	Non-Designated	£380.70
PROF	CAT 1 Either Way	Non-Designated	£412.30
PROF	CAT 2	Non-Designated	£640.94
PROF	CAT 3	Non-Designated	£516.86
PROJ	CAT 1 Summary Only	Non-Designated	£158.27
PROJ	CAT 1 Either Way	Non-Designated	£194.68
PROJ	CAT 1 Summary Only	Non-Designated	£380.70
PROJ	CAT 1 Either Way	Non-Designated	£412.30
PROJ	CAT 1 Summary Only	Designated	£202.20
PROJ	CAT 1 Either Way	Designated	£248.71
PROJ	CAT 1 Summary Only	Designated	£435.64
PROJ	CAT 1 Either Way	Designated	£471.81
PROK	CAT 1 Summary Only	Designated	£202.20
PROK	CAT 1 Either Way	Designated	£248.71
PROK	CAT 2	Designated	£345.34
PROK	CAT 3	Designated	£295.24
PROL	CAT 1 Summary Only	Designated	£435.64
PROL	CAT 1 Either Way	Designated	£471.81
PROL	CAT 2	Designated	£723.35
PROL	CAT 3	Designated	£606.01
PROV	Uncontested Lower Standard Fee	N/A	£158.27

PROV	Uncontested Higher Standard Fee	N/A	£380.70
PROV	Contested Lower Standard Fee	N/A	£279.45
PROV	Contested Higher Standard Fee	N/A	£640.94

PROC - Assigned Counsel

Claimed as actual costs on CWA, for cases started on or after the 31st March 2016 the rates are as below.

		Junior Counsel from 03/10/2011	Queen's Counsel from 03/10/2011	Junior Counsel from 20/03/2014	Queen's Counsel from 20/03/2014	Junior Counsel from 01/07/2015	Queen's Counsel from 01/07/2015	Junior Counsel from 31/03/2016	Queen's Counsel from 31/03/2016
Basic Fee	Basic fee for preparation including preparation for a pre-trial review and, where appropriate, the first day's hearing including, where they took place on that day, short conferences, consultations, applications and appearances (including bail applications, views and any other preparation) Maximum Amount	£468.00	£4,446.00	£427.00	£4,056.00	£386.10	£3667.95	£427.00	£4,056.00
Refresher Fee	Refresher daily fee (for any day or part of a day during which a hearing continued, including, where they took place on that day, short conferences, consultations, applications and appearances (including bail applications), views and any other preparation)	£162.00	£297.00	£147.00	£271.01	£133.65	£245.03	£147.00	£271.01
Subsidiary fees:	Attendance at consultations, conferences and views not covered by the basic fee or the refresher fee (per hour)	£29.25	£54.50	£26.69	£49.73	£24.13	£44.96	£26.69	£49.73

Minimum Amount for attendance at consultations, conferences and views not covered by the basic fee or the refresher fee	£14.50	£28.00	£13.25	£25.55	£11.96	£23.10	£13.25	£25.55
Written work (on evidence, plea, appeal, case stated or other written work) Maximum Amount	£51.25	£105.00	£46.77	£95.81	£42.28	£86.63	£46.77	£95.81
Attendance at pre-trial reviews, applications and other appearances (including bail applications and adjournments for sentence) not covered by the basic fee or the refresher fee. Maximum Amount	£94.00	£205.00	£85.78	£187.06	£77.55	£169.13	£85.78	£187.06

3.4 Own Client Work

PROP - Pre Order Cover

This work is claimed using the 'PROP' code in CWA and is paid using the claimed costs. These cases cannot become escape fee cases. The costs are capped as below (VAT is not included in cap).

	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Cap	£52.55	£49.70	£47.95	£45.35	£43.35	£41.00	£47.95	£45.35

The new hourly rates can be found below.

	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Routine letters written and telephone calls per item	£4.05	£3.90	£3.70	£3.56	£3.34	£3.22	£3.70	£3.56
Preparation hourly rate	£52.55	£49.70	£47.95	£45.35	£43.35	£41.00	£47.95	£45.35
Advocacy (including applications for bail and other applications to the court) hourly rate	£62.35	£62.35	£56.89	£56.89	£51.44	£51.44	£56.89	£56.89

Travelling and waiting hourly rate (Only applicable where the Undesignated Area fees apply)	N/A	£26.30	N/A	£24.00	N/A	£21.70	N/A	£24.00
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3.5 Early Cover and Form Completion

PROT and PROU - Early Cover and Form Completion

Reported using actual costs these claims attract a fixed fee and cannot become escape fee cases. New fixed fees and rates are shown below.

	Fee from 03/10/2011	Fee from 20/03/2014	Fee from 01/07/2015	Fee from 31/03/2016
The Early Cover fixed fee	£75.00	£68.44	£61.88	£68.44
The refused means test form completion fee	£25.00	£22.81	£20.63	£22.81

	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Routine letters written and telephone calls per item	£4.05	£3.90	£3.70	£3.56	£3.34	£3.22	£3.70	£3.56
Preparation hourly rate	£52.55	£49.70	£47.95	£45.35	£43.35	£41.00	£47.95	£45.35
Advocacy (including applications for bail and other applications to the court) hourly rate	£62.35	£62.35	£56.89	£56.89	£51.44	£51.44	£56.89	£56.89
Travelling and waiting hourly rate (Only applicable where the Undesignated Area fees apply)	N/A	£26.30	N/A	£24.00	N/A	£21.70	N/A	£24.00

3.6 Representation in the County or High Court

PROH and PROI - Representation in the County Court or High Court

Reported using actual costs, new rates and limits can be found below.

	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Routine letters out per item	£7.50	£6.60	£6.84	£6.02	£6.19	£5.45	£6.84	£6.02
Routine telephone calls per item	£4.15	£3.65	£3.79	£3.33	£3.42	£3.01	£3.79	£3.33
All other preparation work hourly rate	£75.00	£66.00	£68.44	£60.23	£61.88	£54.45	£68.44	£60.23

All other preparation work hourly rate (Where Provider's Office is in London)	£79.50	£70.00	£72.54	£63.88	£65.59	£57.75	£72.54	£63.88
Attending counsel in conference or at the trial or hearing of any summons or application at court, or other appointment. Hourly rate.	£37.00	£32.50	£33.76	£29.66	£30.53	£26.81	£33.76	£29.66
Attending without counsel at the trial or hearing of any cause or the hearing of any summons or other application at court, or other appointment. Hourly rate.	£75.00	£66.00	£68.44	£60.23	£61.88	£54.45	£68.44	£60.23
Travelling and waiting hourly rate.	£33.25	£29.20	£30.34	£26.65	£27.43	£24.09	£30.34	£26.65

Payment for Assigned Counsel (Representation in the County Court or High Court).

	Junior Counsel (maximum amount) 03/10/2011	Queen's Counsel (maximum amount) 03/10/2011	Junior Counsel (maximum amount) 20/03/2014	Queen's Counsel (maximum amount) 20/03/2014	Junior Counsel (maximum amount) 01/07/2015	Queen's Counsel (maximum amount) 01/07/2015	Junior Counsel (maximum amount) 31/03/2016	Queen's Counsel (maximum amount) 31/03/2016
Basic fee (for preparation including preparation for a pre-trial review and, where appropriate, the first day's hearing including, where they took place on that day, short conferences, consultations, applications and appearances (including bail applications, views and any other preparation))	£468.00	£4,446.00	£427.00	£4,056.00	£386.10	£3667.95	£427.00	£4,056.00
Refresher daily fee (for any day or part of a day during which a hearing continued, including, where they took place on that day, short conferences, consultations, applications and appearances (including bail applications), views and any other preparation)	£162.00	£297.00	£147.00	£271.01	£133.65	£245.03	£147.00	£271.01

Payment for Assigned Counsel continued - subsidiary Fees

	Junior Counsel Rate/Fee 01/07/2015	Notes	Queen's Counsel Rate/Fee 01/07/2015	Notes	Junior Counsel Rate/Fee 31/03/2016	Notes	Queen's Counsel Rate/Fee 31/03/2016	Notes
Attendance at consultations, conferences and views not covered by the basic fee or the refresher fee (per hour)	£24.13	per/hour Minimum £11.96	£44.96	per/hour Minimum £23.10	£26.69	per/hour Minimum £13.25	£49.73	per/hour Minimum £25.55
Written work (on evidence, plea, appeal, case stated or other written work)	£42.28	Maximum amount	£86.63	Maximum amount	£46.77	Maximum amount	£95.81	Maximum amount
Attendance at pre-trial reviews, applications and other appearances (including bail applications and adjournments for sentence) not covered by the basic fee or the refresher fee	£77.55	Maximum amount	£169.13	Maximum amount	£85.78	Maximum amount	£187.06	Maximum amount

3.7 Representation in the High Court, County Court or Crown Court for Proceedings Relating to Breaches of Part 1 Injunctions under the Anti-Social Behaviour, Crime & Policing Bill 2014

PROV – cases which cover breaches of Part 1 Injunctions under the ASBCP Act 2014 are funded as criminal matters and reported under PROV code in CWA.

Reported in the Profit cost field using the fixed fee. The new rates and limits can be found below.

Work Type	Fee for All Areas From 20/03/2014	Fee for All Areas From 01/07/2015	Fee for All Areas From 31/03/2016
Routine letters written and telephone calls per item	£3.56	£3.22	£3.56
Preparation hourly rate	£45.35	£41.00	£45.35
Advocacy hourly rate (including applications for bail and other applications to the court)	£56.89	£51.44	£56.89

Attendance at court where Counsel is assigned (including conferences with counsel at court) hourly rate	£31.03	£28.05	£31.03
Travelling and waiting hourly rate	£24.00	£21.70	£24.00

Once the value of the case has been calculated the table below should be used to determine which cost limit the case breaches or falls between, and in turn which fee applies to the case.

Higher and Lower Standard Fees Table for cases that have a representation order that is on/after 31/03/2016				
	Lower Standard Fee (£)	Lower Standard Fee Limit (£)	Higher Standard Fee (£)	Higher Standard Fee Limit (£)
Uncontested	£158.27	£272.34	£380.70	£471.85
Contested	£279.45	£467.84	£640.94	£779.64

3.8 Appeals and Reviews

APPA - actual costs incurred should be recorded with the claim up to a limit of £273.75.

APPB - actual costs incurred should be recorded with the claim up to a limit of £456.25.

New rates for APPA and APPB are shown below.

	London from 03/10/2011	National from 03/10/2011	London from 20/03/2014	National from 20/03/2014	London from 01/07/2015	National from 01/07/2015	London from 31/03/2016	National from 31/03/2016
Routine letters written and routine telephone calls per item	£3.85	£3.70	£3.51	£3.38	£3.18	£3.05	£3.51	£3.38
Preparation hourly rate	£49.70	£46.90	£45.35	£42.80	£41.00	£38.69	£45.35	£42.80
Travel and waiting hourly rate	£26.30	£26.30	£24.00	£24.00	£21.70	£21.70	£24.00	£24.00

APPC - This work is subject to the fees and limits set out in the tables below.

	High Court from 03/10/2011	High Court from 20/03/2014	High Court from 01/07/2015	High Court from 31/03/2016
Routine letters out per item	£7.50	£6.84	£6.19	£6.84
Routine telephone calls per item	£4.15	£3.79	£3.42	£3.79
All other preparation work hourly rate	£75.00	£68.44	£61.88	£68.44
All other preparation work hourly rate (Where Provider's Office is in London)	£79.50	£72.54	£65.59	£72.54
Attending counsel in conference or at the trial or hearing of any summons or application at court, or other appointment. Hourly rate.	£37.00	£33.76	£30.53	£33.76

Attending without counsel at the trial or hearing of any cause or the hearing of any summons or other application at court, or other appointment. Hourly rate.	£75.00	£68.44	£61.88	£68.44
Travelling and waiting hourly rate.	£33.25	£30.34	£27.43	£30.34

Payment for Assigned Counsel (Representation on an appeal by way of case stated)

	Junior Counsel (maximum amount) 03/10/2011	Queen's Counsel (maximum amount) 03/10/2011	Junior Counsel (maximum amount) 20/03/2014	Queen's Counsel (maximum amount) 20/03/2014	Junior Counsel (maximum amount) 01/07/2015	Queen's Counsel (maximum amount) 01/07/2015	Junior Counsel (maximum amount) 31/03/2016	Queen's Counsel (maximum amount) 31/03/2016
Basic fee (for preparation including preparation for a pre-trial review and, where appropriate, the first day's hearing including, where they took place on that day, short conferences, consultations, applications and appearances (including bail applications, views and any other preparation))	£468.00	£4,446.00	£427.00	£4,056.00	£386.10	£3667.95	£427.00	£4,056.00
Refresher daily fee (for any day or part of a day during which a hearing continued, including, where they took place on that day, short conferences, consultations, applications and appearances (including bail applications), views and any other preparation)	£162.00	£297.00	£147.00	£271.01	£133.65	£245.03	£147.00	£271.01

Payment for Assigned Counsel continued – subsidiary Fees (Representation on an appeal by way of case stated)

	Junior Counsel Rate/Fee 01/07/2015	Notes	Queen's Counsel Rate/Fee 01/07/2015	Notes	Junior Counsel Rate/Fee 31/03/2016	Notes	Queen's Counsel Rate/Fee 31/03/2016	Notes
Attendance at consultations, conferences and views not covered by the basic fee or the refresher fee (per hour)	£24.13	per/hour Min £11.96	£44.96	per/hour Min £23.10	£26.69	per/hour Minimum £13.25	£49.73	per/hour Minimum £25.55

Written work (on evidence, plea, appeal, case stated or other written work)	£42.28	Max amount	£86.63	Max amount	£46.77	Maximum amount	£95.81	Maximum amount
Attendance at pre-trial reviews, applications and other appearances (including bail applications and adjournments for sentence) not covered by the basic fee or the refresher fee	£77.55	Max amount	£169.13	Max amount	£85.78	Maximum amount	£187.06	Maximum amount

4 - FURTHER INFORMATION

If you would like more information on reporting requirements please see the most up to date [Crime Codes Guidance](#). The following support is also available:

Contract Manager – For all contractual queries including:

- Code & Fee scheme queries
- I have made multiple errors in my submission and I need it corrected post submission

Claim Amendments Team – PA-ClaimAmend@legalaid.gsi.gov.uk

- I have made an error in my submission and I need it corrected post submission

<https://www.gov.uk/guidance/submit-a-contracted-work-and-administration-cwa-claim-online>

Reconciliation Team – reconciliation@legalaid.gsi.gov.uk

- When will I be paid and how much?

Online Support Team – online-support@legalaid.gsi.gov.uk

- Technical support on making your submission to CWA
- Help on using the Bulkload Spreadsheet