





- THIS CHECKLIST IS FOR LAA POA 1 (PAPER VERSION ONLY) CLAIMS ONLY -

<p>CIV POA1 Paper Version Only</p>  <p>Legal Aid Agency</p>	<p>CLIENT: REF NO: PROVIDER NAME: PROVIDER ACCOUNT NUMBER: CONTRACT MANAGER: LAA REGION:</p> <p align="center">CIV POA 1 (PAPER VERSION ONLY) CHECKLIST</p>	<p>Pre-Submission Provider Check</p> <p>Fee Earner:</p>	<p>For LAA Office Use: Region: Caseworker:</p>
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IF REJECTED, PLEASE ENSURE COMPLETED CHECKLIST IS ENCLOSED WHEN YOUR CLAIM IS RESUBMITTED AND NOTE THAT ONLY THE TICKED REQUIREMENTS HAVE BEEN CHECKED BY THE LAA. IT IS YOUR RESPONSIBILITY TO CHECK THE REMAINING REQUIREMENTS BEFORE RESUBMISSION

Requirement	Original?	Notes	Checked	Pass	Fail
1.	Has the correct claim form been Completed <input checked="" type="checkbox"/>	CIV POA1 - Version 6 April 2013 – Claim for Payment on Account in Civil Cases (including civil applications arising from criminal proceedings)			
2.	Has Claim Form been Signed & dated  <input checked="" type="checkbox"/>	The Certification on page 2 must be signed and dated as indicated on the form. This must be an original signature			
3.	Lines Completed	Has each line been fully completed, listing: <ul style="list-style-type: none"> • Correct LAA Reference Number • Client’s full name • Solicitors/Counsel’s reference • Supplier/Counsel Number • Reason (A-H) – see POA1 form for descriptions • Net Costs • VAT (if applicable) • Total Costs (Net + VAT) • Notes 			
4.	Profit Costs Claims Only: Figures entered on POA1 are “running totals” of total claimed to date 	For all profit costs claims, all reasons except B and H, please ensure that the figures entered in the Net and VAT boxes are the “running totals” of costs incurred on that certificate (including previous solicitors costs). The figures entered should not be the costs incurred in the period between POA1 profit costs submissions. Please also note that no claim should be made where a certificate has been discharged.			
5.	Disbursement Claims Only: Vouchers on a separate clip for all individual disbursements (including court fees) of £20 or more (inc VAT) 	For lines claimed under Reasons B and H Voucher(s) must be on a separate clip each containing a breakdown of: <ul style="list-style-type: none"> • work undertaken, • hourly rate • client details. A copy of the ledger or letter sending payment will suffice for court fees and mileage. <u>N.B. Vouchers will be retained</u> Vouchers must contain official heading and client name linking them to case and, where applicable, claimed in accordance with codified expert rates	<input checked="" type="checkbox"/>		
6.	Costs Limit	For payment to be made the existing costs limit on the certificate must not have been exceeded or payment of the payment on account (using the running totals on the POA 1) in question must not take payment over the costs limit.			
7.	Unified Claim for Public Law Children Act Proceedings	Where you are claiming a Unified claim the relevant box on page 1 of POA 1 form must be ticked confirming			
8.	Counsel Only: <input checked="" type="checkbox"/>	If issued on or after 03/10/11 fee notes should contain rate and			

Any issues with your rejected claim please email us –

laacivilclaimfix@legalaid.gsi.gov.uk

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	Counsels fee notes (non FGF/FAS)		details of counsel seniority. Claims should only be made on the 12 month anniversary within the payment windows of the certificate, for 3 years after issue of the certificate			
9.	Has the correct fee scheme been used?		It is important to check that the correct fee scheme and applicable rates (including VAT) have been identified and used within the POA1. If you are submitting a claim made under CPGFS, Table 2 on page 2 of the claim must be completed for each relevant Line of the POA1 form			
 Denotes most common reasons for rejects in this bill category						

Would you like to submit your POA via E-Form?

e-Form Submission	<p>Did you know that you can also submit your application for payment on account online?</p> <ul style="list-style-type: none"> For details on e-form submission please follow this link: http://www.legalservices.gov.uk/lsonline/using_eforms.asp To register for e-forms please follow this link: http://www.legalservices.gov.uk/docs/online_services/eForms_Registration_Form.doc <p>Please note that e-Form submission is not available for Counsel Payments on Account</p>
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Additional POA 1 Guidance Notes

Bulk Claiming	<p>This form allows for bulk claiming, whether under one reference or separate funding certificates. A maximum of fifteen separate claims can be made on one form. However if payment of both Profit Costs and Disbursements is sought on the same case, these should be entered on separate lines showing the appropriate "Reason" code.</p> <p>Please note that only one checklist is required per funding certificate – therefore if you are claiming more than one line for the same certificate please only use one checklist</p>
Completing POA1	<p>To ensure that any queries are dealt with promptly please supply:</p> <ul style="list-style-type: none"> Supplier/Counsel No. – your account number, please indicate whether you are a Supplier (Solicitor or Not for Profit Agency) or Counsel by ticking the appropriate box Contact Name – supply details Contact Phone/Email – details of preferred method of contact supplied Date of submission – this will allow us to identify rejected/queried items using the line number, informing you by email where possible

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Table 1 Completion	<p>You will be required to supply:</p> <ul style="list-style-type: none"> • LAA Reference Number – Please ensure that this is entered accurately. • Client’s Name – Please show the full name to aid in identification of the case. • Client’s Date of Birth – format of dd/mm/yy. Whilst not a mandatory reject we will require this if we are unable to determine the correct certificate reference. • Sols Ref – This will appear on BACS statement and will enable you to track payment. • Supplier/Counsel Number – Account number required to generate payment. • Reason - Nature of payment, see 2nd page of the form for payment code explanations: A-G. Please note that Table 2, on the 2nd page, must be completed for codes C and D. • Net – Amount of disbursement claim or running total amount for all other types of claims • VAT - Appropriate applicable VAT • Total – Amount of claim • Notes – Any further information to clarify nature of payment
Table 2 Completion	<p>You will need to complete this table if you are claiming a payment on account of profit costs for work carried out at Level 3 of the Care Proceedings Graduated Fees Scheme. Table 2 is also required for Advocacy costs in this type of case although it is excluded from the scheme and continues to be paid at hourly rates. Advocacy includes travel and waiting time but not preparation, which is covered by the standard fee. You will be required to complete all the fields in this table.</p>
Profit Costs	<p>All profit cost/advocacy totals must be a “running total” we will calculate the appropriate payment as follows: Code A – total claimed less any previous amounts paid * 75% Code C, excluding advocacy:</p> <ul style="list-style-type: none"> • Total claimed is greater than the Exceptional Case threshold (2 x the appropriate Standard Fee) – total claimed less any previous amounts paid x 75% • Total claimed is less than the Exceptional Case threshold – total claimed less any previous amounts paid x 75% to a maximum of 75% of the Standard Fee • Code D – total claimed less any previous amounts paid x 75%
Submission Rules	<p>Payment of Profit Costs are subject to the provision for only 2 payments in a 12 month period, and no payment can be sought earlier than 3 months after the issue of funding. Existing Cost Limitations must be considered and claims in excess of the Cost Limit will not be processed. Previous firms cannot claim for profit costs after the certificate has been transferred</p>
Disbursements	<p>Where payment of a number of Disbursements under the same certificate is sought, these should be claimed as separate entries, one per line of the form.</p>
Experts Rates	<p>Codified rates for experts apply to ALL certificates applied for on or after 03/10/11. For case where experts fees are subject to codified rates, and no prior authority has been authorised for a higher rate, please ensure the correct codified hourly rates have been claimed</p>
Counsel’s Costs	<p>All claims must be a “running total” we will calculate the appropriate payment as follows – total claim less any amounts already paid x 75%. To claim under code F (no final payment received) six months must have passed since the proceedings were concluded or the solicitor was otherwise entitled to have their costs assessed by the court and no payment has been received.</p>
Evidencing Disbursements	<p>It is a requirement that all disbursements, excluding court fees and mileage, are evidenced by either a voucher or invoice linking them to the relevant case. In circumstances where you are unable to provide a voucher or invoice, for example due to the age of the case or if the relevant body do not provide receipt of payment (for example Police Disclosure) we will accept a copy of your ledger or letter sending payment as evidence. It must be made clear within your claim submission that you have not been able to obtain a voucher or invoice to enable payment of such disbursements</p>

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