



Legal Aid
Agency

Guidance for CRM18A: Crime Escape Cases **Prison Law Matters**

Version:	Issue date:	Last review date:	Owned by:
2	April 2013	22 April 2013	Crime Case Management

Version History

Version:	Date	Reason
1	Oct 2010	New form

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1. Overview

The form is to be used in all Prison Law cases where the case has been 'flagged' as an escape case.

2. Page 1 - For completion by all providers

- The Authorisation Code should be the 10 digit number given to you when a PL1 form has been granted for Prior Approval in a treatment case.
- Calculate the costs incurred and place them under the relevant heading. Profit costs include attendance, preparation, letters and phone calls. (Exclusive of VAT)
- The Date level of work closed should be the date of the attendance, where work concluded or date of your last work if the case is transferred to another firm.
- The Month claimed should be completed using the month of the CRM6 submission that the matter was billed on.
- The following should be submitted along with your CRM18A form:
 - Full file of papers (photocopies are acceptable)
 - Original CRM11 form
 - Original Completed CRM1 and CRM2 forms if your claim includes any freestanding advice or assistance
 - Original invoices for disbursements

3. Page 2 & 3 - For completion when no IT-based running record of costs is provided

- This Schedule of time spent should detail all time spent attending client/prison and advising client/prison through correspondence.
- Include details of all work undertaken, and by which fee earner, in chronological order.
- Use one line per item i.e. Attendance, Travel and Waiting on the same day should be entered on separate lines. The applicable hourly rates should be detailed in the appropriate box.

- Please note that if this page is not fully complete, and no IT-based running record of costs is included, then the claim will be rejected for this information if one is not received within 48 hours.

Page 3 is a continuation of Page 2

4. Page 4 - For completion by all providers

- Please use the Relevant Case Information section to detail any extenuating circumstances that you feel will be relevant on assessment.
- Please provide details of all Disbursements incurred, and state those that are subject to VAT in the appropriate box.
- Please note that a disbursement voucher should accompany disbursements for £20 or over.
- The Provider Certification **MUST** be signed and dated by the appropriate fee earner. Please note that photocopies cannot be accepted.
- Please ensure that, once complete, the claim is forwarded along with the full file of papers to the Nottingham Office for assessment.

5. Office process

- When the CRM18A form is received in the office it will be logged on a spreadsheet tracker which states:
 - Solicitors Details
 - Clients Name
 - UFN
 - Date received
 - Who has dealt with the claim
 - Amount of claim
 - Date claim was paid
- If all documents required are not received, the claim will be rejected at the intake stage. Claims will be allocated to caseworkers in date order and will be processed within the national target allocated. 100% within 5 days

6. Automatic rejection

- The claim can be automatically rejected if:

- The full file of papers has not been sent
 - The form has not been fully completed, for example page 2 has not been completed and no IT-based running record of costs is provided
 - The incorrect version of the claim form has been submitted
 - The form is not signed and dated, with an original signature
- If any additional information is required, we will first contact the person listed on page 1 of the CRM18A form or send an email to the firm. If the information is not received within 48 hours of the phone call, the claim will be rejected. The reason for the rejection will be given in the reject letter.

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