



# Guide to Civil Schedule Reference and Bulkload Spreadsheet Changes

This document summarises the new civil schedule references required for reporting work in CWA from the APR-2017 submission entered in CWA from 1 May 2017 onwards. A new version of the bulkload spreadsheet is available for reporting work in CWA from 1 May 2017.

This information will enable you to successfully submit claims via Contracted Work & Administration (CWA) - accessed through the Online Portal.

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## 1 - SUMMARY

	Area of change	Detail	Impact
1	Civil Contracts	New civil schedule references to be used from the APR-2017 submission onwards.	Report from APR-2017 submission
2	Bulkload Spreadsheet	V1.20 of Bulkload spreadsheet can be found <a href="#">here</a> , which includes the new claim codes and Outcome codes above V1.19 should no longer be used. The new version has been introduced to enable the new crime pre-charge bail matters to be reported.	Use from APR-2017 submission onwards

## 2 – DETAILED GUIDANCE

**2.1** The following new schedule references have been introduced to support the following contracts:

**2.1.1** 2010 Standard Civil Contract (Mediation)

A new schedule reference has been introduced, which should be reported at submission header level for the submission period APR-2017 onwards until further notice (for submissions completed from 1 May onwards) and for any mediation claims started on or after 01/04/2017 under the remit of this new schedule:

Format: **NANNNA/MEDI2010/17**

**2.1.2** 2013 Standard Civil Contract (Family, Housing & Debt, Immigration & Asylum)

A new schedule reference has been introduced, which should be used for any claims related to this schedule that start on or after 01/04/2017:

Format: **NANNNA/2013/19**

The schedule reference reported at submission header level will continue to be NANNNA/CIVIL

**2.1.3** 2013 Standard Civil Contract (Welfare Benefits)

A new schedule reference has been introduced, which should be used for any claims related to this schedule that start on or after 01/04/2017:

Format: **NANNNA/WB/19**

The schedule reference reported at submission header level will continue to be NANNNA/CIVIL

**2.1.4** 2014 Standard Civil Contract (Mental Health & Community Care)

A new schedule reference has been introduced, which should be used for any claims related to this schedule that start on or after 01/04/2017:

Format: **NANNNA/CCMH2014/20**

The schedule reference reported at submission header level will continue to be NANNNA/CIVIL

**2.1.5** 2015 Standard Civil Contract (Action against the Police etc., Public Law and Clinical Negligence)

A new schedule reference has been introduced, which should be used for any claims related to this schedule that start on or after 01/04/2017:

Format: **NANNNA/SCC/21**

The schedule reference reported at submission header level will continue to be NANNNA/CIVIL

## 2.1.6 2016 Standard Civil Contract (Welfare Benefits)

A new schedule reference will be introduced, which should be used for any claims related to this schedule that start on or after 01/04/2017:

Format: NANNNA/WB2016/19

The schedule reference reported at submission header level will continue to be NANNNA/CIVIL

## 2.2 New version v1.20 of the Bulk Load spreadsheet is now available

A new version of the bulkload spreadsheet is now available for you to download on Gov.UK

The new version has been amended to allow Pre Charge Bail matters to be reported.

If you use the bulkload spreadsheet we would encourage you to use version v1.20 for all civil and crime LAA Online submissions made from now on.

Please note if you use a case management system this does not apply to you.

### How to access version v1.20

Version v1.20 is now available on our website [here](#)

## 3 - FURTHER INFORMATION

If you would like more information the following support is 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](mailto: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/submit-a-contracted-work-and-administration-cwa-claim-online#amendments-to-submitted-claims>

**Reconciliation Team** – [reconciliation@legalaid.gsi.gov.uk](mailto:reconciliation@legalaid.gsi.gov.uk)

- When will I be paid and how much?

**LAA Online Support Team** – [online-support@legalaid.gsi.gov.uk](mailto:online-support@legalaid.gsi.gov.uk)

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