



Legal Aid  
Agency

## **Contracted Work & Administration (CWA)**

### **User Guide for Providers**

#### **Section 2: Submissions**

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## Introduction

### Reporting Completed Outcomes

Each month you must report all completed Civil, Crime and/or Mediation outcomes in a submission to the LAA. This submission will trigger your firm's standard monthly payment.

If you have no work to report, you must still complete a monthly submission. This is referred to as a 'nil submission'.

There are 2 methods of reporting the outcomes to the LAA:

1. Entering the outcomes directly into Contracted Work & Administration (CWA) line by line.
2. Bulk uploading the outcomes into CWA.

Please refer to the Bulk Load Submissions User Guide for instructions on how to Bulk Load. You can find this and quick guides for line by line entry and nil submissions at the following location:

<https://www.gov.uk/government/publications/cwa-detailed-user-guides>

### Submission Periods

Each month of your contract has corresponding submission period on CWA, during which you will enter your civil/criminal billing data for that month. The name of a submission period is composed of the month and year, e.g. DEC-2012.

There are 5 rules when completing a submission:

1. You cannot begin entering outcomes for submission online until the first day of the month named in the submission period. For example, you could begin entering data for the DEC-2012 submission on the 1<sup>st</sup> December 2012.
2. Submissions are made one month in arrears; e.g. the submission for DEC2012 cannot be submitted until January 2013.

3. The deadline is the 20<sup>th</sup> (for Civil and Crime) of every month, therefore you would have from the 1<sup>st</sup> - 20<sup>th</sup> of January 2013 to submit the DEC-2012 submission. You cannot start entering data for a new submission period until the previous period has been completed, so DEC-2012 must be done before JAN-2013 can be started.
4. Once a submission has been completed and submitted, no new outcomes can be added to it.

We strongly recommend that you do not wait until the deadline date to complete your submission.

### **Policy Guidance**

Please refer to the Guidance for reporting controlled work (Civil) and Guidance for reporting Crime Lower work found on the Gov.uk website for policy guidance on making your submission.

## **The Submission Process**

In CWA, submissions are made in the Activity Management area of the system.

There are 3 steps to the Submission Process:

- Step 1 - Submission Details
- Step 2 - Submission Review
- Step 3 - Submission Summary

Even if you have no outcomes or New Matter Starts (Legal Help or Mediation only) to report, you must still complete steps 1 to 3 to trigger your Standard Monthly Payment and to make sure subsequent submission periods are available for you to fill in.

### **Additional Information Required at Step 3**

For Legal Help and Mediation Schedules the number of New Matter Starts for that period must be entered at Step 3.

Immigration providers must report their CLR data at Step 3.

### **What happens next?**

Once you have completed the submission process, your submission will be processed by the LAA. You will be notified on the status of the submission after processing; this will either be Successful or Rejected.

### **Submission History**

You can view the previous submissions for your firm. This will also show any amendments that have been made, post submission by the LAA.



## **User Roles for Submissions**

CWA users must be logged in as an Activity Reporter (AR) or an Activity Reporter Manager (ARM) to be able to process a submission. If you do not have access to the relevant role, please contact the CWA Firm Sysadmin user for your firm.

An AR can carry out the same tasks as the ARM, with one exception:

- The ARM is the only user who can perform the final submission to the LAA (Step 3 of the Submission Process). Both roles can also access previous submissions.

Note that due to the similarity of these user roles no user should be given both AR and ARM, as this can lead to confusion at the point of submitting.

The Firm Manager and Office Manager roles can access Previous Submissions.

# Navigating Activity Management

## Introduction

In this section we will look at navigating the Activity Management screens in CWA:

- Bulk Load
- Submission List
- Previous Submissions

Each screen will be covered in more detail later on in this User Guide.

## Locating the Activity Management Screens

To access the Activity Management screens, click on the Activity Management tab.



## Activity Management Menu

The first screen is Bulk Load. You can perform a bulk load of outcomes here by browsing for the relevant file. This is covered in detail in the Bulk Load Submissions User Guide.



The other main screens can be accessed from the **Activity Management Menu Bar**.

## Submission List

Submission List displays all of the available submission periods for your firm that your user rights allow you to access.

In CWA Civil submissions are shown as Legal Help, Crime submissions are shown as Crime Lower, Mediation submissions are shown as Mediation.

LAA Online

Home Logout Preferences

Bulk Load Submission List Previous Submissions

Printable Page Export

**Submission List**

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Firm Name TRAINING & CO

List of current Submissions

Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Status	Update
0A101K	TRAINING & CO	CRIME LOWER	APR-2013	CDS/0A101K/11	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	APR-2013	0A101K/CIVIL	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	SEP-2008	0A101K/9	INCOMPLETE	

Printable Page Export

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You can choose to **update a submission** when you are ready to start entering outcomes for that specific submission period.

If the submission period that you require is not displayed then you may need to complete a nil submission to roll your submission periods forward. Nil submissions are covered in a separate section of this guide.

## Step 1 – Submission Details

There are 3 steps to the Submission Process.

**Step 1** is Submission Details - you will add and modify outcomes here.

The screenshot displays the 'Submission Details' page. At the top, there are navigation tabs: 'Home', 'Activity Management', and 'Outcomes'. Below this, there are sub-navigation tabs: 'Submission Details', 'Submission Review', and 'Submission Summary'. The main content area is titled 'Submission Details' and contains several sections:

- Submission Information:** Firm Name: TRAINING & CO, Account Number: 0A101K, Office: TRAINING & CO. Submission Period: APR-2013, Schedule/Submission Reference: 0A101K/CIVIL, Submission Type: LEGAL HELP.
- Outcome List:** A table with columns: Case Reference, UEN, UCR, Client Forename, Client Surname, Matter Type, Stage Reached, Outcome for Client, Value, Exc., Status, and Edit. Two rows are visible: 'me 02' and 'me 01'. The 'me 01' row is highlighted.
- Navigation:** Buttons for 'Outcome Pricing Details', 'Printable Page', 'Export', 'Step 1 of 3', 'Next', and 'Save'. The 'Next' button is highlighted with a red box.

In the example above an outcome has already been entered.

Click on the **Next** button to move to Step 2.

## Step 2 – Submission Review

**Step 2** is the **Submission Review**. Here you can view a summary of the outcomes that have been entered.

If you need to modify an outcome you can return to Step 1 by clicking on the **Back** button, or to continue to Step 3 click the **Next** button again.

The screenshot displays the 'Submission Review' interface. At the top, there are navigation tabs: 'Submission Details', 'Submission Review' (which is highlighted), and 'Submission Summary'. Below the tabs, there is a 'Submission Review' section with several buttons: 'Outcome Pricing Details', 'Printable Page', 'Export', 'Back', 'Step 2 of 3', 'Next', and 'Save'. The 'Back' and 'Next' buttons are highlighted with red boxes. Below the buttons, there is a summary of submission details:

Firm Name	TRAINING & CO	Submission Period	APR.2013
Account Number	0A101K	Schedule/Submission Reference	0A101K/CIVIL
Office	TRAINING & CO	Submission Type	LEGAL HELP

Below the details, there is a 'Summary' section with a table of metrics:

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Counsel Costs	Total Reported Costs
--------------------	-----------------------------	-----------------------------------	------------------------------	----------------------

## Step 3 – Submission Summary

Step 3 is the Submission Summary.

The submission details are displayed. A final check should be made before clicking on Submit.

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LAA Online

Home Logout Preferences

Bulk Lead | Submission List | Previous Submissions

Home Activity Management

Submission Details Submission Review Submission Summary

Submission Summary

CLR Information Outcome Pricing Details Printable Page Export Back Step 3 of 3 Save

Firm Name TRAINING & CO  
Account Number 0A101K  
Office TRAINING & CO

Submission Period APR-2013  
Schedule/Submission Reference 0A101K/CIVIL  
Submission Type LEGAL HELP

Summary

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Counsel Costs	Total Reported Costs
--------------------	-----------------------------	-----------------------------------	------------------------------	----------------------

For Legal Help and Mediation schedules, the number of New Matter Starts will also be entered at Step 3.

Immigration providers must enter their CLR data at step 3.

## **Previous Submissions**

The submission history can be accessed in Previous Submissions. The Previous Submission option is available from the menu bar.

You can perform a search for previous submissions by entering search criteria.



# Step 1 - Entering Civil Claim Data

## Introduction

In this section we will look at entering Civil (Legal Help) outcome data into CWA.

Outcome data must be entered against a specific submission. The submission list is located in the Activity Management section.

Click on the Activity Management Tab.



Select Submission List from the menu bar.



## Submission List

Submission List displays the current submissions for the offices and schedules that you are allowed to report against. You must locate the correct submission period and schedule to enter the data.

LAA Online

[Home](#) [Logout](#) [Preferences](#)

[Bulk Load](#) | [Submission List](#) | [Previous Submissions](#)


[Home](#) [Activity Management](#)

### Submission List

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Firm Name **TRAINING & CO**

List of current Submissions

Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Status	Update
0A101K	TRAINING & CO	CRIME LOWER	APR-2013	CDS/0A101K/11	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	APR-2013	0A101K/CIVIL	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	SEP-2008	0A101K/9	INCOMPLETE	

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## Entering an Outcome

Once you have identified the correct submission from the list, click on the Update button for that submission.

You will be taken to the Submission Details screen (Step 1 of the Submission process). Submission details displays information about the current submission. It shows a list of the outcomes included in the submission and gives you the ability to add a new outcome. Click on the Add Outcome button.

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**LAA Online** [Home](#) [Logout](#) [Preferences](#)

[Activity Management](#) [Reports](#) [Workflow](#)

[Bulk Load](#) [Submission List](#) [Previous Submissions](#)

[Submission Details](#) [Submission Review](#) [Submission Summary](#)

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**Submission Details**

[Outcome Pricing Details](#) [Printable Page](#) [Export](#) [Step 1 of 3](#) [Next](#) [Save](#)

Firm Name: TESTING & CO  
 Account Number: 0A093B  
 Office: TESTING & CO

Submission Period: APR-2013  
 Schedule/Submission Reference: 0A093B/CIVIL  
 Submission Type: LEGAL HELP

Outcome List

[Add Outcome](#)

Select Case Reference	UFN	UCN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Esc...	Status	Edit
No results found.											

[Return to Submission Search](#)

[Outcome Pricing Details](#) [Printable Page](#) [Export](#) [Step 1 of 3](#) [Next](#) [Save](#)

## Outcome Details

You will be taken to the Outcome Details form.

Please refer to the Guidance for reporting controlled work (Civil), on the Gov.uk website when completing this online form. This guidance includes a description of the fields that you are required to complete for each Civil Fee Scheme and the codes that you should use.

## Matter Type

You must first locate the Matter Type code for the outcome.

The Matter Type combines two codes. If you know the codes you can type them directly into the Matter Type field.

Alternatively click on the  icon to search for the codes.

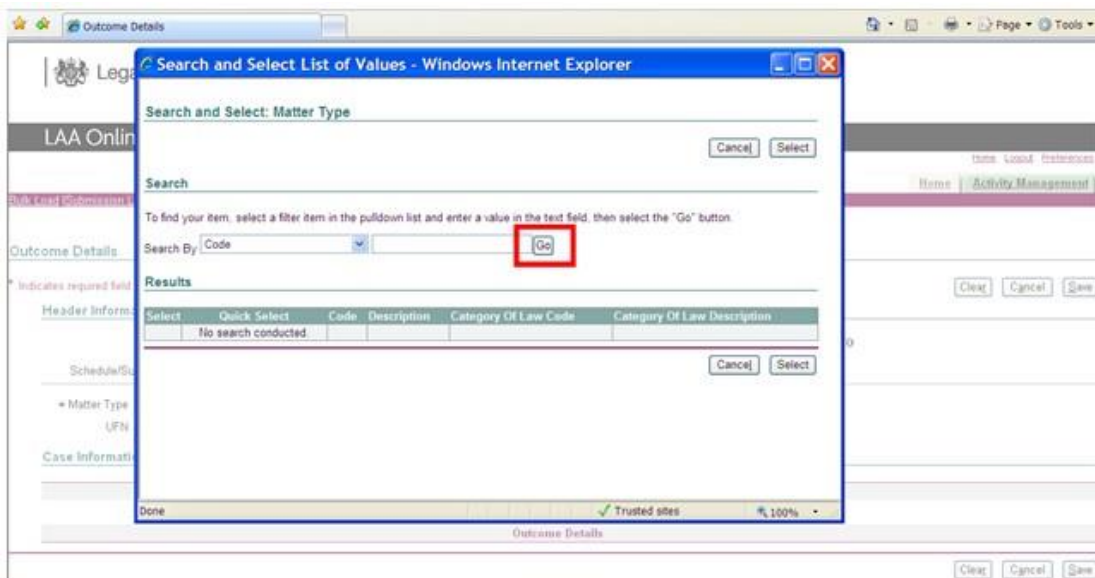
If you enter the codes directly into the field, they must be separated by a colon e.g. FAMY: FMEC.

## Matter Type Search

You can search for the Matter Type by Code, Description, Category of Law Code or Category of Law Description. Change the option using the drop down menu.

The quickest way is to search by code. If you know the first code, type it into the search field and click Go. The search results will show all of the possible code combinations starting with this code.

To view all of the codes (alphabetical order i.e. AASS: ACOM), just click **Go**.



The search results will be displayed. A description of the code and the associated Category of Law are displayed.

**Click** on the Quick Select link for the code you require.

**Search and Select: Matter Type**

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Code	Description	Category Of Law Code	Category Of Law Description
<input type="radio"/>	<a href="#">Quick Select</a>	FAMY.FMEC	Advice in support of Family Mediation:Where the client is seeking advice in connection with mediation - children	MAT	Family
<input type="radio"/>	<a href="#">Quick Select</a>	FAMY.FMEF	Advice in support of Family Mediation:Where the client is seeking advice in connection with mediation - finance	MAT	Family
<input type="radio"/>	<a href="#">Quick Select</a>	FAMY.FMEA	Advice in support of Family Mediation:Where the client is seeking advice in connection with mediation - all issues	MAT	Family

## Case Information

The Case Information screen is displayed. Some fields are generic and some are specific to the Matter Type that you have selected.

Matter Types are linked to one of the Civil Fee Schemes: TFF Replacement, Family Help, Mental Health or Immigration. The non-generic fields are linked to these fee schemes. The Guidance for reporting controlled work (Civil) includes a description of each field.

Enter the required data for the Matter Type you selected.

Fields marked with an asterisk  are mandatory.

Note:

- All costs fields are excluding VAT. A VAT Indicator is available to confirm if VAT should be applied to the Profit, Counsel and Travel and Waiting costs. For Disbursements, the VAT amount should be entered in the Disbursements VAT amount field if applicable.
- If there are no costs to report, enter 0 in the field.
- When you select the Stage Reached code for the outcome, the screen will be refreshed and you will be taken back to the top of the form. The refresh occurs so that the system can generate the relevant Outcome for client codes. These are determined by the Stage Reached code that you just selected.

## Saving the Outcome

Click Save once you have completed the form. At this point the system will perform a check on the data that you have entered.

The screenshot shows a web-based form titled "Outcome Details". The form contains the following fields and options:

- Profit and Counsel VAT Indicator: Y-Yes (dropdown)
- London Rate: N-No (dropdown)
- Travel and Waiting costs excluding VAT: 10.00 (text input)
- Value of Costs/Damages awarded: (text input)
- Local Authority number: (text input)
- Client Type: (dropdown)
- Stage Reached: (dropdown)
- Outcome for client: FS-Client participated in mediation and no settlement reached (dropdown)
- Case stage(s) / level(s): FPL20-Mediation 2 (dropdown)
- Exemption Criteria Satisfied: (dropdown)
- Exceptional Case Funding Reference: (text input)
- Transfer Date: (text input)

At the bottom of the form, there are four buttons: "Printable Page", "Clear", "Cancel", and "Save". The "Save" button is highlighted with a red rectangular box.

If there is any invalid data, an error message will appear at the top of the screen to explain the changes that you need to make. Rectify the errors and click Save again.

If any of the reported costs are over £3000, a warning message will appear at the top of the screen. If the figures are correct, click Save again to continue.

If there are no errors you will be directed back to the Submission Details screen.



## Submission Details

The Submission Details screen displays a summary of the outcome you have entered, including the value that has been calculated.

You have the option to edit/delete the outcome if you have made an error.

The screenshot shows the 'Submission Details' screen. At the top, there are navigation tabs: 'Home', 'Activity Management', and 'Orders'. Below this, there are sub-tabs: 'Submission Details', 'Submission Review', and 'Submission Summary'. The main content area is titled 'Submission Details' and includes a 'Return to Submission List' link. Below this, there are buttons for 'Outcome Pricing Details', 'Printable Page', 'Export', 'Step 1 of 3', 'Next', and 'Save'. The submission information is as follows:

Firm Name	TRAINING & CO	Submission Period	APR 2013
Account Number	0A101K	Schedule/Submission Reference	0A101K/CIVIL
Office	TRAINING & CO	Submission Type	LEGAL HELP

Below the submission information, there is an 'Outcome List' section with buttons for 'Select Object', 'Delete', 'Get Price', and 'Add Outcome'. There are also links for 'Select All' and 'Select None'. The table below shows the following data:

Select	Client Reference	M/N	I/CN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Esc.	Status	Edit
<input type="checkbox"/>	mw 01	010413/111	14011952/M/POSI	Me 02	Positive	FAMY FMEF	FS	FS	£ 240.00			
<input type="checkbox"/>	AAP 50	010413/116	16011952/E/POSI	Extra	Positive	AHRA/AMM	AB	AB	£ 429.30			
<input type="checkbox"/>	mw 04	010413/114	14011955/M/POSI	ME 05	Positive	FAMY FMEF	FB	FB	£ 420.00			
<input type="checkbox"/>	mw 05	010413/115	14011956/M/POSI	ME 08	Positive	FAMY FMEA	FS	FS	£ 420.00			
<input type="checkbox"/>	mw 02	010413/112	14011953/M/POSI	ME 03	Positive	FAMY FMEA	FB	FB	£ 429.00			
<input type="checkbox"/>	mw 03	010413/113	14011954/M/POSI	ME 04	Positive	FAMY FMEC	FB	FB	£ 180.00			

At the bottom of the table, there are buttons for 'Outcome Pricing Details', 'Printable Page', 'Export', 'Step 1 of 3', 'Next', and 'Save'. The page footer indicates 'Powered by: 100% Oracle 4.0 (with reserved) - Oracle WebCenter'.

To view a breakdown of the value, click on the Outcome Pricing Details button. Refer to the Outcome Pricing Details section of this guide for more information.

If the case meets the criteria to be treated as an Escape Fee case then a flag will be displayed in the Esc column. The LAA will complete a separate assessment of Escape Fee cases.

To enter more outcomes for this period, click on Add Outcome. Once all of the outcomes have been entered, move to Step 2 of the process.

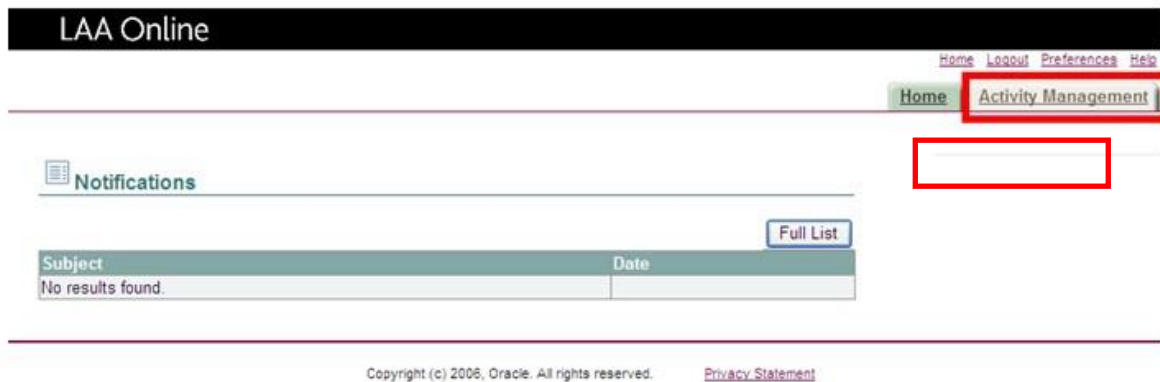
## Step 1 - Entering Criminal Claim Data

### Introduction

In this section we will look at entering Criminal (Crime Lower) outcome data into CWA.

Outcome data must be entered against a specific submission. The submission list is located in the Activity Management section.

**Click** - on the Activity Management tab.

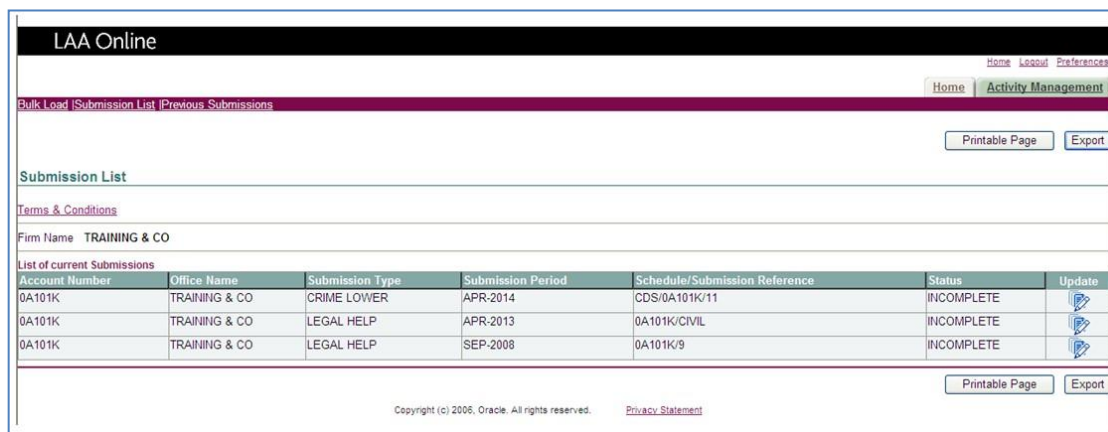


**Select Submission List from the menu bar.**



## Submission List

Submission List displays the current submissions for the offices and schedules that you are allowed to report against. You must locate the correct submission period to enter the data.

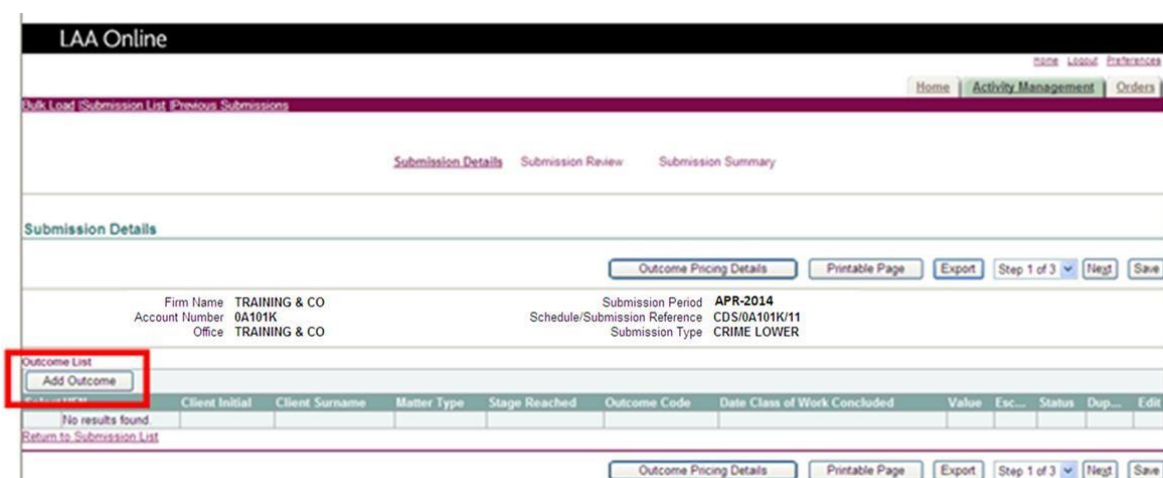


## Entering an Outcome

Once you have identified the correct submission from the list, click on the Update button for that submission.

You will be taken to the Submission Details screen (Step 1 of the Submission process).

Submission details displays information about the current submission. It shows a list of the outcomes included in the submission and gives you the ability to add a new outcome. **Click** on the Add Outcome button.

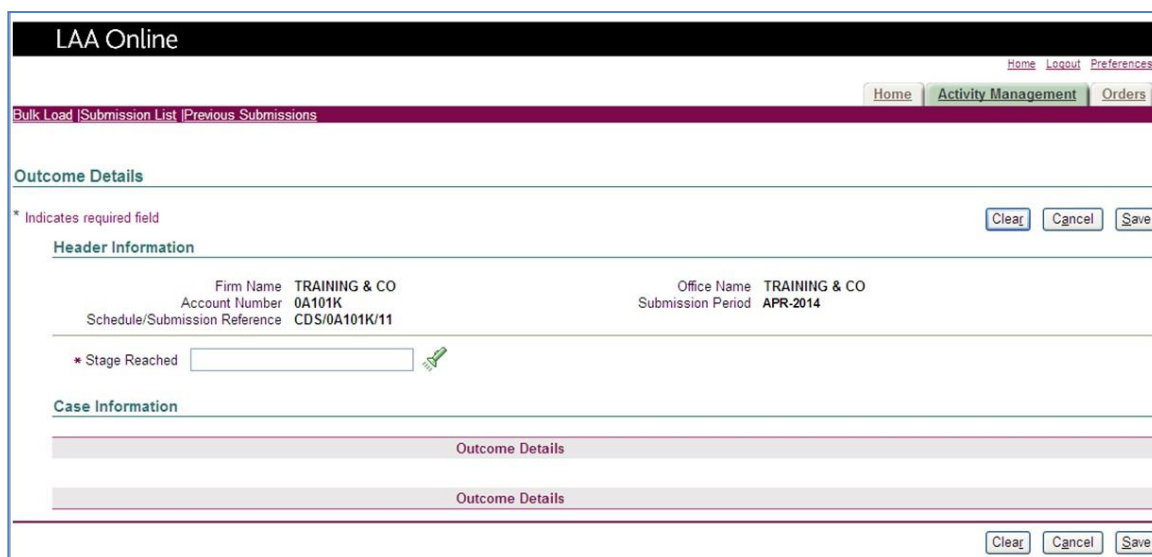


## Outcome Details

You will be taken to the Outcome Details Monthly Crime Lower Submissions

Please refer to the Guidance for reporting Crime Lower work on the Gov.uk website when entering Criminal Claim Data. This guidance includes a description of each field that you are required to complete and the codes that you should use.

Please note that the information in this section is correct for all work reported after 1<sup>st</sup> August 2008.



The screenshot shows the 'LAA Online' interface. At the top, there is a navigation bar with 'Home', 'Activity Management', and 'Orders' buttons. Below this is a breadcrumb trail: 'Bulk Load | Submission List | Previous Submissions'. The main heading is 'Outcome Details'. A legend indicates that an asterisk (\*) denotes a required field. The form contains several sections:


- Header Information:** A table with the following data:

Firm Name	TRAINING & CO	Office Name	TRAINING & CO
Account Number	0A101K	Submission Period	APR-2014
Schedule/Submission Reference	CDS/0A101K/11		
- \* Stage Reached:** A text input field with a magnifying glass icon to its right.
- Case Information:** Two rows, each with a shaded background and the text 'Outcome Details'.

At the bottom right of the form, there are 'Clear', 'Cancel', and 'Save' buttons.

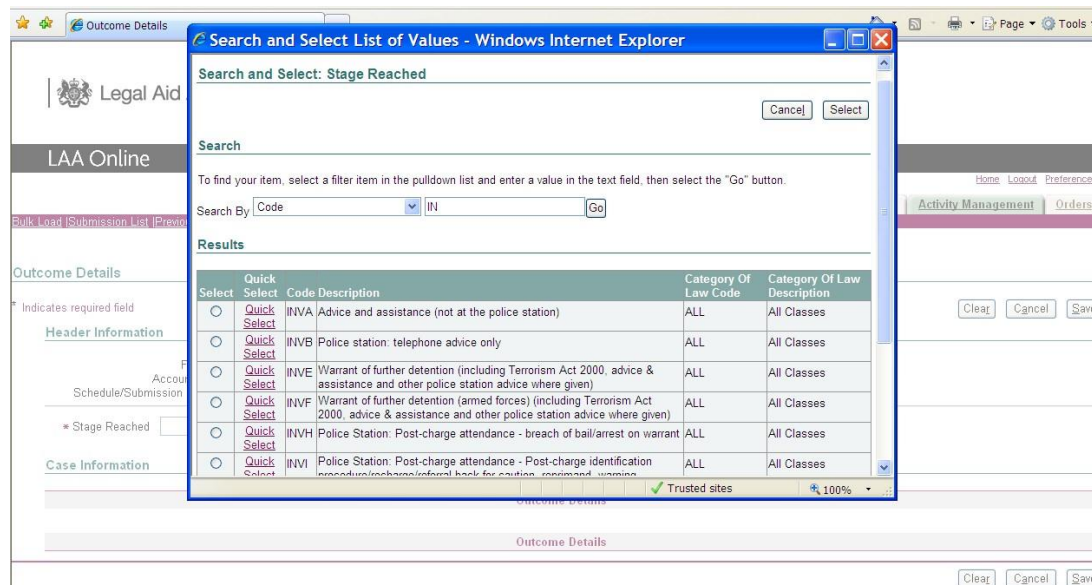
## Stage Reached Code

You must first locate the Stage Reached code for the outcome. If you know the code, you can type it directly into the Stage Reached field.

Alternatively click on the  icon to search for the code.

## Searching for the Stage Reached Code

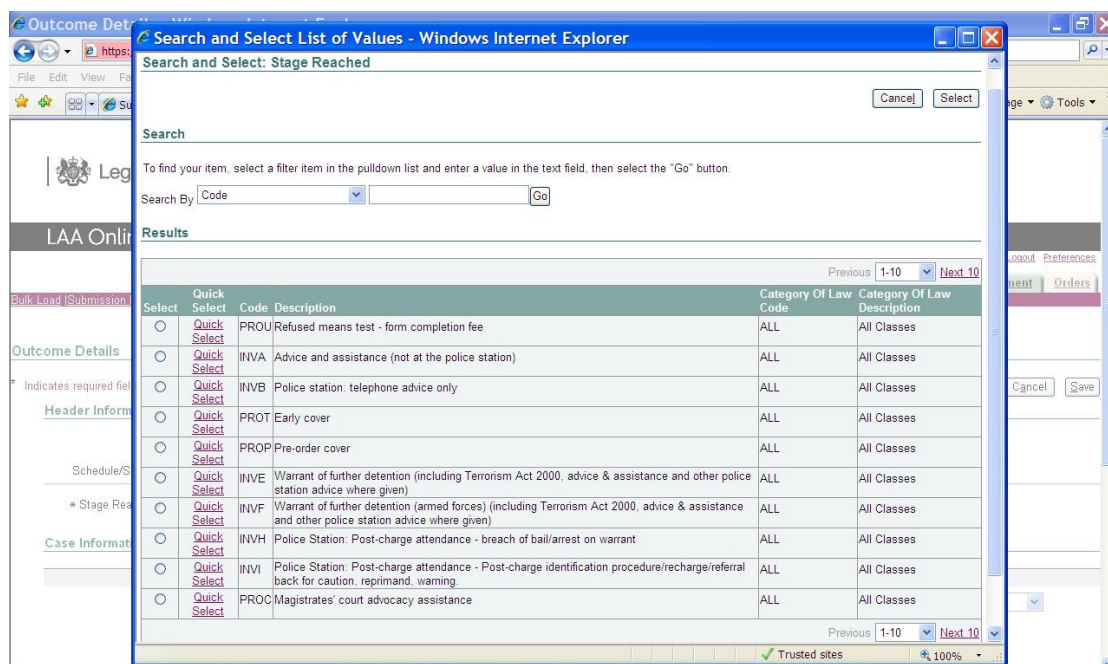
You can search for the Stage Reached Code by its Code or Description. Change the option using the drop down menu. The quickest way is to search by code - if you type in part of the code, all codes matching will be displayed as below.



Enter the search criteria and click on Go. The search results will be displayed.

Click on the purple Quick Select link for the code you require.

Alternatively click Go to view all of the codes - (i.e. PROU, INVA, INVB, PROT etc).



## Case Information

The Case Information screen is displayed. Some fields are generic and some are specific to the Stage Reached code that you selected.

The Guidance for reporting Crime Lower work includes a description of each field.

The screenshot shows the LAA Online interface for Case Information. The form is divided into several sections:

- Header Information:** Firm Name (TRAINING & CO), Account Number (0A101K), Office Name (TRAINING & CO), Submission Period (APR-2014).
- Stage Reached:** INVC (with a green checkmark icon) and Police station: attendance.
- Case Information:**
  - UFN: 040414/001
  - Client Initial: A
  - Client Surname: Bcd
  - Gender: M-Male
  - Ethnicity: 01-White British
  - Disability: NCD-Not Considered Disabled
  - Profit costs excluding VAT: 213.35
  - Travel costs excluding VAT: 0.00
  - Waiting costs excluding VAT: 0.00
  - VAT Indicator: No
  - Matter Type: 8-Fraud and forgery and other offences of dis...
  - Outcome Code: C108-Fixed penalty notice
  - Date Class of Work concluded: 16-Apr-2014
  - No of suspects/defendants: 1
  - No of Police Station/court attendances: 1
  - Police Station / Court identifier: HE007
  - Police Scheme Id: 1002
  - Duty Solicitor: No
  - Youth Court: No

Enter the required data for the stage reached code you selected. Fields marked with an asterisk are mandatory.

Note:

- The cost fields are excluding VAT. A VAT Indicator is available to confirm if VAT should be applied to the Profit, Travel and Waiting Costs. For Disbursements the VAT amount should be entered in the Disbursements VAT Amount field if applicable.
- If there are no costs to report, enter 0 in the field.

**When you select the Matter Type code for the outcome, the screen will be refreshed and you will be taken back to the top of the form. The refresh occurs so that the system can generate the relevant Outcome codes. These are determined by the Matter Type code that you just selected.**

## Saving the Outcome

Click Save once you have completed the form. At this point the system will perform a check on the data that you have entered.

Outcome Details

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If there is any invalid data, an error message will appear at the top of the screen to explain the changes that you need to make. Rectify the errors and click Save again.

If any of the reported costs are over £3000, a warning message will appear at the top of the screen. If the figures are correct, click Save again to continue.

If there are no errors you will be directed back to the Submissions Details screen.

## Submission Details

The Submission Details screen displays a summary of the outcome you have entered, including the value that has been calculated.

You have the option to edit/delete the outcome if you have made an error.

Legal Aid Agency

LAA Online

Home Logout Preferences

Bulk Lead | Submission List | Previous Submissions

Home Activity Management Orders

Submission Details Submission Review Submission Summary

Submission Details

Return to Submission List Outcome Pricing Details Printable Page Export Step 1 of 3 Next Save

Firm Name TRAINING & CO  
 Account Number 0A101K  
 Office TRAINING & CO

Submission Period APR-2014  
 Schedule/Submission Reference CDS/0A101K/11  
 Submission Type CRIME LOWER

Outcome List

Select Object: Delete Get Price Add Outcome

Select All Select None

Select	UFN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	Edit
<input type="checkbox"/>	010414/001	X	Yza	1	INVC	CN01	06-APR-2014	£ 135.96				
<input type="checkbox"/>	040414/001	A	Bcd	8	INVC	CN08	16-APR-2014	£ 135.96				

Outcome Pricing Details Printable Page Export Step 1 of 3 Next Save

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To view a breakdown of the value, click on the Outcome Pricing Details button. Refer to the Outcome Pricing Details section of this guide for more information.

If the case meets the criteria to be treated as an Escape Fee cases then a flag will be displayed in the Esc column. The LAA will complete a separate assessment of the Escape Fee cases.

To enter more outcomes for this period, click on Add Outcome. Once all of the outcomes have been entered, move to Step 2 of the process by clicking the Next button.



# Step 1 - Entering Mediation Claim Data

## Introduction

In this section we will look at entering Mediation outcome data into CWA.

Outcome data must be entered against a specific submission. The submission list is located in the Activity Management section.

Click on the Activity Management Tab.



Select Submission List from the menu bar.



## Submission List

Submission List displays the current submissions for the offices and schedules that you are allowed to report against. You must locate the correct submission period and schedule to enter the data.

The screenshot shows a web application interface for 'Submission List'. At the top right, there are navigation tabs: 'Home', 'Activity Management', and 'Orders'. Below the navigation, there are links for 'Bulk Lead', 'Submission List', and 'Previous Submissions'. On the right side, there are buttons for 'Printable Page' and 'Export'. The main content area is titled 'Submission List' and includes a link for 'Terms & Conditions'. Below this, the 'Firm Name' is listed as 'TRAINING & CO'. A section titled 'List of current Submissions' contains a table with the following data:

Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Status	Update
0A101K	TRAINING & CO	LEGAL HELP	AUG-2008	0A101K0	INCOMPLETE	
0A101K	TRAINING & CO	MEDIATION	JAN-2015	010A101K/MEDI1010	INCOMPLETE	

At the bottom of the page, there is a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.' and a link for 'Privacy Statement'. On the right side, there are buttons for 'Printable Page' and 'Export'.

## Entering an Outcome

Once you have identified the correct submission from the list, click on the Update button for that submission.

You will be taken to the Submission Details screen (Step 1 of the Submission process). Submission details displays information about the current submission. It shows a list of the outcomes included in the submission and gives you the ability to add a new outcome. Click on the Add Outcome button.

Home | **Activity Management** | Orders

[Back Lead](#) | [Submission List \(Previous Submissions\)](#)

[Submission Details](#) | [Submission Review](#) | [Submission Summary](#)

[Outcome Pricing Details](#) | [Printable Page](#) | [Export](#) | Step 1 of 3 | [Next](#) | [Save](#)

Firm Name: TRAINING & CO  
 Account Number: 06757K  
 Office: TRAINING & CO

Submission Period: JAN-2015  
 Schedule/Submission Reference: 0108A101KCMEDI1010  
 Submission Type: MEDIATION

Outcome List

[Add Outcome](#)

Select U/F	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	Edit
No results found.											

[Return to Submission List](#)

[Outcome Pricing Details](#) | [Printable Page](#) | [Export](#) | Step 1 of 3 | [Next](#) | [Save](#)

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## Outcome Details

You will be taken to the Outcome Details form.

Please refer to the Guidance for reporting controlled work (Mediation), on the Gov.uk website when completing this online form. This guidance includes a description of the fields that you are required to complete for each Mediation work type and the codes that you should use.

Outcome Details

\* Indicates required field

Header Information

Firm Name TRAINING & CO  
Account Number QA101K  
Schedule/Submission Reference 010A101K/MEDI1010

Office Name TRAINING & CO  
Submission Period JAN-2015

Work Type UFN

Case Information

Outcome Details

Outcome Details

Clear Cancel Save

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## Work Type

You must first locate the Work Type code for the outcome.

The Work Type combines two codes. If you know the codes you can type them directly into the Work Type field.

Alternatively click on the  icon to search for the codes.

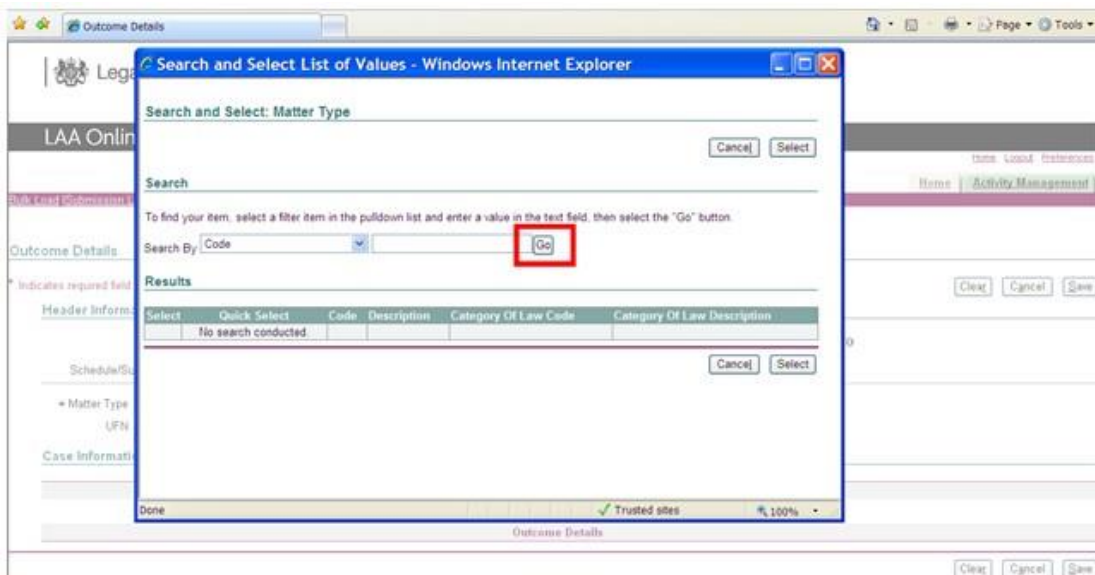
If you enter the codes directly into the field, they must be separated by a colon  
e.g. MEDI: MDPC.

## Work Type Search

You can search for the Work Type by Code, Description, Category of Law Code or Category of Law Description. Change the option using the drop down menu.

The quickest way is to search by code. If you know the first code, type it into the search field and click **Go**. The search results will show all of the possible code combinations starting with this code.

To view all of the codes (alphabetical order i.e. AASS: ACOM), just click **Go**.



The search results will be displayed. A description of the code and the associated Category of Law are displayed.

Click on the Quick Select link for the code you require.

Search and Select: Work Type Cancel Select

---

Search Cancel Select

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Code

**Results**

Select	Quick Select	Code	Description	Category Of Law Code	Category Of Law Description
<input type="radio"/>	<a href="#">Quick Select</a>	MEDI MDPS	Mediation - Property & Finance Sole	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	MEDI MDPC	Mediation - Property & Finance Co	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	MEDI MDAC	Mediation - All Issues Co	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	MEDI MDAS	Mediation - All Issues Sole	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	MEDI MDCC	Mediation - Child Only Co	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	MEDI MDCS	Mediation - Child Only Sole	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	ASSM ASSA	Assessment meeting - Alone	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	ASSM ASST	Assessment meeting - Together	MEDI	Mediation
<input type="radio"/>	<a href="#">Quick Select</a>	ASSM ASSS	Assessment meeting - Separate	MEDI	Mediation

Cancel Select

## Case Information

The Case Information screen is displayed. Some fields are generic and some are specific to the Work Type that you have selected.

The screenshot shows the 'Case Information' section of the 'Outcome Details' form. The 'Case Reference Number' field is highlighted with a red box and has an asterisk next to it, indicating it is a mandatory field. The form includes various other fields for client and case details, such as 'Client Forename', 'Client Surname', 'Client Date of Birth', 'UCN', 'Gender', 'Ethnicity', 'Disability', 'Client Postcode', 'Client Legally Aided', '2nd Client Forename', '2nd Client Surname', '2nd Client Date of Birth', '2nd Client UCN', '2nd Client Gender', '2nd Client Ethnicity', '2nd Client Disability', '2nd Client Postcode', '2nd Client Legally Aided', 'Unique Case Id', 'Outreach Code', 'Referral Code', 'Outcome Code', 'Number of Mediation Sessions', 'Mediation Time', 'VAT Indicator', 'Disbursements excluding VAT', 'Disbursements VAT Amount', and 'Work Concluded Date'.

Enter the required data for the Work Type you selected.

Fields marked with an asterisk  are mandatory.

Note:

- The costs fields are excluding VAT. A VAT Indicator is available for disbursements. The VAT amount should be entered in the Disbursements VAT amount field if applicable.
- If there are no costs to report, enter 0 in the field.
- The outreach code is validated against Mediation Schedule.

## Saving the Outcome

Click Save once you have completed the form. At this point the system will perform a check on the data that you have entered.



**Details**

+ 2nd Client Gender  Male

+ 2nd Client Ethnicity  White British

+ 2nd Client Disability  Not Considered Disabled

+ 2nd Client Postcode

+ 2nd Client Legally Aided  Yes

+ Unique Case Id  The UFN (i.e., Case start date and Case id) of the first attendance e.g. 06022015/004

+ Outreach Code

+ Referral Code  Referral from solicitor

+ Outcome Code  Agreement

+ Number of Mediation Sessions

+ Mediation Time

+ VAT Indicator  Yes

+ Disbursements excluding VAT

+ Disbursements VAT Amount

+ Work Concluded Date

**Details**

If there is any invalid data, an error message will appear at the top of the screen to explain the changes that you need to make. Rectify the errors and click Save again.

If there are no errors you will be directed back to the Submission Details screen.

NOTE: Where mediation has taken place at the main office an outreach code of '000' should be entered.

## Submission Details

The Submission Details screen displays a summary of the outcome you have entered, including the value that has been calculated.

You have the option to edit/delete the outcome if you have made an error.

**Submission Details**

Firm Name **TRAINING & CO**      Submission Period **JAN-2015**  
 Account Number **0A101K**      Schedule/Submission Reference **01/0A101K/MED10/10**  
 Office **TRAINING & CO**      Submission Type **MEDIATION**

**Outcome List**

Select Object:   |

|

Select	Case Reference	UFN	UCN	Client Forename	Client Surname	Matter Type	Civil Stage Reached / Mediation Referral	Outcome for Client	Value	Esc...	Status	Edit
<input type="checkbox"/>	ABC123	190115/005	01021970/S/JONE	Sarah	Jones	MEDI:MDPS	02	A	£ 729.60			

[Return to Submission List](#)

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To view a breakdown of the value, click on the Outcome Pricing Details button. Refer to the Outcome Pricing Details section of this guide for more information.

To enter more outcomes for this period, click on Add Outcome. Once all of the outcomes have been entered, move to Step 2 of the process.

## **Viewing, Modifying and Deleting Outcomes**


### **Introduction**

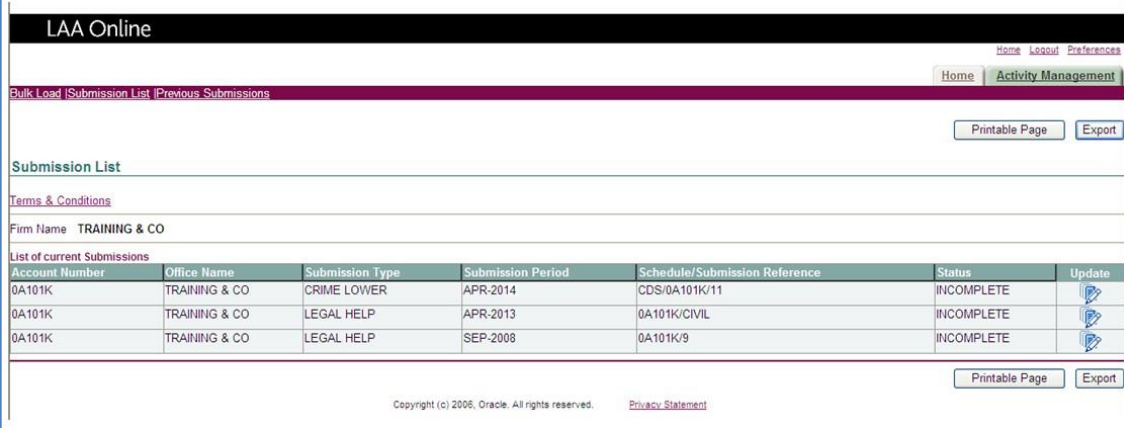
Once an outcome has been entered you can view, modify and/or delete it before submitting it to the LAA. You should ensure that the outcomes are correct before proceeding to Step 2 of the Submission Process.

Outcomes are entered against a specific submission. The submission list is located in the Activity Management section of CWA.

## Viewing and Editing Outcomes

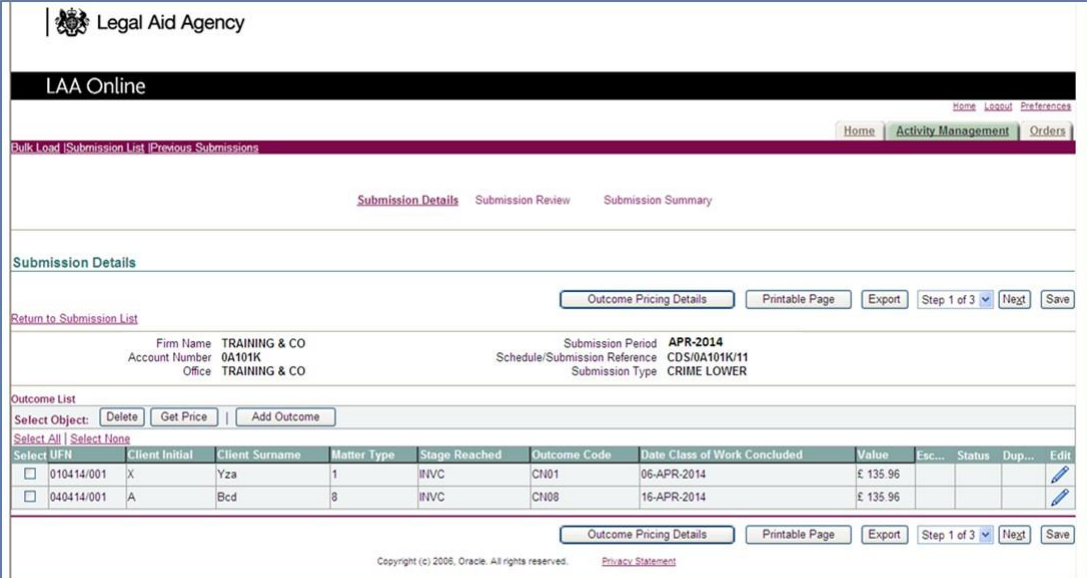
The Submission List shows the current submissions for each office in your firm. To view the outcomes that have been entered for a particular

submission, click on the Update icon for that submission period. 




Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Status	Update
0A101K	TRAINING & CO	CRIME LOWER	APR-2014	CDS/0A101K/11	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	APR-2013	0A101K/CIVIL	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	SEP-2008	0A101K/9	INCOMPLETE	

You will be taken to the Submission Details screen. A summary of the outcomes that have been entered are displayed. You may need to scroll down the screen to view all the outcomes.



Select UFN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	Edit
<input type="checkbox"/> 010414/001	X	Yza	1	IVC	CN01	06-APR-2014	£ 135.96				
<input type="checkbox"/> 040414/001	A	Bcd	8	IVC	CN08	16-APR-2014	£ 135.96				

The final column in the Outcome list is Edit. To view the full outcomes details, click on the Edit icon: 

The Outcome Details screen will be displayed. You will need to scroll down the screen to view all of the fields.

The screenshot displays the 'Outcome Details' form. At the top, there are buttons for 'Printable Page', 'Clear', 'Cancel', and 'Save'. Below this is the 'Header Information' section, which includes fields for Firm Name (TRAINING & CO), Account Number (0A101K), Schedule/Submission Reference (CDS/0A101K/11), Office Name (TRAINING & CO), and Submission Period (APR-2014). A 'Stage Reached' field is set to 'INVC' with a green checkmark, and a 'Police station: attendance' field is also present. The 'Case Information' section is titled 'Outcome Details' and contains two columns of fields. The left column includes UFN (100314/001), Client Initial (A), Client Surname (Bcd), Gender (M-Male), Ethnicity (01-White British), Disability (NCD-Not Considered Disabled), Profit costs excluding VAT (213.35), Travel costs excluding VAT (0.00), Waiting costs excluding VAT (0.00), and VAT Indicator (Yes). The right column includes Matter Type (8-Fraud and forgery and other offences of dishonesty not otherwise categorised), Outcome Code (CN08-Fixed penalty notice), Date Class of Work concluded (27-Mar-2014), No of suspects/defendants (1), No of Police Station/court attendances (1), Police Station / Court identifier (NE007), Police Scheme Id (1002), Duty Solicitor (No), and Youth Court (No). Green checkmarks are visible next to the Police Station / Court identifier and Police Scheme Id fields.

You can modify any of the fields as required. If you do not wish to modify the outcome, click Cancel to return to the Submission Detail screen.

Please note that if you change the **Matter Type** code for Civil outcomes or the Stage Reached code for Crime outcomes or the **Work Type** code for Mediation outcomes, then you may need to complete some new fields on the form that are specific to that code.

Make the required changes to the outcome and click on the Save button.

You will be returned to the Submission Details screen. The outcome you have just edited will have moved to the top of the list.

If the change impacts on the Value, a new Value will have been calculated.

**Submission Details**

Step 1 of 3

[Return to Submission List](#)

Firm Name <b>TRAINING &amp; CO</b>	Submission Period <b>APR-2014</b>
Account Number <b>0A101K</b>	Schedule/Submission Reference <b>CDS/0A101K/11</b>
Office <b>TRAINING &amp; CO</b>	Submission Type <b>CRIME LOWER</b>

Outcome List

Select Object:

[Select All](#) | [Select None](#)

Select	UFN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	Edit
<input type="checkbox"/>	010414/001	X	Yza	1	INVC	CN01	06-APR-2014	£ 135.96				
<input type="checkbox"/>	040414/001	A	Bcd	8	INVC	CN08	16-APR-2014	£ 135.96				

Step 1 of 3

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## Deleting Outcomes

If you realise you have entered an invalid outcome you can delete it.

Click on the Select box next to the outcome(s) that you wish to delete.

Legal Aid Agency  
LAA Online

Home | Activity Management | Orders

Submission Details | Submission Review | Submission Summary

Return to Submission List

Outcome Pricing Details | Printable Page | Export | Step 1 of 3 | Next | Save

Firm Name: TRAINING & CO  
Account Number: 0A101K  
Office: TRAINING & CO

Submission Period: APR-2014  
Schedule/Submission Reference: CDS/0A101K/11  
Submission Type: CRIME LOWER

Outcome List  
Select Object: **Delete** | Get Price | Add Outcome

Select	UIN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	Edit
<input checked="" type="checkbox"/>	010414/001	X	Yza	1	INVC	CN01	06-APR-2014	£ 135.96				
<input type="checkbox"/>	040414/001	A	Bcd	8	INVC	CN08	16-APR-2014	£ 135.96				

Outcome Pricing Details | Printable Page | Export | Step 1 of 3 | Next | Save

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Click on the Delete button.

Note: If you are deleting all of the outcomes, you can select all of them in one go by clicking on Select All at the top of the Select column.

Legal Aid Agency  
LAA Online

Home | Activity Management | Orders

Warning  
Delete Selected Outcomes?

Outcome Delete Confirmation

No **Delete Selected Outcomes**

Firm Name: TRAINING & CO  
Account Number: 0A101K  
Office: TRAINING & CO

Submission Period: APR-2014  
Schedule/Submission Reference: CDS/0A101K/11  
Submission Type: CRIME LOWER

Outcome for Deletion

UIN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...
010414/001	X	Yza	1	INVC	CN01	06-APR-2014	£ 135.96			

No **Delete Selected Outcomes**

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You will be asked to confirm the deletion. Click on the Delete Selected Outcomes button to confirm the deletion or click on No to cancel the deletion.

You are returned to the Submission Details screen. The outcome has been removed from the submission.

LAA Online
Home Logout Preferences

Home Activity Management Orders

Bulk Load | [Submission List](#) | [Previous Submissions](#)

Submission Details    [Submission Review](#)    [Submission Summary](#)

---

**Submission Details**

Outcome Pricing Details    Printable Page    Export    Step 1 of 3    Next    Save

[Return to Submission List](#)

Firm Name	TRAINING & CO	Submission Period	APR-2014
Account Number	0A101K	Schedule/Submission Reference	CDS/0A101K/11
Office	TRAINING & CO	Submission Type	CRIME LOWER

**Outcome List**

Select Object:    Delete    Get Price    Add Outcome

[Select All](#) | [Select None](#)

Select	UFN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	Edit
<input type="checkbox"/>	040414/001	A	Bcd	8	INVC	CN08	16-APR-2014	£ 135.96				✎

Outcome Pricing Details    Printable Page    Export    Step 1 of 3    Next    Save

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## Step 2 and 3 – Submission Review & Summary

### Step 2 – Submission Review

Once you have completed Step 1 of the Submissions process, you should move to Step 2. Click on the Next button on the Submission Details screen.

Step 2 is the Submission Review. This screen enables you to preview the submission before submitting it to the LAA.

A **summary** table of the submission is displayed. The summary table displays the Total Reported Costs and the total Submission Value.

Legal Aid Agency  
LAA Online

Home Logout Preferences  
Home Activity Management Orders

Bulk Load Submission List Previous Submissions

Submission Details Submission Review Submission Summary

Submission Review

Outcome Pricing Details Printable Page Export Back Step 2 of 3 Next Save

Firm Name TRAINING & CO Submission Period APR-2014  
Account Number 0A101K Schedule/Submission Reference CDS/0A101K/11  
Office TRAINING & CO Submission Type CRIME LOWER

Summary

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Waiting Costs	Total Reported Travel Costs	Total Reported Costs
1	£ 213.35	£ 0.00	£ 0.00	£ 0.00	£ 213.35

Total Submission Value: £ 135.96


Outcomes

UFN	Client Initial	Client Surname	Matter Type	Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	View Outcome
040414/001	A	Bcd	B	INVC	CN08	16-APR-2014	£ 135.96				

Outcome Pricing Details Printable Page Export Back Step 2 of 3 Next Save

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You may need to scroll down the screen to review all the outcomes in the submission.


A list of the outcomes is displayed. Click on the View Outcome icon  to view the outcome in full.

If you find an error you will need to go back to Step 1 to edit the outcome.

Please note: the only field relevant to Mediation in this screenshot is Disbursements.

Total Reported Disbursement Costs	Total Reported Waiting Costs	Total Reported Travel Costs	Total Reported Costs
.00	£ 0.00	£ 0.00	£ 213.35

Stage Reached	Outcome Code	Date Class of Work Concluded	Value	Esc...	Status	Dup...	View Outcome
INVC	CN08	16-APR-2014	£ 135.96				

Outcome Pricing Details    Printable Page    Export    Back    Step 2 of 3    **Next**    Save

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If you wish to proceed with the submission, click on the Next button to move to Step 3.

### Step 3 – Submission Summary

Step 3 is the Submission Summary. The summary table will be repeated from Step 2. For Crime Lower Submissions, you will also see a table showing the amount of controlled work (e.g. outcomes) that have been reported for the month for each stage reached and their total value.

**Legal Aid Agency**  
LAA Online

Home | Activity Management | Orders

Submission Details | Submission Review | **Submission Summary**

Outcome Pricing Details | Printable Page | Export | Back | Step 3 of 3 | Save | Submit

Firm Name: TRAINING & CO  
Account Number: 0A101K  
Office: TRAINING & CO

Submission Period: APR-2014  
Schedule/Submission Reference: CDS/0A101K/11  
Submission Type: CRIME LOWER

**Summary**

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Waiting Costs	Total Reported Travel Costs	Total Reported Costs
1	£ 213.35	£ 0.00	£ 0.00	£ 0.00	£ 213.35
Total Submission Value: £ 135.96					

**Stage Reached**

Stage Reached	Description	Controlled work reported this month	Total Value of work reported this month (£)
INVC	Police station: attendance	1	135.96
<b>Total</b>		<b>1</b>	<b>135.96</b>

Outcome Pricing Details | Printable Page | Export | Back | Step 3 of 3 | Save | Submit

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For Legal Help submissions, you will see the New Matter Starts Table.

Category	Schedule Reference	Procurement Area	Access Point	Delivery Location	Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Shropshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Wakefield	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0
Claims Against Public Authorities	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humberside	No Access Point		0
Family	0A101K/SCC/15	Bexley	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Residual(Miscellaneous)	0A101K/2013/15	Tolerance	Tolerance		0
Residual(Miscellaneous)	0A101K/SCC/15	Tolerance	Tolerance		0
Claims Against Public Authorities		Transferred Case	Transferred Case		0
Clinical Negligence		Transferred Case	Transferred Case		0
Community Care		Transferred Case	Transferred Case		0
Consumer General Contract		Transferred Case	Transferred Case		0
Debt		Transferred Case	Transferred Case		0
Education		Transferred Case	Transferred Case		0
Employment		Transferred Case	Transferred Case		0
Family		Transferred Case	Transferred Case		0
Housing		Transferred Case	Transferred Case		0
Immigration		Transferred Case	Transferred Case		0
Mental Health		Transferred Case	Transferred Case		0
Personal Injury		Transferred Case	Transferred Case		0
Public Law		Transferred Case	Transferred Case		0
Residual(Miscellaneous)		Transferred Case	Transferred Case		0
Welfare Benefits		Transferred Case	Transferred Case		0
Recalculate Total					0

CLR Information | Outcome Pricing Details | Printable Page | Export | Back | Step 3 of 3 | Save

For Mediation submissions, you will see the New Matter Starts table

New Matter Starts	
Mediation Type	Matter Starts
Mediation - All Issues Co	0
Mediation - All Issues Sole	0
Mediation - Child Only Co	0
Mediation - Child Only Sole	0
Mediation - Property & Finance Co	0
Mediation - Property & Finance Sole	0
<input type="button" value="Recalculate"/> <b>Total</b>	<b>0</b>

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## New Matters Starts

### Civil

CWA will automatically provide the combinations of Category of Law, Procurement Area, Access Point and schedule references that are listed in your Legal Help Office schedule. You must enter the number of new matter starts for each category of law.

Enter the number of new matter starts for each category.

Category	Schedule Reference	Procurement Area	Access Point	Delivery Location	Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Shropshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Wakefield	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0
Claims Against Public Authorities	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humberside	No Access Point		0
Family	0A101K/SCC/15	Bexley	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Residual(Miscellaneous)	0A101K/2013/15	Tolerance	Tolerance		0
Residual(Miscellaneous)	0A101K/SCC/15	Tolerance	Tolerance		0
Claims Against Public Authorities		Transferred Case	Transferred Case		0
Clinical Negligence		Transferred Case	Transferred Case		0
Community Care		Transferred Case	Transferred Case		0
Consumer General Contract		Transferred Case	Transferred Case		0
Debt		Transferred Case	Transferred Case		0
Education		Transferred Case	Transferred Case		0
Employment		Transferred Case	Transferred Case		0
Family		Transferred Case	Transferred Case		0
Housing		Transferred Case	Transferred Case		0
Immigration		Transferred Case	Transferred Case		0
Mental Health		Transferred Case	Transferred Case		0
Personal Injury		Transferred Case	Transferred Case		0
Public Law		Transferred Case	Transferred Case		0
Residual(Miscellaneous)		Transferred Case	Transferred Case		0
Welfare Benefits		Transferred Case	Transferred Case		0
Recalculate Total					0

CLR Information Outcome Pricing Details Printable Page Export Back Step 3 of 3 Save

You can now calculate the overall total number of New Matter Starts. **Click** the Recalculate button.

The screen shows that the total has been recalculated.

Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Case		0
Recalculate Total		0

## Crime

This is not applicable for Crime Lower submissions.

## Mediation

You must enter the number of new matter starts for each category.

The screenshot shows a web form titled "New Matter Starts". It contains a table with two columns: "Mediation Type" and "Matter Starts". The table has seven rows, each with a mediation category and a text input field containing the number "0". At the bottom of the table, there is a "Recalculate" button and a "Total" label with the value "0". Below the table, there are several navigation buttons: "Outcome Pricing Details", "Printable Page", "Export", "Back", "Step 3 of 3" (with a dropdown arrow), "Save", and "Submit". At the very bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a link to the "Privacy Statement".

Mediation Type	Matter Starts
Mediation - All Issues Co	0
Mediation - All Issues Sole	0
Mediation - Child Only Co	0
Mediation - Child Only Sole	0
Mediation - Property & Finance Co	0
Mediation - Property & Finance Sole	0
<b>Recalculate</b> <b>Total</b>	<b>0</b>

You can now calculate the overall total number of New Matter Starts. **Click** the Recalculate button.

This screenshot is identical to the one above, but the "Recalculate" button is highlighted with a red rectangular box to draw attention to it.

The screen shows that the total has been recalculated.

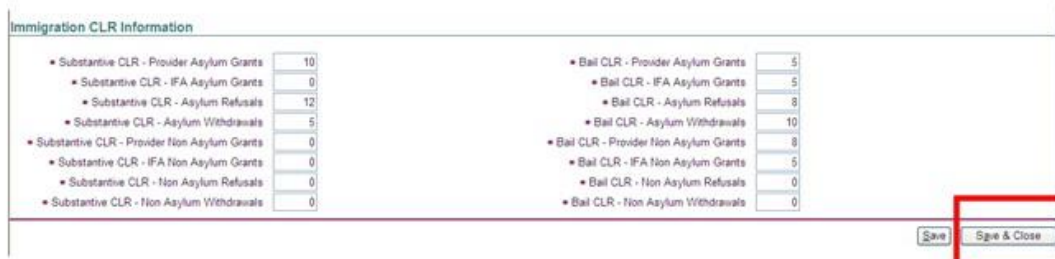
## Immigration Providers – CLR Data

Immigration Providers must report CLR funding decisions as part of their submission. The CLR data must be entered at Step 3 of the submissions process even if there is no data to report.

Click on the 'CLR Information' button. This is located at the top and bottom of the Submission Summary screen.



A new screen will be displayed. Enter your data into each field. Enter 0 if you have no data to report.

A screenshot of the "Immigration CLR Information" form. The form contains two columns of data entry fields, each with a label and a numeric input field. The "Save & Close" button is highlighted with a red box.

Substantive CLR - Provider Asylum Grants		Bail CLR - Provider Asylum Grants	
Substantive CLR - Provider Asylum Grants	10	Bail CLR - Provider Asylum Grants	5
Substantive CLR - IFA Asylum Grants	0	Bail CLR - IFA Asylum Grants	5
Substantive CLR - Asylum Refusals	12	Bail CLR - Asylum Refusals	8
Substantive CLR - Asylum Withdrawals	5	Bail CLR - Asylum Withdrawals	10
Substantive CLR - Provider Non Asylum Grants	0	Bail CLR - Provider Non Asylum Grants	8
Substantive CLR - IFA Non Asylum Grants	0	Bail CLR - IFA Non Asylum Grants	5
Substantive CLR - Non Asylum Refusals	0	Bail CLR - Non Asylum Refusals	0
Substantive CLR - Non Asylum Withdrawals	0	Bail CLR - Non Asylum Withdrawals	0

Click Save & Close to save the data and return to the Submission Summary screen.

## Save or Submit

You now have 2 choices:

- Save and exit the submission. -This option will enable you to return to the submission later to make further changes (i.e. add more claims).

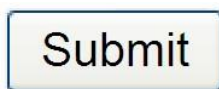
or

- Complete the submission and submit the data to the LAA. - If you choose this option you will not be able to make any further changes.

## Completing the Submission

The final step is to actually make the submission. You should not submit until you have entered all of the required data for this period.

Click on the Submit button. The button can be found at the top and bottom of the Submission Summary Screen.



Note: You must be logged in as an **Activity Reporter Manager** to complete the actual submission. If you are not logged in as this role, you will not be able to see the Submit button.



Once you have clicked on the Submit button, you will be presented with the Submission Confirmation screen. **Click** Yes to confirm that you want to submit the submission to the LAA for processing (clicking the No button would return you to the submission list).

[Bulk Load](#) [Submission List](#) [Previous Submissions](#)

### Submission Confirmation

Do you want to submit the Submission for processing?

Firm Name	TRAINING & CO	Submission Period	APR-2013
Account Number	0A101K	Schedule/Submission Reference	0A101K/CIVIL
Office	TRAINING & CO	Submission Type	LEGAL HELP

### Summary

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Counsel Costs	Total Reported Costs
13	£ 2,338.44	£ 0.00	£ 0.00	£ 2,338.44

Total Submission Value: £ 2,553.23

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Note: Once you have submitted you will not be able to make any further changes to the submission period in CWA.

If you have selected **Yes** you will be taken to the Submission Results screen to confirm that the submission has been submitted for processing.

[Home](#) [Logout](#) [Preferences](#)

[Home](#) [Activity Management](#) [Orders](#)

[Bulk Load](#) [Submission List](#) [Previous Submissions](#)

### Submission Results

The following Submission has been submitted for processing

## **Successful and Rejected Submissions**

You will not be able to view the submission while it is being processed. Once it has been processed you will receive an email notification to advise you that the submission has either been successful or rejected.

If it has been rejected it will appear back in the Submission list with the status 'REJECTED'. A submission will be rejected if it contains a duplicate of an outcome that has been submitted in a previous period.

Your notification will include details of the duplicate outcome(s). You will be able to view and edit the outcomes as necessary to resolve the error. You will need to re-submit the submission before the submission deadline.

If the submission has been successful, it will be moved into the Previous Submissions area of CWA and the next submission period will be made available in the Submission List.

## Nil Submissions

### Introduction

If you have no work to report in a submission period, you must still complete a monthly submission. This is referred to as a 'nil submission'.

For example the Submission List displays the JUL-2012 submission period. You have no work to report for July 2012 but need to start reporting work for August 2012. You must therefore complete a nil submission for JUL-2012 submission before you can start the AUG-2012 submission.

### Completing a Nil Submission

- Go to Submission List.
- Choose to update the relevant submission.
- The Submission Details screen will be displayed. As you have no outcomes to report, click Next to move to Step 2.
- You will be directed to the Submission Review screen. Click Next to move to Step 3.
- The Submission Summary screen will be displayed. Enter any New Matter Starts (Legal Help and Mediation) and CLR data (Immigration Only).
- Click Submit to complete the nil submission.
- Click Yes to confirm that you want to submit the submission to the LAA for processing.
- The Submission Results are shown to confirm your nil submission. Click on the link to return to Submission List.

# Viewing Previous Submissions

## Introduction

CWA keeps a record of all of the previous submissions that you have made.

You can view the submission in its original or current format. The original submission will display the submission information as you submitted it. The current submission will include any changes made to the submission by the LAA.

Your submission history will be limited to April 2007 onwards.

## Locating Previous Submissions

The Previous Submission screen is available from the Activity Management tab. Select Previous Submissions from the menu bar.

LAA Online

Home | Activity Management | Orders

Previous Submissions

View Apr07 - Sep07 | Printable Page | Export

**Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Firm Name: TESTING & CO  
Account No: 0A093B  
Office Name: TESTING & CO  
Area Of Law: [dropdown]  
Submission Period: [text box]

Go | Clear

**Submission List**

Submission Number	Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Original Submission	Current Submission
No search conducted							

View Apr07 - Sep07 | Printable Page | Export

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## Searching for Previous Submissions

To locate all of the previous submissions for your firm, click the Go button.

Alternatively enter some search criteria to reduce your search results. You can search by Account Number, Office Name and/or Schedule Number.

Enter the search criteria and click the Go button.












Previous Submissions

View Apr07 - Sep07    Printable Page    Export

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Firm Name: TRAINING & CO  
 Account No.: 0A101K  
 Office Name: TRAINING & CO  
 Area Of Law:   
 Submission Period:   
 Go    Clear

Submission Number	Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Original Submission	Current Submission
414445	0A101K	TRAINING & CO	LEGAL HELP	AUG-2008	0A101K/9		0/00
140234	0A101K	TRAINING & CO	LEGAL HELP	JUL-2008	0A101K/9		0/00
87510	0A101K	TRAINING & CO	LEGAL HELP	JUN-2008	0A101K/9		0/00
87391	0A101K	TRAINING & CO	LEGAL HELP	MAY-2008	0A101K/9		0/00
87370	0A101K	TRAINING & CO	LEGAL HELP	APR-2008	0A101K/9		0/00
56034	0A101K	TRAINING & CO	LEGAL HELP	MAR-2008	0A101K/8		0/00
52883	0A101K	TRAINING & CO	LEGAL HELP	FEB-2008	0A101K/8		0/00
52839	0A101K	TRAINING & CO	LEGAL HELP	JAN-2008	0A101K/8		0/00
52561	0A101K	TRAINING & CO	LEGAL HELP	DEC-2007	0A101K/8		0/00
52493	0A101K	TRAINING & CO	LEGAL HELP	NOV-2007	0A101K/8		0/00
52408	0A101K	TRAINING & CO	LEGAL HELP	OCT-2007	0A101K/8		0/00

View Apr07 - Sep07    Printable Page    Export

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The Search results are displayed in the Submission List at the bottom of the Search screen. For each submission you can view the Original or Current version by clicking on the relevant icon.

## The Original Submission

The Original Submission will display the outcome data that was submitted to the LAA by your Firm for that submission period. It will not show any post submission changes that have been made to the outcomes by the LAA.

A summary table of the Total Reported Outcomes and Costs is displayed.

The Total Submission Value is displayed underneath the table.

**Original Submission**

---

Firm Name: TRAINING & CO      Submission Period: APR 2013  
 Account Number: 0A101K      Schedule/Submission Reference: 0A101K/CIVIL  
 Office: TRAINING & CO      Submission Type: LEGAL HELP

**Summary**

Number of Outcomes	Total Reported Profits Costs	Total Reported Disbursement Costs	Total Reported Counsel Costs	Total Reported Costs
7	£ 2,815.54	£ 324.70	£ 0.00	£ 3,141.24

Total Submission Value: £ 1,998.10

**Matter Starts**

New Matter Starts

Category of Law	Schedule Reference	Procurement Area	Access Point	Delivery Location	New Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Shropshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Wakefield	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0
Actions Against the Police/Public Body	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humberside	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Actions Against the Police/Public Body		Transferred Case	Transferred Case		0
Clinical Negligence		Transferred Case	Transferred Case		0
Residual/Miscellaneous)	0A101K/2013/15	Tolerance	Tolerance		0
Residual/Miscellaneous)	0A101K/SCC/15	Tolerance	Tolerance		0
<b>Total</b>					<b>0</b>

**Outcomes**

Case Reference	UEN	UCN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Exc...	Status	View Outcome
53198	011012/006	11071983/K/MANN	Kim	Mann	FAMD.FAPP.FB		FW	£ 103.20			
53606	071111/001	27051947/D/DIXO	DIANE	DIXON	NPER.NIHH.NA		NU	£ 284.00			
53459	090812/001	25091994/S/GIBS	SARAH	GIBSON	FAMC.FADV.FB		FC	£ 103.20			
53435	091012/001	18081983/M/TAYL	MICHAEL	TAYLOR	FAMK.FADV.FB		FC	£ 352.80			

[Return to Post Submission](#)

Scroll down the screen to view the Matter Starts table.

The Matter Starts Table summarises the number of New Matter Starts for each category of law (Civil and Mediation). For matters opened on or after the 15<sup>th</sup> November 2010, the table will also show the relevant Procurement Area and Access Point. For matter starts on or after 1<sup>st</sup> February 2012, the table will also show the Schedule Reference column.

Matter Starts					
New Matter Starts					
Category of Law	Schedule Reference	Procurement Area	Access Point	Delivery Location	New Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Staffordshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Staffordshire	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Bank House IRC	Fast Track		0
Actions Against the Police/Public Body	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humberside	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Actions Against the Police/Public Body		Transferred Case	Transferred Case		0
Clinical Negligence		Transferred Case	Transferred Case		0
Residual(Miscellaneous)	0A101K/2013/15	Tolerance	Tolerance		0
Residual(Miscellaneous)	0A101K/SCC/15	Tolerance	Tolerance		0
<b>Total</b>					<b>0</b>

Scroll down the screen to view the Outcomes.

In this example there are 3 outcomes for the selected submission. A summary of each outcome is displayed. Click on the View Outcome icon to view an outcome in detail, or click on the Return to Post Submission link at the top of the page to go back to the previous screen.

Residual(Miscellaneous)	0A101K/2013/15	Tolerance	Tolerance		0
Residual(Miscellaneous)	0A101K/SCC/15	Tolerance	Tolerance		0
<b>Total</b>					<b>0</b>

**Outcomes**

Case Reference	UFN	UCN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Esc...	Status	View Outcome
53198	011012/006	11071983/K/MANN	Kim	Mann	FAMD:FAPP	FB	FW	£ 103.20			
53606	071111/001	27051947/D/DIXO	DIANE	DIXON	NPER:NNHN	NA	NU	£ 284.00			
53459	080812/001	25091984/S/GIBS	SARAH	GIBSON	FAMC:FADV	FB	FC	£ 103.20			

**Note.** that you also have the option to **Print** and **Export** the submission data. You can also view the **Outcome Pricing Details** for the submission. This feature is covered in another section of this guide.

### Current Submission

The Current Submission will display the outcome data for that submission period. The information included is much the same as for the Original

Submission. But it will include a flag to show if the outcome has been amended by the LAA post submission.

Scroll to the bottom of the screen to view the outcomes.

The Outcome table now contains a Revision History column.

A flag will appear in this column next to an outcome that has been amended by the LAA post submission. In the example below, the first outcome has been modified.

Case Reference	IEN	ICD	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Inc.	Status	Revision History	View Outcomes
53198	011012/006	11071983/K/MAH/	Kim	Mann	FAMD FAPP	FB	FW	£ 103.20				
53606	071111/001	27051947/D/D/O	DIANE	DIXON	NPER/NRHH	FA	NU	£ 284.00	X			
53459	080812/001	26091984/S/GIBS	SARAH	GIBSON	FAMC FADV	FB	FC	£ 103.20				
53413	190412/001	14041983/D/ADAM	DAVID	ADAMS	MLB IRVL	IE	IF	£ 726.30				
53231	010812/002	11071976/R/ASHI	RAHANA	ASHF	FAMD FAPP	FB	FW	£ 103.20				
53576	160611/003	10041984/J/DAVI	JAYNE	DAVIS	NMN/NRHH	NR	NO	£ 325.40				
53435	091012/001	18081983/M/TAYL	MICHAEL	TAYLOR	FAMK FADV	FB	FC	£ 352.80				

Select Revision History to view the changes made to the outcome.

Select View Outcome to view the amended outcome in full.

The Outcome Pricing Details will be updated to include the amendments made to the outcome. You also have the options to Print and Export the submission data on this screen.

Click on the View Previous Submissions link to return to the Search screen.





## Submission History – April 07 to September 07

This is not applicable to Mediation.

Legal Aid Agency

LAA Online

Home | **Activity Management** | Orders

Bulk Load | **Submission List** | Previous Submissions

Previous Submissions

View Apr07 - Sep07 | Printable Page | Export

**Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Firm Name: TESTING & CO  
 Account No.: 0A093B  
 Office Name: TESTING & CO  
 Area Of Law: [Dropdown]  
 Submission Period: [Text]

Go Clear

Submission Number	Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Original Submission	Current Submission
No search conducted.							

View Apr07 - Sep07 | Printable Page | Export

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It is possible to view submissions from Apr07 to Sep07 by clicking on the View Apr07 to Sep07 button.

View Apr07 - Sep07

This will be a static view of the data that the Firm submitted, including any amendments that have been made.

Legal Aid Agency

LAA Online

Home | Logout | Preferences

Home | **Activity Management** | Orders

Bulk Load | Submission List | Previous Submissions

Activity Management: Previous Submissions > Submission Search

Printable Page | Export

**Search Submissions between Apr 07 and Sep 07**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Firm Name: TRAINING & CO  
 Account No.: 0A101K  
 Office Name: TRAINING & CO  
 Submission Period: [Text]

Go Clear

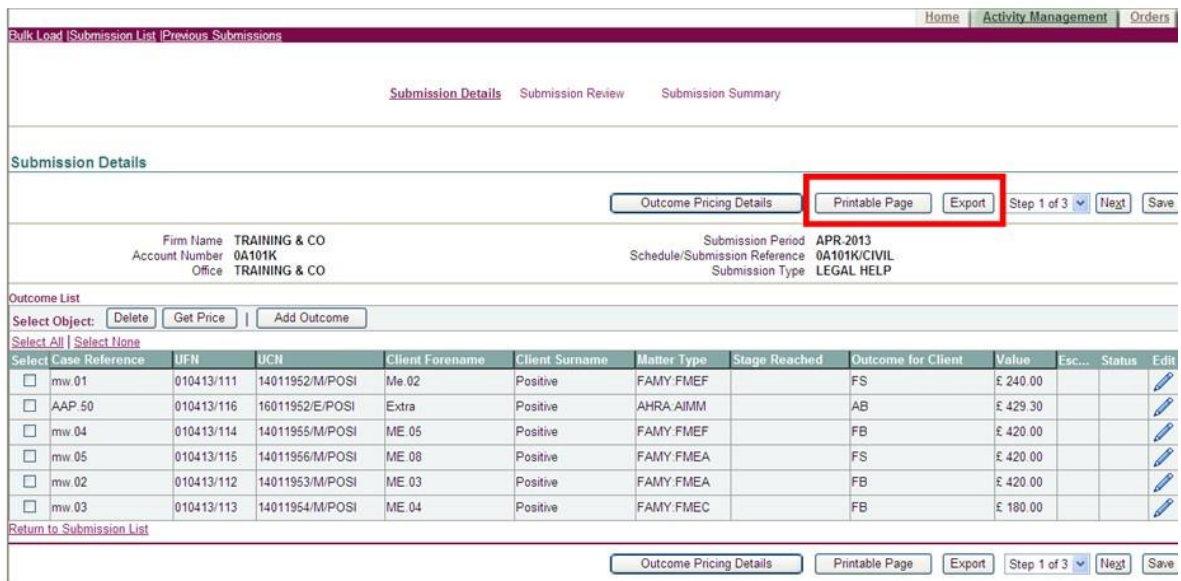
Firm Name	Account No.	Office Name	Submission Type	Submission Period	View Outcomes
No search conducted.					

Printable Page | Export

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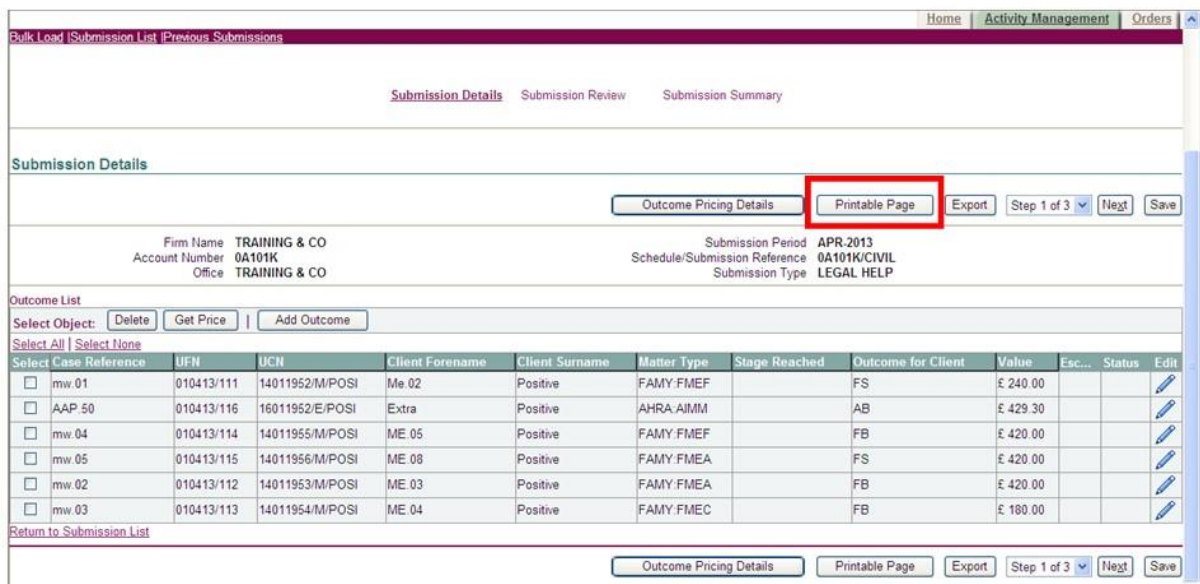
# Printing and Exporting Outcomes

Each screen in Activity Management includes a Printable Page and an Export button.



If you wish to print the content of the screen use the **Printable Page** option.

This will ensure that all of the information appears in your print out.



A new window opens containing the information in a printable format. You could now print the page (the print function is available in the File menu).

Close the window to return to CWA

The Export option will transfer the content of the screen into an Excel spreadsheet.

Activity Management | Reports | Workflow

Bulk Load | Submission List | Previous Submissions

Original Submission

Return to Post Submission

Printable Page | Export | Save

Firm Name TRAINING & CO  
Account Number 0A101K  
Office TRAINING & CO

APR-2013  
0A101K/CIVIL  
LEGAL HELP

Summary

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursements	Total Reported Counsel Costs	Total Reported Costs
7	£ 2,816.54	£355.50	£204.40	£ 3,141.24

Total Submission Value: £ 1,998.10

Matter Starts

Category of Law	Schedule Reference	Procurement Area	Access Point	Delivery Location	New Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Shropshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Wakefield	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0
Actions Against the Police/Public Body	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humberside	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Actions Against the Police/Public Body	0A101K/SCC/15	Transferred Case	Transferred Case		0

**File Download**

Do you want to open or save this file?

Name: export.csv  
Type: Microsoft Office Excel Comma Separated Values Fil...  
From: lsce02intapps.lab.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

You can either open the file directly, or save the file on your computer. Click Open to open the csv file in Excel.

export\_01.csv - Microsoft Excel

Category of Law	Schedule Reference	Access Point	Access Point	New Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point	0
Family	0A101K/2013/13	Shropshire	Telford & Wrekin	0
Family	0A101K/2013/13	Staffordshire	East: including Staffordshire Moorlands	0
Housing	0A101K/2013/13	Wakefield	No Access Point	0
Immigration - Asylum	0A101K/2013/13	Brook House IRC	Non Fast Track	0
Immigration - Asylum	0A101K/2013/13	Brook House IRC	Fast Track	0
Actions Against the Police/Public Body	0A101K/SCC/16	Merseyside	No Access Point	0
Clinical Negligence	0A101K/SCC/16	Yorkshire and Humberside	No Access Point	0
Community Care	0A101K/SCC/16	Rhondda Cynon Taff & Merthyr Tydfil	No Access Point	0
Mental Health	0A101K/SCC/16	London	No Access Point	0
Public Law	0A101K/SCC/16	Yorkshire and Humberside	No Access Point	0
Actions Against the Police/Public Body		Transferred Case	Transferred Case	0
Clinical Negligence		Transferred Case	Transferred Case	0
Residual(Miscellaneous)		Transferred Case	Transferred Case	0
Welfare Benefits		Transferred Case	Transferred Case	0
Residual(Miscellaneous)		Tolerance	Tolerance	0

An Excel file is created containing the submission details. You should save the file as an Excel Workbook.

Close the window to return to CWA.

## Viewing Outcome Pricing Details

### Introduction

CWA enables you to view a breakdown of costs for outcome claims that you have submitted.

This allows you to identify the VAT amount included in any costs that have been input. It also displays the fixed fee (if relevant) for the outcome. The breakdown is displayed in a screen called Outcome Pricing Details.

The Outcome Pricing Details screen differs depending on whether the submission is for Legal Help (Civil), Crime Lower (Criminal) or Mediation (Mediation).

The Outcome Pricing Details can be viewed during and post submission.

If you are logged into CWA as an Activity Reporter or an Activity Reporter Manager, you will be able to view Outcome Pricing Details at Step 1 and 2 of the submission process. You will also be able to view the Outcome Pricing Details of a previous month's submission.

If you are logged into CWA as a Firm/Office Manager, you will be able to view the Outcome Pricing Details of previous submissions.

## Outcome Price Details Screen

The Outcome Pricing Details button is available at Step 1, 2 and 3 of the Submission Process. It is also shown in the Previous Submissions area.

The screenshot shows the 'Outcome Pricing Details' screen. At the top, there are navigation tabs: 'Home', 'Activity Management', and 'Orders'. Below this is a breadcrumb trail: 'Bulk Load Submission List Previous Submissions'. The main content area is titled 'Submission Details' and contains a table with the following information:

Firm Name	TRAINING & CO	Submission Period	APR-2013
Account Number	0A101K	Schedule/Submission Reference	0A101K/CIVIL
Office	TRAINING & CO	Submission Type	LEGAL HELP

Below the table, there are buttons for 'Outcome Pricing Details', 'Printable Page', 'Export', 'Step 1 of 3', 'Flag', and 'Save'. The 'Outcome List' section contains a table with the following data:

Select Case Reference	IFB	ICN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Ext...	Status	Edit
<input type="checkbox"/> mca 02	010413-004	14011952/F/POSI	FA 04	Positive	FAM2 FADV		FD	£ 103.20			
<input type="checkbox"/> mca 01	010413-003	14011952/F/POSI	FA 01	Positive	FAM1 FADV		FC	£ 103.20			

At the bottom of the screen, there are buttons for 'Outcome Pricing Details', 'Printable Page', 'Export', 'Step 1 of 3', 'Flag', and 'Save'. The footer contains the text 'Copyright © 2006, Oracle. All rights reserved. Privacy Statement'.

Click the Outcome Pricing Details button.

The screenshot shows the 'Outcome Price Details' screen. At the top, there are navigation tabs: 'Home', 'Activity Management', and 'Orders'. Below this is a breadcrumb trail: 'Bulk Load Submission List Previous Submissions'. The main content area is titled 'Outcome Price Details' and contains a table with the following information:

Firm Name	TRAINING & CO	Submission Period	APR-2013
Account Number	0A101K	Schedule/Submission Reference	0A101K/CIVIL
Office	TRAINING & CO	Submission Type	LEGAL HELP

Below the table, there are buttons for 'Printable Page' and 'Export'. The 'Outcomes' section contains a table with the following data:

Case Reference	IFB	ICN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Fixed Fee	VAT on Fixed Fee	Profit Costs	VAT on Profit Costs	Disbursements	Disbursements	Cleared Costs	VAT on Cleared Costs	Advised Value	Fee Scheme
mca 02	010413-004	14011952/F/POSI	FA 04	Positive	FAM2 FADV	FD	FD	103.20	17.20	3,000.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	FAMILY
mca 01	010413-003	14011952/F/POSI	FA 01	Positive	FAM1 FADV	FC	FC	103.20	17.20	3,000.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	FAMILY

At the bottom of the screen, there are buttons for 'Printable Page' and 'Export'. The footer contains the text 'Copyright © 2006, Oracle. All rights reserved. Privacy Statement'.

The Outcome Price Details screen displays a summary of each outcome, including a breakdown of costs.

To view all of the columns in the table, you will need to scroll to the right of the page.

VAT on Disbursements	Profit Costs excluding VAT	VAT on Profit Costs	Disbursements excluding VAT	Disbursements VAT amount	Counsel Costs excluding VAT	VAT on Counsel Costs	Assessed Value	Fee Scheme
00	125.00	21.66	100.00	17.50	300.00	52.50	0.00	ORIGINAL_CIVIL_CONTROLLED_WORK
18	100.00	17.50	100.00	17.50	100.00	17.50	0.00	REPLACEMENT_TFF
18	150.00	26.25	100.00	17.50	100.00	17.50	0.00	REPLACEMENT_TFF
73	250.00	43.75	100.00	17.50	150.00	26.25	0.00	REPLACEMENT_TFF

You can now view the additional columns.

## Outcome Pricing Details for Civil

The pricing details are displayed in a table. Each row of the table represents an individual outcome. The table will display the following columns of information:

Column Name	Column Description
Value	<p>The overall total claim gross value at the point the claim was accepted by the LAA (prior to any assessment). It includes disbursements and VAT.</p> <p>If a fixed fee applies, the value is the sum of Fixed Fee/s excluding VAT + VAT on Fixed Fee/s + Disbursements excluding VAT + Disbursements VAT amount.</p> <p>If a fixed fee does not apply, the value is the sum of All Profit Costs excluding VAT + VAT on Profit Costs + Counsel Costs excluding VAT, VAT on Counsel Costs, Disbursements excluding VAT, Disbursements VAT amount.</p>
Fixed Fee/s excluding VAT	<p>The sum of the Profit/Counsel costs Fixed Fee elements excluding VAT.</p> <p>For Immigration and Asylum this also includes any reported JR/Form filling excluding VAT, Detention Travel Costs excl VAT</p>
VAT on Fixed Fee	The VAT amount applied on the above Fixed Fee/s amount. It will only be shown if the VAT Indicator for that outcome is Yes.
Profit Costs excluding VAT	<p>The sum of Profit Costs excluding VAT.</p> <p>For Immigration and Asylum this also includes any JR/Form filling excluding VAT, Detention Travel Costs excl VAT.</p>
VAT on Profit Costs	The VAT on the Profit Costs is displayed if the VAT Indicator for that outcome is Yes.
Disbursements excluding VAT	Disbursements excluding VAT amount.



Column Name	Column Description
Disbursements VAT amount	Disbursements VAT amount (if applicable)
Counsel Costs excluding VAT	Counsel costs excluding VAT amount
VAT on Counsel Costs	The VAT on the Counsel Costs is displayed if the VAT Indicator for that outcome is yes.
Assessed Value*	When a claim is assessed, the assessed value becomes the actual value of the claim overriding the initial value.
Fee Scheme	The fee scheme that valued the case. This will help you to identify if the value has been derived from a fixed fee.

\* This field will always display 0.00 pre-submission as assessments are only made post submission.

## Outcome Pricing Details for Crime

The pricing details are displayed in a table. Each row of the table represents an individual outcome. The table will display the following columns of information:

Column Name	Column Description
Value	The overall total claim gross value at the point the claim was accepted by the LAA (prior to any assessment). It includes disbursements and VAT.
	Where a fixed fee applies, the value is the sum of the Fixed Fee excluding VAT + VAT on the Fixed Fee + Disbursements excluding VAT + Disbursements VAT.
	Where a fixed fee does not apply, the value is the sum of Profit Costs Excluding VAT + Travel Costs Excluding VAT + Waiting Costs Excluding VAT + VAT on these costs + Disbursements excluding VAT + the Disbursements VAT amount.  The exception to this is where the Stage Reached codes PROK and PROL are used. In this exception, the value is the sum of the Profit Costs Excluding VAT + VAT on the Profit Costs + Disbursements excluding VAT + the Disbursements VAT amount.
Fixed fee/s excluding VAT	The sum of all fixed fee elements excluding VAT. Currently this will capture only the Police station fixed fee from 14 <sup>th</sup> January 2008 and Early Cover, Pre-Order Cover and Form Completion from April 2011.
VAT on Fixed Fee Elements	Where the VAT indicator is Yes, the VAT amount applied on the Fixed Fee/s amount.
Profit Costs excluding VAT	Profit Costs exclusive of VAT
VAT on Profit Costs	Where the VAT Indicator is Yes, the VAT amount applied on the profit costs amount.

Column Name	Column Description
Disbursements excluding VAT	Disbursements exclusive of VAT
VAT on Disbursements	Disbursements VAT amount
Travel excluding VAT	Travel exclusive of VAT
VAT on Travel	Where the VAT Indicator amount is Yes, the VAT amount applied on the Travel costs amount.
Waiting excluding VAT	Waiting excluding VAT
VAT on Waiting	Where the VAT Indicator amount is Yes, the VAT amount applied on the Waiting costs amount.
Assessed Value*	When a claim is assessed, the assessed value becomes the actual value of the claim overriding the Value.
Fee Scheme	The fee scheme that valued the case. This will enable you to determine whether or not the value has been derived from a fixed fee.

\* This field will always display 0.00 pre-submission as assessments are only made post submission.

## Outcome Pricing Details for Mediation

The pricing details are displayed in a table. Each row of the table represents an individual outcome. The table will display the following columns of information:

Column Name	Column Description
Value	The overall total claim gross value at the point the claim was accepted by the LAA). It includes: <ul style="list-style-type: none"> <li>• Assessment meeting or mediation fee</li> <li>• Agreed proposal fee (where applicable)</li> <li>• Disbursements</li> <li>• VAT on each of the above .</li> </ul>
Mediation/Assessment fee excluding VAT	The Assessment meeting fee or Mediation fee which is applicable to the claim.
VAT on Mediation/Assessment fee	The VAT on the Assessment meeting or mediation fee
Profit costs excluding VAT	Not relevant
VAT on Profit Costs	Not relevant
Disbursements excluding VAT	Disbursements excluding VAT amount.
Disbursements VAT amount	Disbursements VAT amount (if applicable)
Counsel Costs excluding VAT	Not relevant
VAT on Counsel Costs	Not relevant
Assessed Value*	Not relevant
Fee Scheme	Will be set to 'MEDIATION'

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Note that the Agreed Proposal Fee and associated VAT is not shown separately but is included in the overall total in the Value field.

## Printing and Exporting Outcome Pricing Data

You can Print and Export the data from this screen using the given buttons.

**LAA Online**

Home | Activity Management | Orders

Back | Load | Submission List | Previous Submissions

**Outcome Price Details**

Firm Name: TRAINING & CO      Submission Period: APR-2013  
 Account Number: 64901K      Schedule/Submission Reference: 04161K/CIVIL  
 Office: TRAINING & CO      Submission Type: LEGAL HELP

**Outcomes**

Case Reference	IFN	ICN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Fixed Fees excluding VAT	VAT on Fixed Fee Elements	Profit Costs excluding VAT	VAT on Profit Costs	Disbursements excluding VAT	Disbursements VAT amount	Counsel Costs excluding VAT	VAT on Counsel Costs	Assessor Value	Fee Scheme
53196	011012/006	13071963/KIMANNI	Kim	Mann	FAMILY FAPP	FB	FW	193.20	86.00	17.20	122.89	24.58	0.00	0.00	0.00	0.00	FAMILY
53606	071111/001	27551947/DIYOND	DIANE	DYOND	MISC MATH	NA	NJ	264.00	196.00	38.00	881.89	176.34	50.00	0.00	0.00	0.00	REPLACEMENT_TFP
53459	080812/001	25091964/SIBBS	SARAH	GBSON	FAMILY FADV	FB	FC	193.20	86.00	17.20	122.89	24.58	0.00	0.00	0.00	0.00	FAMILY
53413	190412/001	14541963/DIADAM	DAVID	ADAMS	MISC IRVL	IE	F	728.30	234.00	0.00	342.06	0.00	209.70	0.00	0.00	0.00	IMMIGRATION_ASYLUM
53231	010812/002	11071975/RAHANI	RAHANA	ASHF	FAMILY FAPP	FB	FW	193.20	86.00	17.20	142.21	28.44	0.00	0.00	0.00	0.00	FAMILY
53578	180811/003	10041984/JIDAVI	JAYNE	DAVIS	MISC MATH	NB	NG	325.40	217.00	43.40	506.55	101.31	85.00	0.00	0.00	0.00	REPLACEMENT_TFP
53435	091012/001	18081983/MITAYL	MICHAEL	TAYLOR	FAMILY FADV	FB	FC	352.80	294.00	58.80	385.84	57.17	0.00	0.00	0.00	0.00	FAMILY

Printable Page      Export

If you wish to print the content of the screen use the Printable Page option.

Use the Export option to export the data into an Excel Workbook.

Click on the Close Window link to return to the submission details.