

# CCMS Checklist

Further guidance can be found in the [Costs Assessment Guidance](#), the [Electronic Handbook](#) and the [CCMS quick guides](#)

Stage One Checks			
Checks		Consider	Assess or Reject?
<u>Claim</u> <a href="#">S13 Handbook</a>	Is this bill submitted correctly?	Interim or Final? Check for previous solicitors or outstanding proceedings Hourly rates work itemised	Reject
<u>Disbursement</u> <a href="#">Submitting electronic evidence</a> <a href="#">S10 Handbook</a>	Do we have all disbursement vouchers to substantiate claim?	Double check all disbursements with invoices and details.	Reject
	Do we have all court orders where required for disbursements	Cross reference bill with invoices and check orders <i>i.e</i> <i>Drug &amp; Alcohol Testing</i>	Reject
<u>Counsel Hourly and FAS (solicitor and counsel)</u> <a href="#">Avoiding secondary billing requests</a> <a href="#">S1, 9 and 13 Handbook</a>	Do Counsel Fees match allocations? <i>For high cost must match agreement</i>	Figures match within £20 difference under FAS or due to assessment. If under £20 pay	Reject
	Are any Counsel or Solicitor Bills outstanding for this claim?	Do we have all the claims expected? ( <i>In non FAS cases solicitor and counsel claims should be submitted at the same time</i> )	Reject
<u>Scope</u> <a href="#">S1, 10 and 12 Handbook</a>	Is any work claimed out of scope	Date of issue, discharge, narrative for indications of out of scope work claimed. <i>Mental health - has the standard authorisation been extended and evidence provided</i>	Hourly rates: assessment Fixed fee: reject
	If Court Assessed; has any non-claimable /out of scope work been allowed by the court	Check Bill of Costs Scope checks as detailed above	Reject
<u>Claim</u> <a href="#">S13 Handbook</a>	Should the bill have been taxed at court?	Check all claims to see if they exceed £2500 assessible cost limit?	Reject

Stage Two Checks			
Checks		Consider	Assess or reject?
<u>Outcomes</u> <a href="#">S17 Handbook</a>	Is there any action required from the outcome	Check submissions list and any notes on Stat Charge/Costs Has the discharge task been resolved?	Reject
<u>Claim</u>	Is this bill a duplicate?	Check submissions lists for any previous bills paid	Reject
	Does the claim include duplicated work	Does the bill contain any work that has previously been claimed or claimed within existing bill	LAA assessed: assessment

<a href="#">Advanced guide court assessed bills S12 Handbook</a>			Court assessed: reject
	Check the document request on the bill?	Have documents previously been requested without response?	Reject
	Is the claim correct?	Do the dates match evidence of work and scope of certificate	Reject
	Are all claims submitted	Nil bills submitted on associated case. Lead bill submitted on associated cases	Process claim Notification to provider
		Interim Bills – provision to bill	Reject
<b>Rates</b> <a href="#">S8 Handbook</a>	Has the correct rate, fixed fee or bill type generated?	Check rates calculator to confirm fee or escape threshold	Reject
<b>Disbursement</b> <a href="#">Submitting electronic evidence</a>	Do we have sufficient information within disbursement vouchers to substantiate claim	Double check all disbursements with invoices and details Justification if unable to provide	Reject
<a href="#">Billing document requests S11 Handbook</a>	Provider or Client Travel Details not justified on assessed claim	Local travel No justification for distance or method of travel etc. Exceptional travel criteria	Assessment
<b>Enhancement</b> <a href="#">S18 Handbook</a>	Has enhancement been justified (Solicitor or Counsel)	Check for all enhancements and ensure justification present (not panel member)	Assessment
<b>VAT</b> <a href="#">S11 Handbook</a>	Is the VAT correct?	Client status?	Reject
		Rounding Error	Assessment
<b>Counsel and FAS (solicitor and counsel)</b>	Have the correct FAS fees been claimed?	Claim matches AAF and calculated correctly, correct fee and bolt on's, Dates entered correctly, Correct fee for judge	Reject
	Do we have AAF's needed to substantiate FAS claims?	Double check all FAS with AAF's	Reject
	Do we have Court Orders required for FAS?	Settled IRH claim, settlement payment in financial matters 3 <sup>rd</sup> advocates meeting Check the AAF against the bill/orders	Reject
<a href="#">Avoiding secondary billing requests S6 Handbook</a>	Cost allocation sufficient to pay (Solicitor bill only)	are there enough costs to pay this claim?	Assessment
<b>Claims assessed by the court</b>  <a href="#">S12 Handbook</a>	Do we have all court documents following court assessment?	EX80, Bill of Costs?	Reject
	Have the costs of assessment been recorded correctly?	Court Assessed Only: "Court Assessed Costs LA" to be used	Reject
	FAS payments	Has a breakdown of the FAS payments been provided	Reject
<b>Additional Documents</b>	Do we have case narrative?	Some form of explanation of the case details.	Document Request
	Has all work been explained?	Explanations for "other" work	Document Request
	Do we have file of papers where required?	Hourly rates claim above £2500 net All Mental Health, Escape cases JR cases over £1000 net	Document Request

<a href="#"><u>Model file submission</u></a>	Discretionary item not evidenced on assessed bill	Items of work allowable but not sufficiently justified on file or notes provided	Assessment
<b><u>At Provider Request</u></b>	Provider has requested return		Reject