|  |
| --- |
| **CCMS Checklist** |

Further guidance can be found in the [Costs Assessment Guidance](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters), the [Electronic Handbook](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) and the [CCMS quick guides](https://legalaidlearning.justice.gov.uk/totara/catalog/index.php?catalog_cat_browse=395&orderbykey=text&itemstyle=narrow)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage One Checks** | | | |
| **Checks** | | **Consider** | **Assess or Reject?** |
| Claim  [*S13 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Is this bill submitted correctly? | Interim or Final?  Check for previous solicitors or outstanding proceedings  Hourly rates work itemised | Reject |
| Disbursement  [*Submitting electronic evidence*](http://ccmstraining.justice.gov.uk/Quick-guides/Quickguides)  [*S10 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | 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.e*  *Drug & Alcohol Testing* | Reject |
| Counsel Hourly and FAS (solicitor and counsel)  [*Avoiding secondary billing requests*](http://ccmstraining.justice.gov.uk/Quick-guides/Quickguides)  [*S1, 9 and 13 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Do Counsel Fees match allocations? *For high cost must match agreement* | 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? *(In non FAS cases solicitor and counsel claims should be submitted at the same time)* | Reject |
| Scope  [*S1, 10 and 12 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Is any work claimed out of scope | Date of issue, discharge, narrative for indications of out of scope work claimed. *Mental health - has the standard authorisation been extended and evidence provided* | 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 |
| Claim  [*S13 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | 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?** |
| **Outcomes**  [*S17 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | 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 |
| **Claim**  [*Advanced guide court assessed bills*](http://ccmstraining.justice.gov.uk/Quick-guides/Quickguides)  [*S12 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | 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 |
| 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 |
| **Rates**  [*S8 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Has the correct rate, fixed fee or bill type generated? | Check rates calculator to confirm fee or escape threshold | Reject |
| **Disbursement**  [*Submitting electronic evidence*](http://ccmstraining.justice.gov.uk/Quick-guides/Quickguides)  [*Billing document requests*](http://ccmstraining.justice.gov.uk/Quick-guides/Quickguides)  *S*[*11 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | 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 |
| 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 |
| **Enhancement**  [*S18 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Has enhancement been justified (Solicitor or Counsel) | Check for all enhancements and ensure justification present (not panel member) | Assessment |
| **VAT**  [*S11 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Is the VAT correct? | Client status? | Reject |
| Rounding Error | Assessment |
| **Counsel and FAS (solicitor and counsel)**  [*Avoiding secondary billing requests*](http://ccmstraining.justice.gov.uk/Quick-guides/Quickguides)  [*S6 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | Have the correct FAS fees been claimed? | Claim matches court orders and calculated correctly, correct fee and bolt ons,  Dates entered correctly,  Correct fee for judge | Reject |
| Do we have court orders needed to substantiate FAS claims? | Double check all FAS with court orders | Reject |
| Do we have Court Orders required for FAS? | Settled IRH claim, settlement payment in financial matters  3rd advocates meeting  Check the orders against the bill/orders | Reject |
| Cost allocation sufficient to pay (Solicitor bill only) | are there enough costs to pay this claim? | Assessment |
| **Claims assessed by the court**  [*S12 Handbook*](https://www.gov.uk/guidance/funding-and-costs-assessment-for-civil-and-crime-matters) | 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 |
| **Additional Documents**  [*Model file submission*](https://www.gov.uk/guidance/model-file-submissions-for-civil-billing) | 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 |
| Discretional item not evidenced on assessed bill | Items of work allowable but not sufficiently justified on file or notes provided | Assessment |
| **At Provider Request** | Provider has requested return |  | Reject |