



Legal Aid  
Agency

## Tables of Amendments to the 2022 Standard Crime Contract

This document lists amendments made to either the Standard Terms or the Specification during the 2022 Standard Crime Contract (which runs from 1 October 2022 to 30 September 2025). Amendments are consulted on with the Consultative Bodies, in accordance with Clause 13 of the Standard Terms. There is a table for each set of amendments:

- [Standard Terms – version 2 \(effective from 27 November 2024\)](#) – the Standard Terms were amended effective from 27 November 2024 for the Domestic Abuse Protection Notice (DAPN) and Domestic Abuse Protection Order (DAPO) pilot. Providers may undertake work with regards to DAPO and DAPN after the pilot go-live date in the relevant pilot areas in accordance with The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Family and Domestic Abuse) (Miscellaneous Amendments) Order 2023 and The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Domestic Abuse) (Amendment) Order 2024. The relevant table below sets out the amendments.
- [Specification – version 7 \(effective from 21 May 2025\)](#) – the Specification was amended effective from 21 May 2025 for the Domestic Abuse Protection Notice (DAPN) and Domestic Abuse Protection Order (DAPO) pilot. The amendments confirm the revised criminal legal aid available for DAPN and DAPOs in accordance with Part 4 of The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Domestic Abuse) (Miscellaneous Amendments) Order 2025. Some amendments are for clarification.
- [Specification – version 6 \(effective from 6 December 2024\)](#) – the Specification was amended effective from 6 December 2024 for new Youth Court Standard Fees for representation orders issued on or after 6 December 2024 and for providing for travel time costs to be claimed in addition to the Fixed Fee (or the Escape Fee) for specified Police Station Schemes (Destination Duty Schemes) where the attendance is from an Office in an Attending Duty Scheme for Matters starting on or after 6 December 2024. These amendments made to the Specification are to support amendments made to [The Criminal Legal Aid \(Remuneration\) Regulations 2013](#) by the [Criminal Legal Aid](#)

[\(Amendment\)\(Remuneration\) Regulations 2024](#) and [The Criminal Legal Aid \(Remuneration\) \(Amendment\) \(No. 2\) Regulations 2024](#). Amendments have also been made to the Specification in relation to applications to terminate the licence for detention or imprisonment for public protection under paragraph 31A of the Crime (Sentences) Act 1997 for Cases starting on or after 6 December 2024 and for replacement services for criminal legal aid e-forms.

- [Specification – version 5 \(effective from 27 November 2024\)](#) - the Specification was amended effective from 27 November 2024 for the Domestic Abuse Protection Notice (DAPN) and Domestic Abuse Protection Order (DAPO) pilot. Providers may undertake work with regards to DAPO and DAPN after the pilot go-live date in the relevant pilot areas in accordance with The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Family and Domestic Abuse) (Miscellaneous Amendments) Order 2023 and The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Domestic Abuse) (Amendment) Order 2024. The relevant table below sets out the amendments.
- [Specification – version 4 \(effective from 2 April 2024\)](#) – the Specification was amended effective from 2 April 2024 to take account of the Set Aside Process in Parole Board Cases and to allow Pre-Signature Work in Disciplinary Cases where there is a hearing before the Prison Governor or the Independent Adjudicator that takes place via video link.
- [Specification – version 3 \(effective from 3 August 2023\)](#) – the Specification was amended effective from 3 August 2023 to facilitate the removal of financial eligibility tests for under 18s as part of Phase 1 of the Means Test Review; and to allow for changes to office opening hours and supervision requirements allowing providers to exercise flexibility in these areas.
- [Specification - version 2 \(effective from 1 July 2023\)](#) – the Specification was amended effective from 1 July 2023 to allow providers to bill pre-charge bail cases a month after the initial police station attendance in the same circumstances that they are able to do so in Release Under Investigation (RUI) cases.

### **Standard Terms – version 2 (effective from 27 November 2024)**

The Standard Terms were amended effective from 27 November 2024 for the Domestic Abuse Protection Notice (DAPN) and Domestic Abuse Protection Order (DAPO) pilot. Providers may undertake work with regards to DAPO and DAPN after the pilot go-live date in the relevant pilot areas in accordance with The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Family and Domestic Abuse) (Miscellaneous Amendments) Order 2023 and The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Domestic Abuse) (Amendment) Order 2024. The relevant table below sets out the amendments.

Clause	Amendment
1.1	<p data-bbox="392 336 698 368"><b><i>Amended Definition</i></b></p> <p data-bbox="392 408 1733 480">“Associated Civil Work” means Legal Help and civil Legal Representation in actual or proposed proceedings:</p> <p data-bbox="392 520 1845 632">(a) for judicial review (including proceedings under the Human Rights Act 1998) or proceedings for habeas corpus, provided those proceedings arise from a Matter or Case within the "Crime" Category of Law; or</p> <p data-bbox="392 671 994 703">(b) under the Proceeds of Crime Act 2002;</p> <p data-bbox="392 743 1845 815">(c) Civil Legal Services in relation to proceedings for injunctions sought in respect of alleged anti-social behaviour arising under Part 1 section 1 of the Anti-Social Behaviour, Crime and Policing Act 2014; or</p> <p data-bbox="392 855 1890 967">(d) Civil Legal Services in relation to proceedings for injunctions sought in respect of gang related violence and drug-related activity arising under Part 4 of the Policing and Crime Act 2009 (so called 'gang' injunctions); <b>or</b></p> <p data-bbox="392 1007 1890 1110"><b>(e) Civil Legal Services in relation to proceedings arising under Part 3 of the Domestic Abuse Act 2021 concerning Domestic Abuse Protection Orders in accordance with the specification of the civil legal aid contract in force at the time;</b></p>

## Specification – version 7 (effective from 21 May 2025)

The Specification was amended effective from 21 May 2025 for the Domestic Abuse Protection Notice (DAPN) and Domestic Abuse Protection Order (DAPO) pilot. The amendments confirm the revised criminal legal aid available for DAPN and DAPOs in accordance with Part 4 of The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Domestic Abuse) (Miscellaneous Amendments) Order 2025. Some amendments are for clarification.

Paragraph	Amendment
13.55	<p><b><i>Amended Paragraph</i></b></p> <p>For the avoidance of doubt, in the following cases the legal services provided to the person against whom the DAPO/DAPN is sought will fall under the criminal legal aid Classes of Work of Criminal Investigations and/or Criminal Proceedings under this Specification:</p> <p>(a) proceedings in relation to a breach of either a DAPN or <b>enforcement of a breach of a DAPO (as a criminal offence or as contempt of court of proceedings)</b>, <del>or where the magistrates' court or Crown Court issue a DAPO on their own motion;</del></p> <p>(b) where <b>a DAPO is issued by the criminal</b> magistrates' court or the Crown Court <del>issue a DAPO on their own motion and any subsequent variation or discharge. This includes any appeal of this DAPO or of any subsequent variation or discharge or a DAPO in relation to other criminal proceedings is varied or discharged upon application;</del> or</p> <p>(c) where the police <b>issue</b> <del>apply for</del> a DAPN as part of a Criminal Investigation; <del>or</del></p> <p><del>(d) where an appeal arises in the context of criminal legal aid being provided under Paragraphs 13.55 (a) to (c).</del></p>

## **Specification – version 6 (effective from 6 December 2024)**

The Specification was amended effective from 6 December 2024 as follows:

1. New Youth Court Standard Fees for representation orders issued on or after 6 December 2024;
2. Amendments providing for travel time costs to be claimed in addition to the Fixed Fee (or the Escape Fee) for specified Police Station Schemes (Destination Duty Schemes) where the attendance is from an Office in an Attending Duty Scheme for Matters starting on or after 6 December 2024;
3. Amendments in relation to an application to terminate the licence for detention or imprisonment for public protection under paragraph 31A of the Crime (Sentences) Act 1997 for Cases starting on or after 6 December 2024; and
4. Amendments in relation to replacement services for criminal legal aid e-forms.

The amendments made to the Specification in relation to 1 & 2 are to support amendments made to the [The Criminal Legal Aid \(Remuneration\) Regulations 2013](#) by the [Criminal Legal Aid \(Amendment\)\(Remuneration\) Regulations 2024](#) and the [The Criminal Legal Aid \(Remuneration\) \(Amendment\) \(No. 2\) Regulations 2024](#).

### ***New Youth Court Standard Fees for representation orders issued on or after 6 December 2024***

<b>Para</b>	<b>Amendment</b>
<b>1.2</b>	<b>New Definition</b>  “Youth Court Additional Fee” means the additional fee applicable to certain categories of Youth Court cases which fall outside the Standard Fee payment schemes as set out in the Criminal Remuneration Regulations.
<b>10.90</b>	<b><i>Amended Heading and Table</i></b>  <b>Magistrates Court</b> Categories and Types of Proceedings

Para	Amendment		
	<b>Category 1A</b>	<b>Category 1B</b>	<b>Category 2</b>
	Guilty pleas (either way).	Guilty pleas <b>(summary)</b> .	Contested trials.
	Guilty pleas in proceedings for low-value shoplifting as defined in section 22A(3) of the Magistrates Court Act 1980 <del>(d)</del> (low-value shoplifting).	Uncontested proceedings arising out of a breach of an order of a magistrates' court (including proceedings in a magistrates' court relating to a breach of a Crown Court community rehabilitation order, community punishment order or suspended sentence).	Proceedings which were listed and fully prepared for trial in a magistrates' court but are disposed of by a guilty plea on the day of trial before the opening of the prosecution case.
	Proceedings <b>relating to either way offences or low value shoplifting</b> <del>(other than committal proceedings)</del> which are discontinued or withdrawn or where the prosecution offer no evidence.	Proceedings <del>(other than committal proceedings)</del> which are discontinued or withdrawn or where the prosecution offer no evidence.	Proceedings which were listed and fully prepared for trial in a magistrates' court but are discontinued or withdrawn or where the prosecution offers no evidence or which result in a bind over on the day of trial before the opening of the prosecution case.
	<del>Indictable only cases heard in the Youth Court.</del> <b>Proceedings relating to either-way offences or low value shoplifting which result in a bind over.</b>	Proceedings <del>(other than committal proceedings)</del> relating to summary offences which result in a bind over.	Contested proceedings relating to a breach of an order of a magistrates' court (including proceedings relating to a breach of a Crown Court community rehabilitation order, community punishment order or suspended sentence).
	<b>Proceedings arising out of a deferment of sentence (including any subsequent sentence hearing) under Chapter 1 of Part 2 of the Sentencing Code relating to cases that are:</b>  • <b>Either way; or</b>	Proceedings arising out of a deferment of sentence (including any subsequent sentence hearing) <b>under Chapter 1 of Part 2 of the Sentencing Code which are not captured by Category 1A</b> <del>section 1 of the Powers of Criminal Courts (Sentencing) Act 2000.</del>	Proceedings where mixed pleas are entered.

Para	Amendment										
	<ul style="list-style-type: none"> <li>proceedings for low-value shoplifting as defined in section 22A(3) of the Magistrates Court Act 1980 (low-value shoplifting).</li> </ul>										
		Proceedings prescribed under Regulation 9 of the Criminal Legal Aid (General) Regulations 2013, except where the Case was listed and fully prepared for a contested hearing to decide whether an order should be made.	Proceedings prescribed under Regulation 9 of the Criminal Legal Aid (General) Regulations 2013, where the Case was listed and fully prepared for a contested hearing to decide whether an order should be made.								
		Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the Magistrates' Courts Act 1980 <del>(e)</del> .									
10.97 A	<p><b><i>New Heading, Paragraph and Table</i></b></p> <p><b>Youth Court Categories and Types of Proceedings</b></p> <p>You must determine the category and type of proceedings in accordance with the table below and apply the relevant rules.</p> <table> <tr> <th>Category 1A</th><th>Category 1B</th><th>Category 2A</th><th>Category 2B</th></tr> <tr> <td> <ul style="list-style-type: none"> <li>Either way, indictable only,</li> <li>or proceedings for low-value shoplifting as defined in section 22A(3) of the Magistrates Court</li> </ul> </td><td> <ul style="list-style-type: none"> <li>Summary only</li> <li>Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the</li> </ul> </td><td> <ul style="list-style-type: none"> <li>Either way, indictable only,</li> <li>or proceedings for low-value shoplifting as defined in section 22A(3) of the</li> </ul> </td><td> <ul style="list-style-type: none"> <li>Summary only</li> <li>Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the</li> </ul> </td></tr> </table>			Category 1A	Category 1B	Category 2A	Category 2B	<ul style="list-style-type: none"> <li>Either way, indictable only,</li> <li>or proceedings for low-value shoplifting as defined in section 22A(3) of the Magistrates Court</li> </ul>	<ul style="list-style-type: none"> <li>Summary only</li> <li>Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the</li> </ul>	<ul style="list-style-type: none"> <li>Either way, indictable only,</li> <li>or proceedings for low-value shoplifting as defined in section 22A(3) of the</li> </ul>	<ul style="list-style-type: none"> <li>Summary only</li> <li>Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the</li> </ul>
Category 1A	Category 1B	Category 2A	Category 2B								
<ul style="list-style-type: none"> <li>Either way, indictable only,</li> <li>or proceedings for low-value shoplifting as defined in section 22A(3) of the Magistrates Court</li> </ul>	<ul style="list-style-type: none"> <li>Summary only</li> <li>Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the</li> </ul>	<ul style="list-style-type: none"> <li>Either way, indictable only,</li> <li>or proceedings for low-value shoplifting as defined in section 22A(3) of the</li> </ul>	<ul style="list-style-type: none"> <li>Summary only</li> <li>Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the</li> </ul>								

Para	Amendment			
	Act 1980 (low-value shoplifting).	Magistrates' Courts Act 1980. • Prescribed Proceedings	Magistrates Court Act 1980 (low-value shoplifting).	Magistrates' Courts Act 1980. • Prescribed Proceedings
	Guilty pleas	Guilty pleas	Contested trials	Contested trials
	Proceedings which are discontinued or withdrawn or where the prosecution offer no evidence.	Proceedings which are discontinued or withdrawn or where the prosecution offer no evidence.	Proceedings which were listed and fully prepared for trial in a magistrates' court but are disposed of by a guilty plea on the day of trial before the opening of the prosecution case.	Proceedings which were listed and fully prepared for trial in a magistrates' court but are disposed of by a guilty plea on the day of trial before the opening of the prosecution case.
	Proceedings which result in a bind over.	Proceedings relating to summary offences which result in a bind over.	Proceedings which were listed and fully prepared for trial in a magistrates' court but are discontinued or withdrawn or where the prosecution offers no evidence or which result in a bind over on the day of trial before the opening of the prosecution case.	Proceedings which were listed and fully prepared for trial in a magistrates' court but are discontinued or withdrawn or where the prosecution offers no evidence or which result in a bind over on the day of trial before the opening of the prosecution case.
	Proceedings arising out of a deferment of sentence (including any subsequent sentence hearing) under Chapter 1 of Part 2 of the Sentencing Code	Proceedings arising out of a deferment of sentence relating to summary offences (including any subsequent sentence hearing) under Chapter 1 of Part 2 of the Sentencing Code	Proceedings where mixed pleas are entered.	Proceedings where mixed pleas are entered.



Para	Amendment			
		Uncontested proceedings arising out of a breach of an order of a magistrates' court (including proceedings in a magistrates' court relating to a breach of a Crown Court community rehabilitation order, community punishment order or suspended sentence).		Contested proceedings relating to a breach of an order of a magistrates' court (including proceedings relating to a breach of a Crown Court community rehabilitation order, community punishment order or suspended sentence).
		Proceedings prescribed under Regulation 9 of the Criminal Legal Aid (General) Regulations 2013, except where the Case was listed and fully prepared for a contested hearing to decide whether an order should be made.		Proceedings prescribed under Regulation 9 of the Criminal Legal Aid (General) Regulations 2013, where the Case was listed and fully prepared for a contested hearing to decide whether an order should be made.
		Proceedings relating to either way offences which must be tried in a magistrates' court in accordance with section 22 of the Magistrates' Courts Act 1980(c) which are not captured under Category 2B.		

Para	Amendment
<b>10.97 B</b>	<p><b><i>New Paragraph</i></b></p> <p>Unless Paragraphs 10.97C to 10.97F provide otherwise, the general rules applicable to Magistrates Court cases set out in Section 10 apply to Youth Court cases.</p>
<b>10.97 C</b>	<p><b><i>New Paragraph</i></b></p> <p>Standard and Non-Standard Fees for representation in the Youth Court may be claimed where section 5B of Schedule 4 of the Criminal Remuneration Regulations is applicable. The Standard Fees applicable for representation in the Youth Court are set out in the Criminal Remuneration Regulations.</p>
<b>10.97 D</b>	<p><b><i>New Paragraph</i></b></p> <p>For Non-Standard Fee Claims you must follow the rules set out in Paragraphs 10.74 and 10.75 but for Cases that fall under Category 1A or 2A as per table 10.97A you may also claim the Youth Court Additional Fee which is Claimable on top of the core costs Claimed. However, the Youth Court Additional Fee must not form part of your core cost calculation when calculating your Standard Fee level.</p>
<b>10.97 E</b>	<p><b><i>New Paragraph</i></b></p> <p>For the avoidance of doubt, the Youth Court Additional Fee is applicable only for Non-Standard Fee Claims in the circumstances set out in Paragraph 10.97D and it does not apply to Claims for:</p> <ul style="list-style-type: none"> <li>(a) Sending Hearing Fixed Fees;</li> <li>(b) Pre-Order Cover, Early Cover and the means test completion fee;</li> <li>(c) Court Duty Solicitor work; and</li> <li>(d) Prescribed Proceedings regardless of court venue.</li> </ul>

Para	Amendment
10.97 F	<p><b><i>New Paragraph</i></b></p> <p>Where you represent adult and youth co-defendants as part of one Case the Standard Fee applicable to Representation in the Youth Court will be payable.</p>

***Amendments providing for travel time costs to be claimed in addition to the Fixed Fee (or the Escape Fee) for specified Police Station Schemes (Destination Duty Schemes) where the attendance is from an Office in an Attending Duty Scheme for Matters starting on or after 6 December 2024***

Paragraph	Amendment
1.2	<p><b><i>New Definition</i></b></p> <p>“Attending Duty Scheme” has the meaning given to it in the Criminal Remuneration Regulations.</p>
1.2	<p><b><i>New Definition</i></b></p> <p>“Destination Duty Scheme” has the meaning given to it in the Criminal Remuneration Regulations.</p>
1.2	<p><b><i>New Definition</i></b></p> <p>“Destination Police Station” has the meaning given to it in the Criminal Remuneration Regulations.</p>
1.2	<p><b><i>Amended Definition</i></b></p>

Paragraph	Amendment
	<p>“Police Station Attendance Fixed Fee” means the fee payable for all work done on the Matter relating to Police Station attendance, including time spent advising the Client, travelling to and from the Police Station <b>(subject to Paragraphs 9.78A to 9.78C)</b> and waiting in relation to initial and subsequent visits to the Police Station. It also includes all letters and telephone calls and other work done outside the Police Station in relation to a Matter where at least one Police Station attendance has been given. It does not include Advice and Assistance to a Client who has entered into Pre-Charge Engagement on disclosure with prosecutors and/or investigators after the first PACE interview during a Criminal Investigation.</p>
9.30	<p><b><i>Amended Paragraph</i></b></p> <p>When you delegate work to a Representative:</p> <ul style="list-style-type: none"> <li>a. you must ensure that the Representative is competent to do the work; and</li> <li>b. you must ensure that the Representative is appropriately supervised; and <ul style="list-style-type: none"> <li>i. if a Fixed Fee is payable, the travel time is counted for the purposes of assessing whether the matter is an Escape Fee Case; or</li> <li>ii. <b>subject to Paragraphs 9.78A to 9.78C</b>, if the Matter is claimable as an Escape Fee Case, the time claimed for travel must not exceed 45 minutes each way.</li> </ul> </li> </ul> <p>Where this Paragraph is applied the fares and/or mileage claimed should not exceed that which would have been paid had the journey lasted less than 45 minutes.</p>
9.78A	<p><b><i>New Paragraph</i></b></p> <p><b>Where provided for under the Criminal Remuneration Regulations, reasonable travelling time may be payable for travelling to and from a Destination Police Station within a Destination Duty Scheme from an Office within an Attending Duty Scheme. This applies to Duty Solicitor and Own Client</b></p>

Paragraph	Amendment
	<b>Matters, in addition to the applicable Fixed Fee or Escape Fee. The rates applicable to the travelling time will be the Hourly Rates set out in the relevant table in the Criminal Remuneration Regulations.</b>
<b>9.78B</b>	<p><b><i>New Paragraph</i></b></p> <p><b>For the purpose of determining the Attending Duty Scheme under 9.78A, for Duty Solicitor attendance this would be an Office of a Provider that is a member of the relevant Attending Duty Scheme. For Own Client attendances, this would be an Office situated within the area covered by the relevant Attending Duty Scheme.</b></p>
<b>9.78C</b>	<p><b><i>New Paragraph</i></b></p> <p><b>Where 9.78A is applicable and the Matter is Claimable as an Escape Fee Case, the time claimed for travel may be used in the calculation of your costs.</b></p>
<b>9.102</b>	<p><b><i>Amended Paragraph</i></b></p> <p><b>Subject to Paragraphs 9.78A to 9.78C, in a Police Station Advice and Assistance Matter which is claimable as an Escape Fee Case, we will not allow on Assessment any claim of more than 45 minutes travelling time (whether by you or an Accredited Representative).</b></p>

***Amendments in relation to an application to terminate the licence for detention or imprisonment for public protection under paragraph 31A of the Crime (Sentences) Act 1997 for Cases starting on or after 6 December 2024***

Paragraph	Amendment
<b>12.25</b>	<b><i>Amended Paragraph</i></b>

Paragraph	Amendment
	<p>You must not begin more than one Sentence Case, or more than one Parole Board Case for a Client at any one time, <b>with the exception that two Parole Board Cases may be open concurrently where one Case is an application to terminate the licence for detention or imprisonment for public protection under paragraph 31A of the Crime (Sentences) Act 1997.</b> If you commence a Sentence Case and a Parole Board Case concurrently, you must claim for each Matter separately. Any application to the Parole Board for a Parole Board Reconsideration Hearing (or an application pursuant to rule 28A of the Parole Board Rules 2019 as amended) will form part of the same Parole Board Case. A subsequent Claim for Advocacy Assistance may be made if the Parole Board or Parole Board Set Aside Panel determines that a Parole Board Reconsideration Hearing or Parole Board Set Aside Hearing shall be listed or directed (whether orally or on the papers).</p>

***Amendments in relation to replacement services for criminal legal aid e-forms***

Paragraph	Amendment
<b>10.74</b>	<p><b><i>Amended Paragraph</i></b></p> <p>A Claim for a Non-Standard Fee for Representation in the magistrates' court must not be included in your Contract Report Form. Each Claim must be submitted on a CRM7 <b>paper form or electronically using the applicable online service as we may specify from time to time</b> and e-Claims will be assessed individually. You must submit the following with your Claim:</p> <ol style="list-style-type: none"> <li>a. all the information specified in Paragraph 4.40 to 4.41, where relevant; and</li> <li>b. where enhanced rates are sought under Paragraph 10.99, you must provide full details of how the work meets the criteria for enhancement.</li> </ol>

Paragraph	Amendment
	We will Assess the Claim.
10.146	<p><b>Amended Paragraph</b></p> <p>In order for you to provide Representation under this Unit of Work, your Client must have had a Representation Order issued by the Representation Authority by <del>completing</del> <b>using the applicable online service as we may specify from time to time</b> <del>our CRM14 and 15 forms.</del></p>
11.64	<p><b>Amended Paragraph</b></p> <p>In order for you to provide Representation under this Unit of Work, your Client must have had a Representation Order issued by the Representation Authority by <del>completing</del> <b>using the applicable online service as we may specify from time to time</b> <del>our CRM14 and 15 forms.</del></p>
12.38	<p><b>Amended Paragraph</b></p> <p>You must apply to us for prior authority in accordance with this Specification, using the <b>applicable</b> online <b>service as we may specify from time to time</b> <del>Form CRM4</del> before incurring a disbursement over £500.</p>

### Specification – version 5 (effective from 27 November 2024)

The Specification was amended effective from 27 November 2024 for the Domestic Abuse Protection Notice (DAPN) and Domestic Abuse Protection Order (DAPO) pilot. Providers may undertake work with regards to DAPO and DAPN after the pilot go-live date in the relevant pilot areas in accordance with The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Legal Aid: Family and Domestic Abuse) (Miscellaneous Amendments) Order 2023 and The Legal Aid, Sentencing and

Punishment of Offenders Act 2012 (Legal Aid: Domestic Abuse) (Amendment) Order 2024. The relevant table below sets out the amendments.

Paragraph	Amendment
1.2	<p><b><i>New Definition</i></b></p> <p><b>“DAPN” means Domestic Abuse Protection Notice(s) as defined in section 22(2) of Part 3 of the Domestic Abuse Act 2021;</b></p>
1.2	<p><b><i>New Definition</i></b></p> <p><b>“DAPO” means Domestic Abuse Protection Order(s) as defined in section 27 of Part 3 of the Domestic Abuse Act 2021;</b></p>
1.2	<p><b><i>New Definition</i></b></p> <p><b>“DAPO Pilot Scheme” means the pilot scheme as described at the civil legal aid contract specification in force at the time;</b></p>
1.3	<p><b><i>New Unit of Work in Associated Civil Class of Work inserted into the table at 1.3</i></b></p> <p><b>Civil Legal Services in relation to proceedings arising under Part 3 of the Domestic Abuse Act 2021 concerning DAPO under the DAPO Pilot Scheme</b></p>
Between 13.53 and 13.54	<p><b><i>New Heading</i></b></p> <p><b>Civil Legal Services in relation to proceedings for DAPO arising under Part 3 of the Domestic Abuse Act 2021</b></p>



Paragraph	Amendment
13.54	<p><b><i>New Paragraph</i></b></p> <p><b>This Unit of Work concerns Civil Legal Services in relation to proceedings for DAPO in civil and criminal courts. For the avoidance of doubt, this includes Civil Legal Services for proceedings in all civil court venues as well as the magistrates' court and the Crown Court.</b></p>
13.55	<p><b><i>New Paragraph</i></b></p> <p><b>For the avoidance of doubt, in the following cases the legal services provided to the person against whom the DAPO/DAPN is sought will fall under the criminal legal aid Classes of Work of Criminal Investigations and/or Criminal Proceedings under this Specification:</b></p> <p><b>(a) proceedings in relation to a breach of either a DAPN or a DAPO, or where the magistrates' court or Crown Court issue a DAPO on their own motion;</b></p> <p><b>(b) where the magistrates' court or the Crown Court issue a DAPO on their own motion or a DAPO in relation to other criminal proceedings is varied or discharged upon application; or</b></p> <p><b>(c) where the police apply for a DAPN as part of a Criminal Investigation; or</b></p> <p><b>(d) where an appeal arises in the context of criminal legal aid being provided under Paragraphs 13.55 (a) to (c).</b></p>
13.56	<p><b><i>New Paragraph</i></b></p> <p><b>When undertaking work under this Unit of Work the relevant provisions of the civil legal aid contract apply except insofar as this Specification provides otherwise. For the purposes of this Paragraph, the relevant civil legal aid contract is the one in force at the date you commence the civil matter.</b></p>

<b>Paragraph</b>	<b>Amendment</b>
<b>Between 13.56 and 13.57</b>	<b><i>New Heading</i></b>  <b>Qualifying Criteria</b>
<b>13.57</b>	<b><i>New Paragraph</i></b>  <b>In order to provide Civil Legal Services under this Unit of Work, the criteria in the Civil Merits Regulations, Civil Financial Regulations and Civil Procedure Regulations must be satisfied.</b>
<b>13.58</b>	<b><i>New Paragraph</i></b>  <b>In order to provide Legal Representation, a Client must be issued with a Certificate in accordance with the Civil Procedure Regulations. This may include a determination that a Client qualifies for authorised representation provided on an emergency basis under your Delegated Functions.</b>
<b>13.59</b>	<b><i>New Paragraph</i></b>  <b>To provide Civil Legal Services under this Unit of Work, the Client must meet the financial eligibility test set out in the Civil Financial Regulations.</b>
<b>Between 13.59 and 13.60</b>	<b><i>New Heading</i></b>  <b>Application Procedures and rules on claiming</b>
<b>13.60</b>	<b><i>New Paragraph</i></b>  <b>You must apply for Civil Legal Services and claim for work undertaken in this Unit of Work in accordance with the rules applicable to civil matters under the Civil Contract, using the procedures and claim forms specified for civil matters under the civil contract in force at the time.</b>

Paragraph	Amendment
Between 13.60 and 13.61	<b><i>New Heading</i></b>  <b>Payment</b>
13.61	<b><i>New Paragraph</i></b>  You will be remunerated for work undertaken in this Unit of Work in accordance with and at such rates as set out in the Civil Remuneration Regulations. The civil contract specification sets out which parts of the Civil Remuneration Regulations are applicable in each case.
13.62	<b><i>New Paragraph</i></b>  Disbursements will be paid in accordance with the Civil Remuneration Regulations.

#### **Specification – version 4 (current version) (effective from 2 April 2024)**

The Specification was amended effective from 2 April 2024 to take account of the Set Aside Process in Parole Board Cases and to allow Pre-Signature Work in Disciplinary Cases where there is a hearing before the Prison Governor or the Independent Adjudicator that takes place via video link.

#### ***Parole Board Set Aside Process***

Paragraph	Amendment
1.2	<b><i>Amended Definition</i></b>

Paragraph	Amendment
	<p><i>“Parole Board Case”</i> means Advice and Assistance or Advocacy Assistance (including any subsequent Advocacy Assistance provided in respect of a Parole Board Reconsideration Hearing <b>or a Parole Board Set Aside Hearing</b>) on a Matter which falls under Section 12 and is within scope of regulation 12(2)(g) and (h) of the Criminal Legal Aid (General) Regulations 2013;</p>
1.2	<p><b><i>Amended Definition</i></b></p> <p><i>“Parole Board Hearing”</i> means <b>any</b> hearing <del>that is heard</del> before the Parole Board <b>in a Parole Board Case that is not a Parole Board Reconsideration Hearing or a Parole Board Set Aside Hearing;</b></p>
1.2	<p><b><i>New Definition</i></b></p> <p><i>“Parole Board Set Aside Hearing”</i> means the hearing (whether heard orally or on the papers) which the Parole Board Set Aside Panel directs to take place where it decides that a final decision should be set aside and that the case should be decided in accordance with rule 28A(8) of the Parole Board Rules 2019, as amended;</p>
1.2	<p><b><i>New Definition</i></b></p> <p><i>“Parole Board Set Aside Panel”</i> means a panel appointed pursuant to rule 5 of the Parole Board Rules 2019 as amended to consider any application made to set aside a final decision under rule 28A of the Parole Board Rules 2019, as amended;</p>
1.2	<p><b><i>New Definition</i></b></p>

Paragraph	Amendment
	<b>“Parole Board Set Aside Process” means the process, including any application or initiation of the process, of making a decision on whether a final decision made by the Parole Board will be set aside in accordance with rule 28A of the Parole Board Rules 2019, as amended;</b>
8.7	<p><b>Amended Paragraph</b></p> <p>Subject to the provisions of Section 12 of this Specification in relation to Parole Board Reconsideration Hearings, <b>the Parole Board Set Aside Process and Parole Board Set Aside Hearings</b>, if you have already submitted a Claim and the same Client seeks further Advice and Assistance, Advocacy Assistance or Representation from you on the same Matter or Case, then any subsequent work will be treated as supplemental to the original Claim and, where relevant, the original limit (as extended) will continue to apply. You must notify us at the time that you submit the supplemental Claim that a Claim has been made previously.</p>
12.25	<p><b>Amended Paragraph</b></p> <p>You must not begin more than one Sentence Case, or more than one Parole Board Case for a Client at any one time. If you commence a Sentence Case and a Parole Board Case concurrently, you must claim for each Matter separately. Any application to the Parole Board for a Parole Board Reconsideration Hearing <b>(or an application pursuant to rule 28A of the Parole Board Rules 2019 as amended)</b> will form part of the same Parole Board Case. A subsequent Claim for Advocacy Assistance may be made if the Parole Board <b>or Parole Board Set Aside Panel</b> determines that a Parole Board Reconsideration Hearing <b>or Parole Board Set Aside Hearing</b> shall be listed or directed (whether orally or on the papers).</p>
12.31B	<b>New Paragraph</b>

Paragraph	Amendment
	<p>All work after the Parole Board Set Aside Panel directs the Matter for a Parole Board Set Aside Hearing (regardless of whether a hearing is oral or heard on the papers) must be undertaken as a subsequent Claim for Advocacy Assistance, which will be in addition to any Claim for Advocacy Assistance in the Parole Board Hearing and/or Parole Board Reconsideration Hearing.</p>
12.31C	<p><b><i>New Paragraph</i></b></p> <p>Where a decision is made to adjourn or defer the progress of a Parole Board Matter, then any subsequent work will be a continuation of the same Matter or Case.</p>
12.54A	<p><b><i>Amended Paragraph</i></b></p> <p>Where the provisions of Paragraph 12.50 apply, and you have been instructed after an <del>initial</del> Parole Board Hearing but prior to a Parole Board Reconsideration Hearing being listed or directed, you may provide Advice and Assistance in connection with making an application for reconsideration (subject to paragraph 12.108). Where you are instructed in circumstances where a Parole Board Reconsideration Hearing is already listed or directed any further work must be provided as Advocacy Assistance.</p>
12.54B	<p><b><i>New Paragraph</i></b></p> <p>Where the provisions of Paragraph 12.50 apply, and you have been instructed after a Parole Board Hearing or Parole Board Reconsideration Hearing but prior to a Parole Board Set Aside Panel directing that a Parole Board decision should be set aside, you may provide Advice and Assistance in connection with the Parole Board Set Aside Process, subject to paragraph 12.108. Where you are instructed in circumstances where a Parole Board Set Aside Panel has already directed that a decision should be set aside then any further work must be provided as Advocacy Assistance.</p>

Paragraph	Amendment
12.62	<p><b><i>Amended Paragraph</i></b></p> <p>You must not provide Advice and Assistance (or Advocacy Assistance) on a Matter where you have previously provided it. An exception to this rule is where there are substantive issues outstanding from the first occasion when Advice and Assistance (or Advocacy Assistance) was provided (this will often be the case where the Client has simply failed to give instructions for a period) or there has been a material development or change in the Client's circumstances such that further Advice and Assistance is now required. <del>A-f</del> Further exceptions to this rule <del>is</del> <b>are either</b> where a Parole Board Reconsideration Hearing <b>or a Parole Board Set Aside Hearing</b> is listed or directed in a Parole Board Case, in which case <del>a</del> subsequent Claims for Advocacy Assistance may be made.</p>
12.67	<p><b><i>Amended Paragraph</i></b></p> <p>Subject to Paragraphs 12.67A <b>and 12.67B</b> below, a Claim may be submitted when:</p> <p>(a) the Matter has concluded; or</p> <p>(b) it is known that no further work will be undertaken for the Client in the same Matter; or</p> <p>(c) it is unclear whether further work will be required or not and a minimum of three months has elapsed since the last work in the Matter was undertaken.</p>
12.67B	<p><b><i>New Paragraph</i></b></p> <p><b>Where the Parole Board Set Aside Panel directs a Parole Board Set Aside Hearing (either orally or on the papers), a Claim may be submitted for the initial Advocacy Assistance provided in the Parole Board Hearing, and/or Parole Board Reconsideration Hearing Case, up to that point, even though</b></p>

Paragraph	Amendment
	the Matter has not concluded. A subsequent Claim for Advocacy Assistance may be made for the further work undertaken in relation to the Parole Board Set Aside Hearing (whether this takes place on the papers or as an oral hearing) from that point onwards.
12.101	<p><b><i>Amended Paragraph</i></b></p> <p>This Unit of Work covers Advice and Assistance or Advocacy Assistance and can only be provided in relation to matters described in regulation 12(2)(g) and (h) of the Criminal Legal Aid (General) Regulations 2013. All cases referred to the Parole Board for their consideration are in scope. This includes, but is not limited to, cases referred to the Parole Board for their advice following a prisoner's return to closed conditions, and Parole Board Reconsideration Hearings, <b>Parole Board Set Aside Hearings and the Parole Board Set Aside Process under 28A of the Parole Board Rules 2019, as amended.</b></p>
12.106	<p><b><i>Amended Paragraph</i></b></p> <p>The Fixed Fee which applies for Advice and Assistance given on a <del>paper based Parole Board Hearing</del> <b>Parole Board Case determined on the papers</b> is as specified in the Criminal Remuneration Regulations and must be claimed for accordingly.</p>
12.111	<p><b><i>Amended Paragraph</i></b></p> <p>The Standard Fees apply for Advocacy Assistance given on a Parole Board <del>Cases Hearing (including under the Intensive Paper Review process)</del>, <b>and Parole Board Reconsideration Hearings and Parole Board Set Aside Hearings</b> are as specified in the Criminal Remuneration Regulations and must be claimed for accordingly.</p>



Paragraph	Amendment
12.113	<p><b><i>Amended Paragraph</i></b></p> <p>As further provided in the Parole Board Rules 2019, the Parole Board proceedings will not have concluded until the time period for making an application for reconsideration <b>or an application to set aside a Parole Board decision</b> has lapsed or such an application has been dismissed <b>or when the prisoner has been released</b>. Any work done in connection with making an application for reconsideration <b>or the Parole Board Set Aside Process (including an application to set aside a final decision)</b> must be billed as part of the existing Advice and Assistance or Advocacy Assistance Matter.</p>
12.114	<p><b><i>Amended Paragraph</i></b></p> <p>Where the Client has not received Advice and Assistance or Advocacy Assistance in connection with their Parole Board Case you may provide Advice and Assistance in connection with making an application for reconsideration <b>or setting aside the Parole Board final decision</b>.</p>
12.116	<p><b><i>New Paragraph</i></b></p> <p><b>A separate Advocacy Assistance fee is claimable in circumstances where the Parole Board Set Aside Panel directs the matter for a Parole Board Set Aside Hearing in situations whereby the final decision has been set aside.</b></p>

### ***Pre-Signature Work in Disciplinary Cases***

Paragraph	Amendment
12.15	<p><b><i>Amended Paragraph</i></b></p> <p>A properly completed application, signed by the Client, must be kept on your file for Audit purposes.</p> <p><b>Subject to Paragraphs 12.95A to 12.95C, <del>you</del> you must not make a Claim in this Class of Work unless the Client has signed the application forms and is financially eligible to receive assistance.</b></p>
12.16	<p><b><i>Amended Paragraph</i></b></p> <p>This Paragraph overrides the postal rules in Section 4. Wherever possible, you must arrange for the Client to complete the application forms by post, after you receive instructions and, <b>subject Paragraphs 12.95A to 12.95C</b>, before you commence work.</p>
12.95A	<p><b><i>New Paragraph</i></b></p> <p><b>A Claim under this Unit of Work covers all work undertaken from the date on which the application forms are completed. It also covers any Advocacy Assistance given on the same Case before the application forms are completed if the following conditions are met:</b></p> <p><b>(a) the Client meets the Financial Eligibility Test, and you are satisfied that the Sufficient Benefit Test is met;</b></p> <p><b>(b) the hearing before the Prison Governor or the Independent Adjudicator takes place via video link and the interests of justice require that the Advocacy Assistance is provided as a matter of urgency i.e., there is a hearing within 28 calendar days from the date when initial instructions are taken; and</b></p>

Paragraph	Amendment
	<b>(c) there is no undue delay in posting the application forms, which must be completed and signed by the Client no more than 28 calendar days after initial instruction.</b>
12.95B	<p><b><i>New Paragraph</i></b></p> <p><b>If you provide Advocacy Assistance under this Unit of Work, then any Claim must include any pre-signature work. Where a Standard Fee is payable, it will apply to all the work required to be included in the same Claim.</b></p>
12.95C	<p><b><i>New Paragraph</i></b></p> <p><b>In order to enable us to decide whether pre-signature work may be claimed and/or allowed, you must note on file the date of initial instruction, the date the application for a determination that an individual qualifies for Advocacy Assistance was sent to the Client and the date of the hearing.</b></p>

### **Specification - version 3 (effective from 3 August 2023)**

The Specification was amended effective from 3 August 2023 to allow for changes to office opening hours and supervision requirements allowing providers to exercise flexibility in these areas. Changes have also been made to facilitate the removal of financial eligibility tests for under 18s as part of Phase 1 of the Means Test Review.

#### ***Office Opening Hours***

Paragraph	Amendment
2.44	<p><b><i>Amended Paragraph</i></b></p> <p>Each of your Offices (of which you must have at least one) must:</p> <ul style="list-style-type: none"> <li>(a) satisfy any professional requirements of your regulator and be registered as appropriate;</li> <li>(b) provide you with a constant right of access at any point during Business Hours;</li> <li>(c) be open and accessible to Clients, prospective Clients and other interested parties <del>during normal Business Hours</del> <b>for at least 7 hours between 8am and 8pm</b> on each Business Day and be permanently staffed by a representative of your organisation (who need not be directly employed by you) for the purpose of arranging appointments and other meetings and where appropriate arranging advice in emergency cases;</li> <li>(d) be able to arrange Client appointments <del>during Business Hours</del> <b>on all days that the Office is open</b> (subject to personnel availability);</li> <li>(e) contain suitable facilities to interview Clients, witnesses and any other persons in a private interview room;</li> <li>(f) contain sufficient infrastructure to enable you to deliver Contract Work; and</li> <li>(g) meet any relevant health and safety standards, quality standards, service standards together with additional standards set out in this Contract.</li> </ul>
2.46	<p><b><i>Amended Paragraph</i></b></p> <p>Where you operate an Office in a shared building such as another legal services provider's premises or in a serviced office arrangement you must have a right of access to the Office <del>at all times during Business Hours</del> <b>for at least 7 hours between 8am and 8pm every Business Day</b> for the purpose of providing</p>

Paragraph	Amendment
	face-to-face legal services at that Office. Any breach of this Paragraph is a Fundamental Breach and we may serve a notice on you terminating your Contract;
2.47	<p><b><i>Amended Paragraph</i></b></p> <p><del>During Business Hours Whenever the Office is open</del> Clients or prospective Clients who telephone must be able to arrange appointments and other meetings and where appropriate arranging advice in emergency cases.</p>
2.48	<p><b><i>Amended Paragraph</i></b></p> <p><del>During non-Business Hours When the Office is not open,</del> Clients or prospective Clients who telephone must be able to access information about opening hours and who to contact in an emergency. This may be by use of a voice mail message system.</p>

### ***Supervision***

Paragraph	Amendment
2.17	<b><i>Amended Paragraph</i></b>

Paragraph	Amendment
	<p>Arrangements must be in place to ensure that each Supervisor is able to conduct their role effectively <b>in accordance with the requirements of this Section 2</b> including, but not limited to, the following:</p> <p>(a) designating time to conduct supervision of each Designated Fee Earner or Caseworker;</p> <p>(b) designating <del>at least one day per calendar month to be in</del> attendance at each Office at which they supervise staff <del>(which must coincide with attendance by staff supervised)</del> <b>where you determine this is required and provided you comply with the standards of Section 2</b>; and</p> <p>(c) ensuring that the level of supervision provided reflects the skills, knowledge and experience of the individual Designated Fee Earner or Caseworker.</p>
2.19	<p><b><i>Amended Paragraph</i></b></p> <p>Where a Designated Fee Earner or Caseworker undertakes Contract Work in a location other than where their Supervisor is based, the Supervisor must conduct, <del>as a minimum,</del> face-to-face supervision <del>at least once per calendar month</del> with the parties present in the same physical location <b>where you determine this is required and provided you comply with the standards of Section 2.</b></p>

#### ***Removal of Financial Eligibility Tests for Under 18s – Advice & Assistance and Advocacy Assistance***

Paragraph	Amendment
4.25 (d) (ii)	<b><i>Amended Paragraph</i></b>

Paragraph	Amendment
	(ii) the other person has sufficient knowledge of the Child or Protected Party, the problem and <del>the Child's or Protected Party's</del> <b>in the case of a Protected Party</b> , their financial circumstances (where relevant) to give proper instructions to you; and
4.27	<b><i>Amended Paragraph</i></b>  Where relevant, the appropriate means, of the Protected Party and, in appropriate cases, those who have care and control of, or are liable to maintain, or usually contribute substantially to the <del>Child or</del> Protected Party's maintenance, must be taken into account in applying the Financial Eligibility Test.
4.29	<b><i>Amended Paragraph</i></b>  Where Advice and Assistance (other than Police Station Advice and Assistance) or Advocacy Assistance is provided to a Child, <b>the Child must sign the application form him/herself. The Child will not be subject to any Financial Eligibility Test.</b>
4.29 (a)	<b>Paragraph removed and merged with 4.29</b>
4.29 (b)	<b>Paragraph removed</b>
4.30	<b>Paragraph no longer in use</b>

### ***Other Amendments and Typo Corrections***

Paragraph	Amendment
1.2	<p><b><i>Amended Paragraph</i></b></p> <p>“Caseworker” means an employee who is not a Supervisor, but who is a fee earner who regularly undertakes criminal defence work to whom a specific caseload of Contract Work is allocated and is responsible for the progression of those cases, within their specific caseload, under supervision. Caseworker includes”-paralegals;</p>
2.23	<p><b><i>Amended Paragraph</i></b></p> <p>To substitute another Prison Law Supervisor under this Contract, your new Prison Law Supervisor must have in the previous 12 months undertaken at least 350 hours of direct casework which may include direct (documented) supervision. Where a Supervisor works part-time this requirement is to be read as 1050 hours of direct casework which may include direct (documented) supervision in the previous five years and meet the requirement in Paragraph 2.24.</p>
13.7	<p><b><i>Amended Paragraph</i></b></p> <p><del>You must ensure that your Client completes the relevant civil application forms. To apply for a determination that a Client qualifies for Associated Civil Work, the Client must complete the CIV APP1 and CIV MEANS 1 forms.</del></p> <p>You must apply for Civil Legal Services and claim for work undertaken in this Unit of Work in accordance with the rules applicable to civil matters under the Civil Contract, using the procedures and claim forms specified for civil matters under the Civil Contract in force at the time.</p>



Paragraph	Amendment
13.28	<p><b><i>Amended Paragraph</i></b></p> <p><del>You must ensure that your Client completes the relevant civil application forms. To apply for a determination that a Client qualifies for Associated Civil Work, the Client must complete the CIV APP1 and CIV MEANS 1 forms.</del></p> <p>You must apply for Civil Legal Services and claim for work undertaken in this Unit of Work in accordance with the rules applicable to civil matters under the Civil Contract, using the procedures and claim forms specified for civil matters under the Civil Contract in force at the time.</p>

### Specification - version 2 (effective from 1 July 2023)

The Specification was amended effective from 1 July 2023 to allow providers to bill pre-charge bail cases a month after the initial police station attendance in the same circumstances that they are able to do so in Release Under Investigation (RUI) cases.

Paragraph	Amendment
9.104	<p><b><i>Amended Paragraph</i></b></p> <p>A Claim must only be submitted when:</p>

Paragraph	Amendment
	<p>(a) the Criminal Investigation has been concluded, either by way of the Client being charged or reported for summons, or the Matter has been disposed of in any other way; or</p> <p>(b) it is known that no further work will be undertaken for the Client in the same Matter; or</p> <p>(c) it is unclear whether further work will be required and a minimum of one month has elapsed since the last work in the Matter was undertaken. This includes where the Client has been Released Under Investigation <b>or on pre-charge bail</b> and it is unclear whether further work will be required. <b>For the avoidance of doubt, where a Client has an outstanding bail back this will form part of the same Matter as the original attendance</b> <del>This provision will not apply where a Client has an outstanding bail back in the Matter, unless it is known that further work will not be undertaken on that occasion; or</del></p> <p>(d) post-charge work has been undertaken that is within the scope of this Unit of Work, and is not the subject of a claim under the Representations Unit of Work.</p>