



Legal Aid
Agency

Guidance for CRM18A

Crime Escape Cases - Prison Law Matters

Overview

The form is to be used in all Prison Law cases where the case has been 'flagged' as an escape case.

Page 1 - For completion by all providers

Images

The Authorisation Code should be the 10 digit number given to you when a PL1 form has been granted for Prior Approval in a treatment case.

Calculate the costs incurred exclusive of VAT. Place them under the relevant heading. Profit costs include attendance, preparation, letters, and phone calls.

The Date level of work closed should be the attendance date when work concluded, or the date of your last work if the case is transferred to another firm.

For Month claimed, enter the month of the CRM6 submission that you billed the matter on.

Submit the following along with your CRM18A form:

- the time ledger and key documents including:
 - all file notes
 - detailed attendance notes
 - page counts of documents considered
 - copies of any documents drafted

- page counts of Parole Dossier (original documents are not required where page counts have been provided)
- letters and calls – copies of these are required (where quantities are excessive a detailed ledger with dates and explanation will suffice)

If a ledger is being provided

If there is a date, along with who the letter is to or who the call is to/from, this will be sufficient for the letter or call to be allowed. This information will be accepted for a period of at least 6 months and any changes to this arrangement will be communicated.

- original completed CRM1 and CRM2 forms if your claim includes any freestanding advice or assistance
- original invoices for disbursements exceeding £20
- original CRM11 form (optional)

Pages 2 and 3 – For completion when no IT-based running record of costs is provided

The Schedule of time spent should detail all time spent attending the client and advising them through correspondence.

Include details of all work undertaken, and by which fee earner, in chronological order.

Use one line per item, for example, Attendance, and Travel and Waiting, on the same day should be entered on separate lines. Detail the applicable hourly rates in the appropriate box.

Please note that if this page is not fully complete, and no IT-based running record of costs is included, we will reject for this information if it is not received within 48 hours.

Page 3 is a continuation of Page 2.

Page 4 - For completion by all providers

Use the Relevant Case Information section to detail any extenuating circumstances that you feel will be relevant.

Provide details of all disbursements incurred, and state those that are subject to VAT in the appropriate box.

Please note that a disbursement voucher should accompany disbursements for £20 or over.

The Provider Certification must be signed and dated by the appropriate fee earner. Please note that photocopies cannot be accepted.

Ensure that, once complete, the claim together with the file is forwarded along to the Nottingham Office.

Office process

When we receive the CRM18A form we will log it on a spreadsheet tracker which includes:

- solicitor's details
- client's name
- UFN
- date received
- who has dealt with the claim
- amount of claim
- date claim was paid

Automatic rejection

The claim can be automatically rejected if:

- the file of papers has not been sent
- the form has not been fully completed - for example, page 2 has not been completed and no IT-based running record of costs is provided
- the incorrect version of the claim form has been submitted
- the form is not signed and dated

If any additional information is required, we will use the email address provided on page 1. If the information is not received within 48 hours, we will reject the claim. The reason for the rejection will be given in the rejection letter.

Ownership

Role	Job/role title	Current post holder
Policy owner	Team Manager	Laura Shepherd
Policy lead	Magistrates Billing HEO Tech Lead	Matthew Scholey
Approval body	Case Management	

Current version	Version 4
Last review date	September 2025
Next review date	September 2026

Version history

Version	Date	Reason
1	October 2010	New form
2	April 2013	Revised form
3	May 2024	Updated process
4	September 2025	Updated to include a note on evidencing letters/calls using a ledger