Legal Aid Agency

Submit a Bulk Claim User Guide V1.7

September 2026

This guide contains instructions on how to bulk upload a monthly submission for Civil (Legal Help), Crime Lower or Mediation via Submit a Bulk Claim for legal aid providers.

Contents

Overview of Submit a Bulk Claim 4
What you can do 4
What you cannot do 4
Accessing Submit a Bulk Claim 5
Who can upload bulk claim files 7
Creating a bulk claim file 8
Uploading a bulk claim file 8
Initial validation 8
What happens next 9
Outcome screen 10
Successful Submission 10
Claims tab 11
Messages tab 13
Matter Starts tab 13
Fee Calculation screen 14
Downloading Submissions 15
Unsuccessful Submissions 17
Warnings 18
'Nil' submissions 19
Searching for a previous submission 22
Useful Links 23
Further help and support 24

Annex A – Accepted Fields..... 25

Overview of Submit a Bulk Claim

Submit a Bulk Claim is an application to enable legal aid providers to submit monthly submissions, including reported Matter Starts, to the Legal Aid Agency (LAA) for Civil (Legal help), Crime Lower or Mediation work. Users will also be able to search for and view submissions for their provider offices that had previously been uploaded to Submit a Bulk Claim.

Submit a Bulk Claim replaces the functionality previously available in CWA that enabled users to submit their monthly submissions either manually or via bulk upload, but it will only allow users to submit their submissions via bulk upload unless they have no claims or new matters to report for a monthly period.

This application was made available to users from February 2026, and it accepts files in CSV, XML or TXT format created using the LAAs bulk upload spreadsheets or an external Case Management System.

From September 2026, if a provider office does not have any claims or new matters to report for a monthly period, users will also be able to indicate this on Submit a Bulk Claim without needing to create and upload a submission file. The 'Nil Submissions' section on page 18 contains more information about this.

What you can do

- Upload a submission file in csv, xml or txt format for April 2025 onwards including any reported Matter Starts
- Upload a submission file for any provider office account number that is attached to your Sign in to legal aid services (SILAS) profile
- Upload a submission file for one area of law and provider office at a time
- Upload a 'nil submission' file if there are no claims or new matter starts to report for that month
- Upload a submission file for a month prior to the month in which you upload it (e.g. upload an October 2025 submission during November 2025)
- Upload submission files for a contract in any order you like (e.g. you could upload submissions in the order of June 2025, May 2025 & April 2025 instead of being forced to follow the order of April, May, June)
- Download a successful submission and a pricing breakdown for each of its claims in CSV format
- From September 2026 onwards, record a 'Nil submission' for a monthly period without needing to upload a file if you have no claims or new matters to report for that period

What you cannot do

- Manually create and submit submissions or manually record Matter Starts within Submit a Bulk Claim if you have claims or new matters to report for a submission period

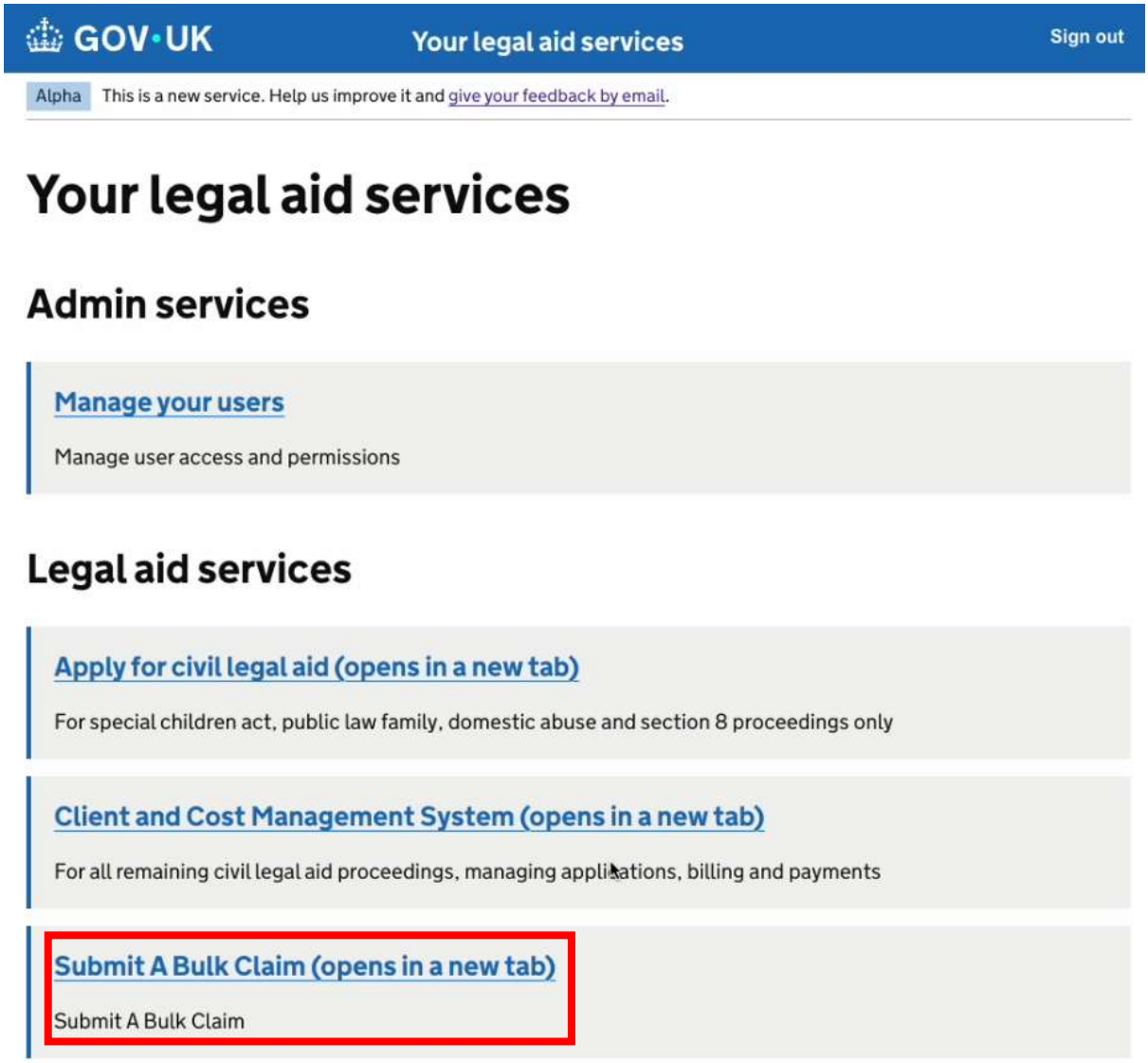
- Upload a file for any provider office account number that is not attached to your profile in Sign in to legal aid services (SILAS)
- View or amend an uploaded submission in Submit a Bulk Claim before you submit it
- Upload a submission file dated prior to April 2025
- Upload a submission file for the same month as the month in which you upload it (e.g. uploading a November 2025 submission during November 2025)
- Upload a submission file containing monthly submissions for multiple offices (if your provider firm has multiple offices who carry out legal aid work)
- Access any submissions uploaded to CWA

We will be adding more features over the coming months.

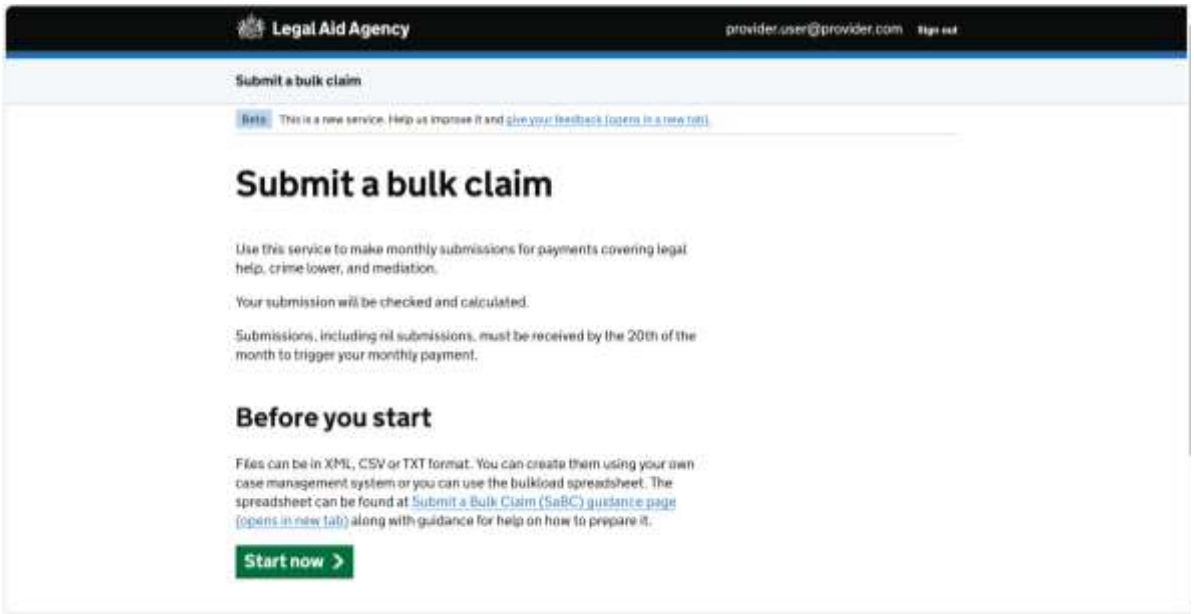
Accessing Submit a Bulk Claim

To access Submit a Bulk Claim, you will need to have a verified account with Sign in to legal aid services (SILAS) and Submit a Bulk Claim will need to have been added to your profile by somebody in your firm with Firm Admin responsibility. See this guide for more information. https://legalaidlearning.justice.gov.uk/sign-in-to-legal-aid-services/#1-Setupandmanaginguseraccess.

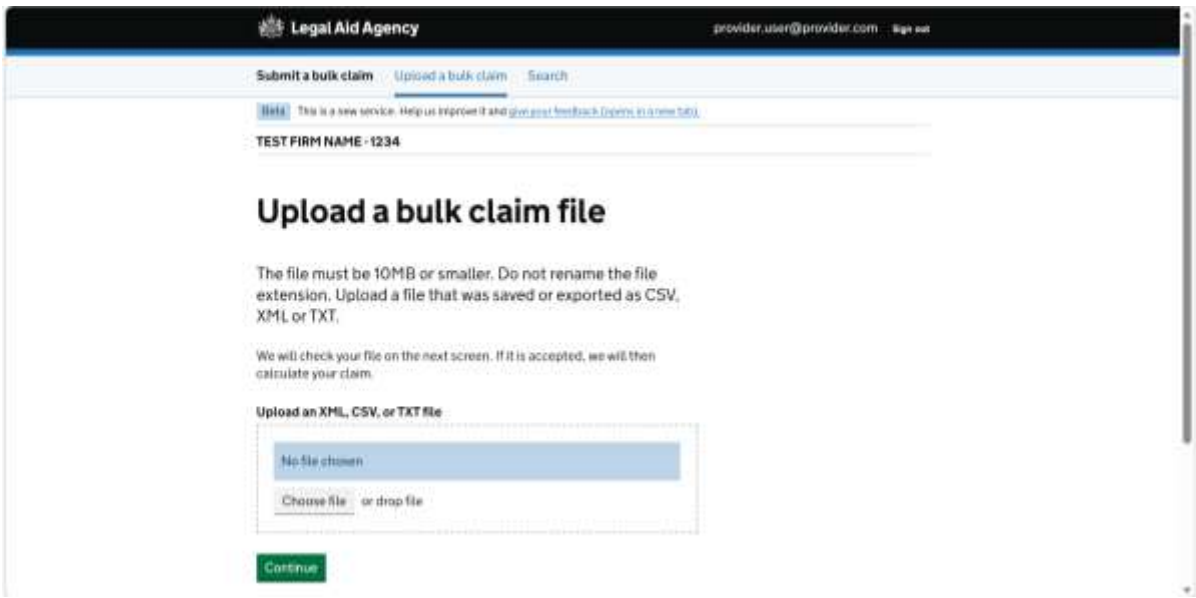
Once this has been done, and you are logged into SILAS, you will be able to click on a link to access the Submit a Bulk Claim landing page. Submit a Bulk Claim is available between the hours of 7am & 9:30pm. See the Legal Aid Agency training website for guidance on how to create an account with and use SILAS.



Clicking the link will take you to the Submit a Bulk Claim landing page which contains information about the application and the wider submission process and allows you to begin your user journey.



From the landing page, you will be taken to a page entitled '**Upload a bulk claim file'**. The left tab on the page allows you to upload your file.



Who can upload bulk claim files

If a provider office has been attached to your SILAS profile, you will be able to:

- Upload a submission file on behalf of that provider office, as long as that office has/had a valid contract and schedule for the relevant area of law in the month that you are uploading for
- Search for and view details for a previously uploaded submission file if the provider office for the submission is attached to your SILAS profile

Creating a bulk claim file

You can use either your own Case Management System or the latest version of the Legal Aid Agency (LAA) bulkload spreadsheet to create a file. Submit a Bulk Claim will only accept files in CSV, TXT or XML format.

You can only upload a submission file for one office at a time. Therefore, for each month, if your office has a contract in Civil and Crime you will need a separate spreadsheet for each of these submission files. Mediation will also require its own separate spreadsheet if applicable. If your provider firm has other offices who carry out legal aid work, their submissions will need to be uploaded in separate files.

The latest version of the LAA bulkload spreadsheet and guidance on how to use it to create a bulk upload file can be found at the following location: Submit a Bulk Claim (SaBC) - GOV.UK

Uploading a bulk claim file

To upload, you can either drag and drop your submission file into the large rectangle on the screen or click the 'Choose File' button to select a file to upload. You will need to click 'Continue' to upload your file.

There is a link to Submit a Bulk Claim (SaBC) - GOV.UK on the landing page which, as mentioned above, contains a link to the LAA bulkload spreadsheet and guidance to assist you with using the spreadsheet to create your file.

Initial validation

At this stage, Submit a Bulk Claim will perform some validation checks on the file to validate that:

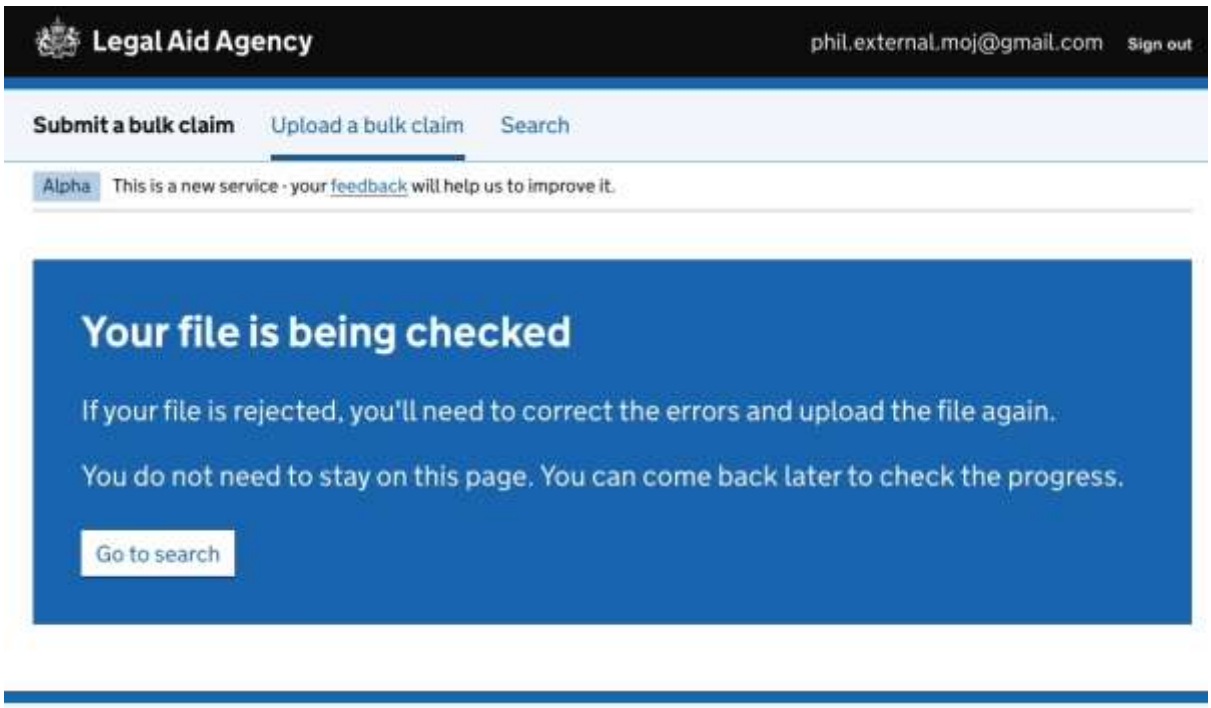
- it is not an empty file
- its content matches the file extension type (e.g. you have created an xml file and saved it with the extension 'xml')
- it is in the correct format i.e. csv, txt or xml and structure
- it does not exceed the current file size limit of 10MB
- it does not contain any viruses
- all tags contained within the file are in the correct format and are expected by the Submit a Bulk Claim system
- it contains the Area of law and Submission period in the correct format (MMM-YYYY)
- values in all number or currency fields are in number format and within any specified parameters as shown in the relevant guidance

- values in all Boolean fields contain Y or N

If the file fails any of the above checks, you will see an error message and the application will not accept the file for submission. You will need to correct the error(s) in the file and then upload and submit it again.

What happens next

Once your file has passed all the above checks and you have clicked Continue, you will see a message telling you that your file is being checked.



Checks at this stage include whether:

- the provider office holds a valid contract for the submission file area of law
- a submission file for that period and area of law has not already been uploaded to Submit a Bulk Claim, aka it is not a 'duplicate' file
- the submission file is for the period April 2025 or later and not for the current month (the month it is being uploaded in) or a future month or year
- claim lines are not duplicated elsewhere in the current submission file or in a submission file previously uploaded to Submit a Bulk Claim (Office account number, Client name, UFN, Fee Code & UCN will be used to compare claim lines and if all match with a claim in a previous submission, the claim will be flagged as a duplicate claim)
- the fee code used in a claim is valid for the submission area of law and the case start date or UFN used for that claim
- all mandatory information required by Submit a Bulk Claim to process the file has been provided

- information entered adheres to the correct format and is valid i.e. where data is selected from a list of values
- work for a claim was carried out when the provider office had an open schedule period for that category of law (e.g. Family, Immigration)
- for Legal Help disbursement claims, another disbursement claim for the same case has not been included in another file successfully uploaded to Submit a Bulk Claim for a period within 3 months of the 20th of the month following the submission period for the current file (Office account number, Fee Code, UFN & UCN will be used to compare claims)
- for any Legal Help disbursement claims, the submission period for the file is 3 or more months after the case start date entered

To see whether your file submission has been accepted or rejected, you can either wait on this screen until the process has completed or use the Search functionality to find out whether the file was submitted successfully. You can navigate to a different screen while the submission is in progress without disturbing the upload process.

Outcome screen

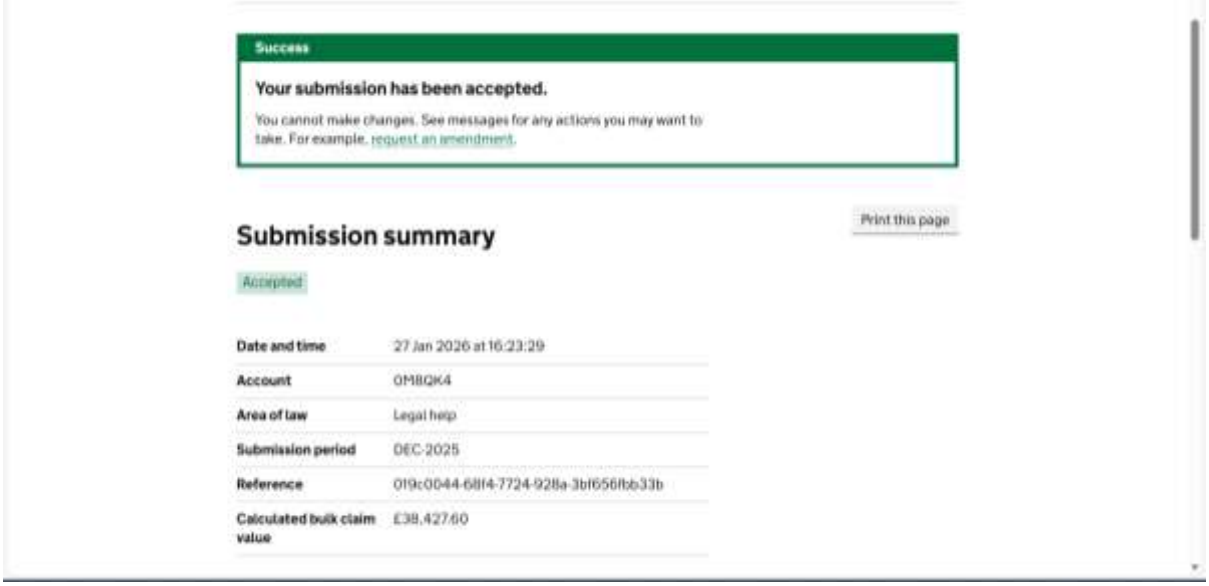
When the file submission process has finished, you will be taken to the '**Submission Summary'** screen informing you of three possible outcomes:

- Your submission file has been accepted
- Your file has been accepted but with warnings (see the Warnings section for more information about these)
- Your submission file has been rejected

Successful Submission

If the submission file has been accepted, this means that it did not contain any errors and has been accepted for pricing. You will see the following information on the screen relating to the successful submission:

- Date and time of the upload
- Provider office account number
- Area of law
- Monthly Submission Period
- Submission reference (automatically generated by Submit a Bulk Claim)
- Total calculated value of the submission



A message on that screen will tell you if any Warnings apply to any of the claims in your submission file. You will not be able to make any changes to your submission at this stage using Submit a Bulk Claim. If you need any amendments to be made to your submission, you can request a claim amendment. The screen will contain 3 separate tabs:

Claims tab

Here, you will see a table containing all claim lines in your submission. The information in each table varies according to submission area of law, details are outlined below, but the table has a '**Claim**' column containing the word **'View'** with a link to where you can see how the claim value for that claim was calculated and any Warning messages applicable to that claim.

For a **Civil** submission, the table will contain columns with the following sortable headings:

- Client surname
- Client forename
- UFN
- UCN
- Fee code
- Calculated Value (as calculated by the Submit a Bulk Claim application)
- Escape case flag
- Messages

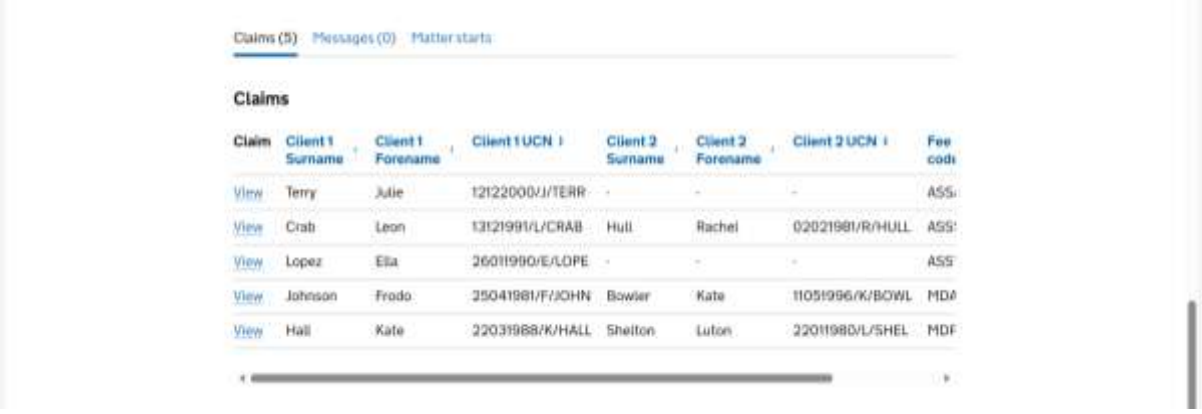
Claims (2) Messages (1) Matter starts

Claims

Claim	Client Surname	Client Forename	UFN	UCN	Fee code	Calculated value	Escape case	Me
View	FISH	JON	010216/005	01011970/J/FISH	IMLB	£1,199.20	Escaped	Vie
View	SMITH	TIM	020216/006	01021971/T/SMIT	IMLB	£532.00	No	

For a **Mediation** submission, the table will contain columns with the following sortable headings:

- Client 1 surname
- Client 1 forename
- Client 1 UCN
- Client 2 surname (if there isn't a second client, this field will be blank)
- Client 2 forename (if there isn't a second client, this field will be blank)
- Client 2 UCN (if there isn't a second client, this field will be blank)
- Fee code
- Calculated Value (as calculated by the Submit a Bulk Claim application)



Claims (5) Messages (0) Matter starts

Claims

Claim	Client 1 Surname	Client 1 Forename	Client 1 UCN	Client 2 Surname	Client 2 Forename	Client 2 UCN	Fee code
View	Terry	Julie	12122000/J/TERR	-	-	-	ASS
View	Crab	Leon	13121991/L/CRAB	Hull	Rachel	02021981/R/HULL	ASS
View	Lopez	Ella	26011990/E/LOPE	-	-	-	ASS
View	Johnson	Frodo	25041981/F/JOHN	Bowler	Kate	11051996/K/BOWL	MDA
View	Hall	Kate	22031988/K/HALL	Shelton	Luton	22011980/L/SHEL	MDF

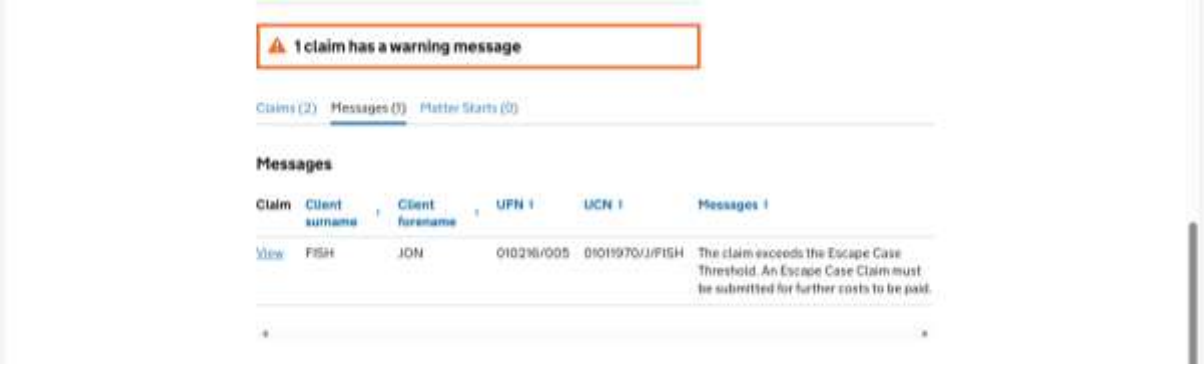
For a **Crime** submission, the table will contain columns with the following sortable headings:

- Client surname (for claims with the PROD fee code, this field will be blank)
- Client initial (for claims with the PROD fee code, this field will be blank)
- UFN (for claims with the PROD fee code, this field will be blank)
- Fee code
- Date work concluded
- Calculated Value (as calculated by the Submit a Bulk Claim application)
- Escape case flag
- Messages

If a claim has been voided by the Legal Aid Agency after submission, this will be indicated in the Claim column on the relevant row. However, the calculated value of both the submission and the voided claim will still show the values as they were when the submission was submitted and before the voiding, as the record shown here will always reflect the value of the original submission.

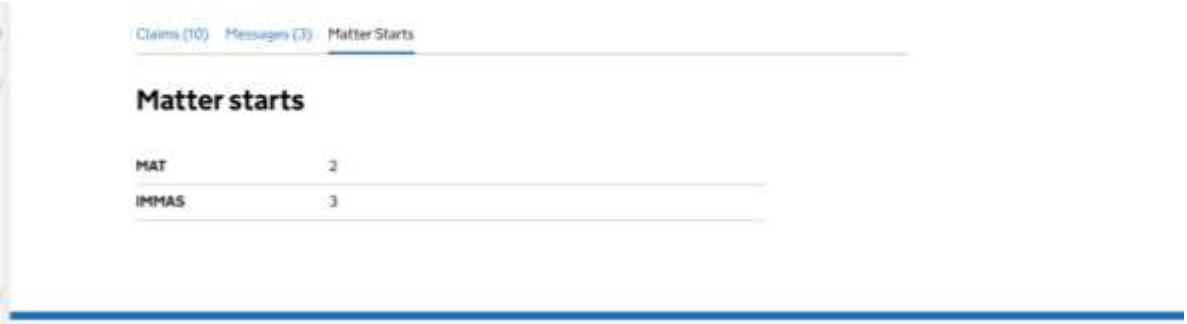
Messages tab

Here, you will see any Warning messages that apply to any of the claims in your submission file. This will be for Civil or Crime Lower submissions only. No Warnings are generated for Mediation submissions. You can navigate to the Fee Calculation screen for a particular claim from this tab by clicking 'View' in the Claim tab.



Matter Starts tab

You can also view any matter starts information that you included in your Civil or Mediation submission file on the **Matter Starts** tab. You will be able to see a breakdown of the matter starts figure included in your claim by category of law.

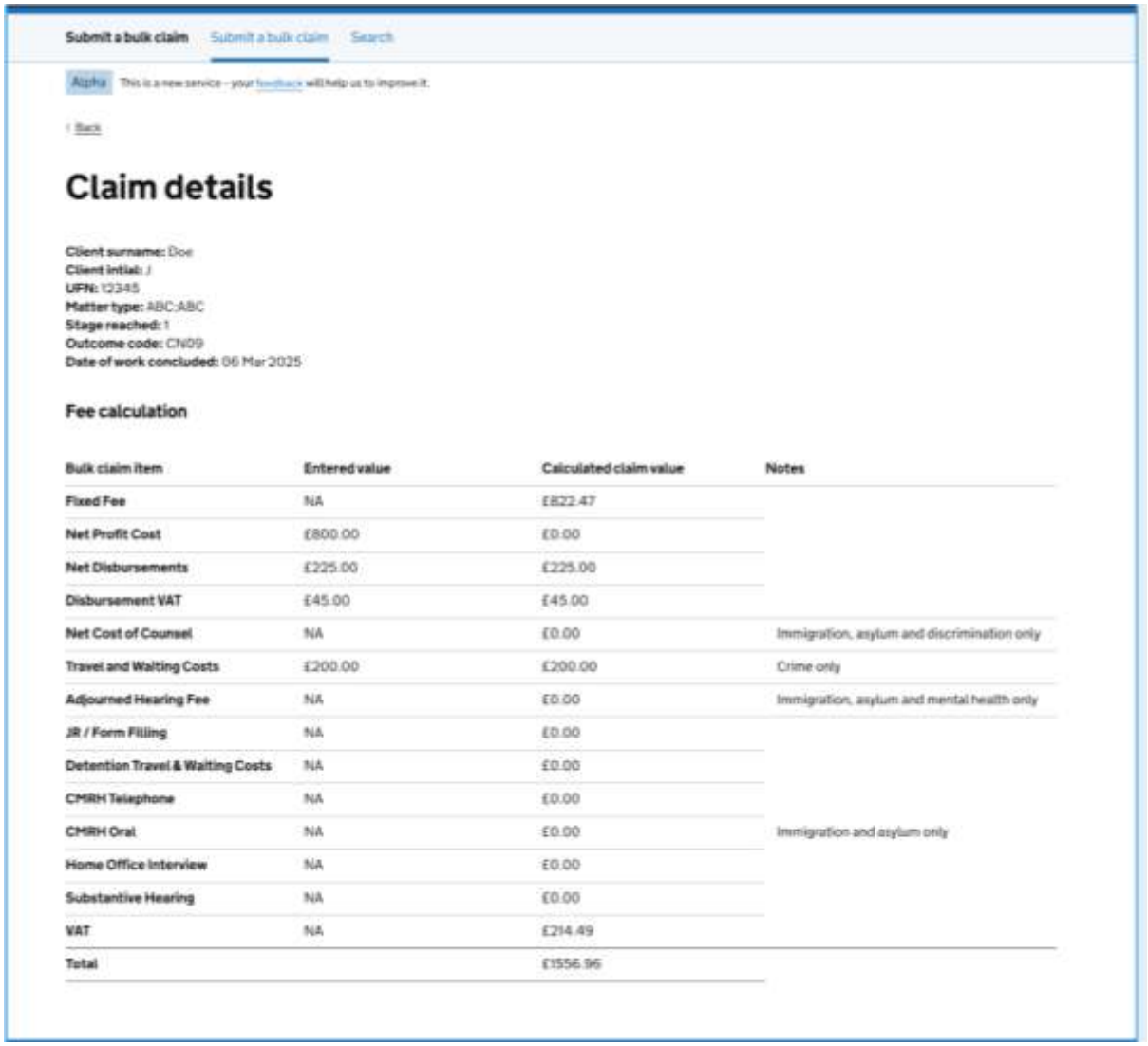


Fee Calculation screen

If you click View on any of the claim lines in the table on the Claims tab, you will be taken to another screen showing a table with 3 columns containing:

- the calculated value of that claim with a breakdown of that value by cost type to enable you to see how it was calculated (Calculated Claim Value column)
- any costs that were entered in the submission file for that claim to enable comparison with the calculated value (Entered Value column)
- information on which fields in the table are only applicable to certain areas of law or Civil matter types. These are indicated in the Area of Law column in the table (Area of Law column)

You can see a screenshot below:



Submit a bulk claim Submit a bulk claim Search

Alpha This is a new service – your feedback will help us to improve it.

< Back

Claim details

Client surname: Doe
Client initial: J
UFN: 12345
Matter type: ABC:ABC
Stage reached: 1
Outcome code: CN09
Date of work concluded: 06 Mar 2025

Fee calculation

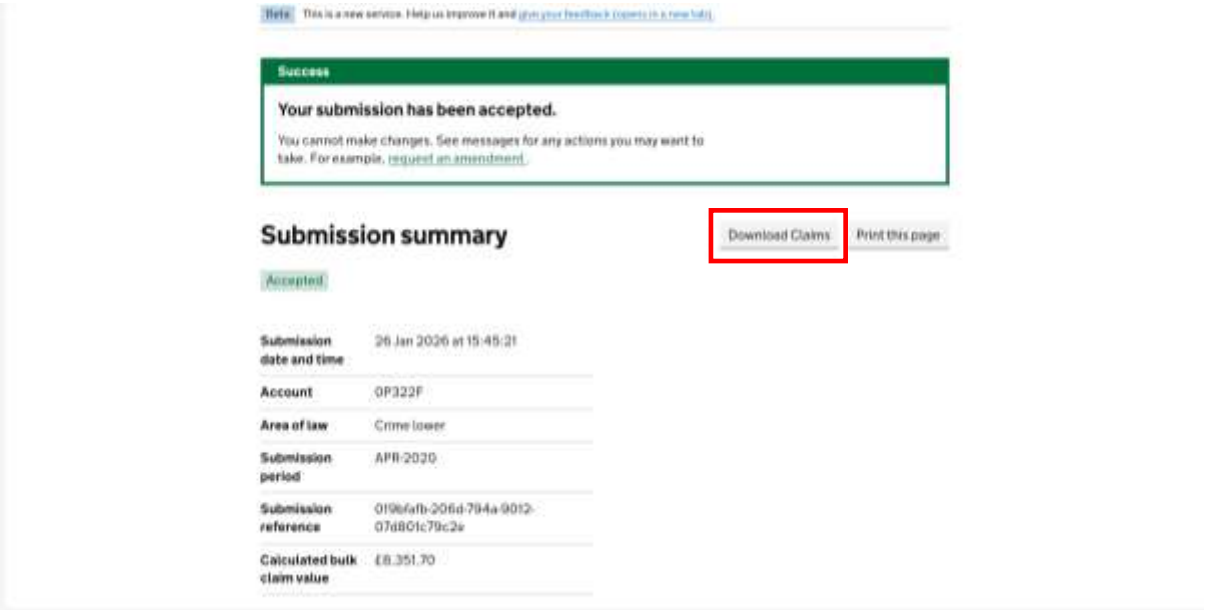
Bulk claim item	Entered value	Calculated claim value	Notes
Fixed Fee	NA	£822.47	
Net Profit Cost	£800.00	£0.00	
Net Disbursements	£225.00	£225.00	
Disbursement VAT	£45.00	£45.00	
Net Cost of Counsel	NA	£0.00	Immigration, asylum and discrimination only
Travel and Waiting Costs	£200.00	£200.00	Crime only
Adjourned Hearing Fee	NA	£0.00	Immigration, asylum and mental health only
JR / Form Filling	NA	£0.00	
Detention Travel & Waiting Costs	NA	£0.00	
CMRH Telephone	NA	£0.00	
CMRH Oral	NA	£0.00	Immigration and asylum only
Home Office Interview	NA	£0.00	
Substantive Hearing	NA	£0.00	
VAT	NA	£214.49	
Total		£1556.96	

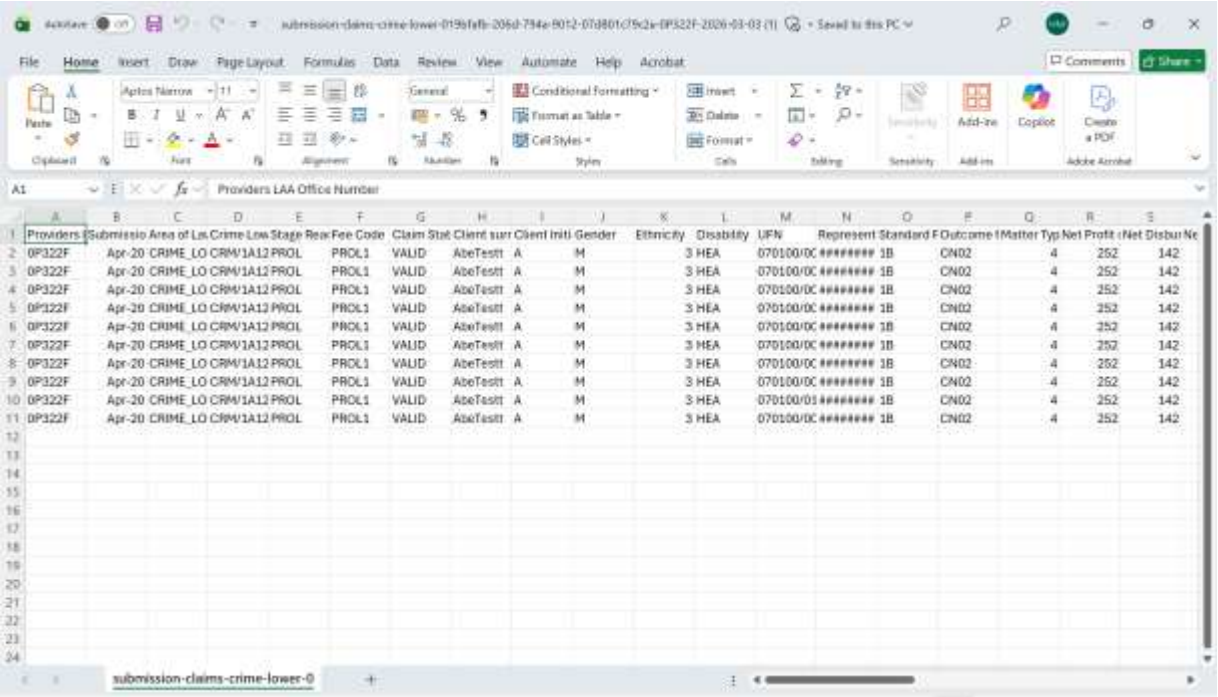
If the claim was voided by the Legal Aid Agency after submission, you will see a message informing you of this at the top of the page. The total Calculated claim value will show the value of the claim as it was when the submission was submitted and before the voiding.

Downloading Submissions

From the Submission Summary screen, you can click the 'Download Claims' button to download a CSV file containing all information entered, and a breakdown of the Calculated value for each claim in your submission. The 'Calculated Fee Detail – Total Amount' column in the file contains the final calculated price of each claim.

If a claim is an Escape claim, the figure in the 'Calculated Fee Detail – Total Amount' column will show the original calculated value of the claim as calculated before any Escape case assessment, even after the claim has been assessed via the Amend a Bulk Claim service. The values in the file will not change when an Escape claim is assessed or if a claim has been voided, as it will reflect the original values in the submission.

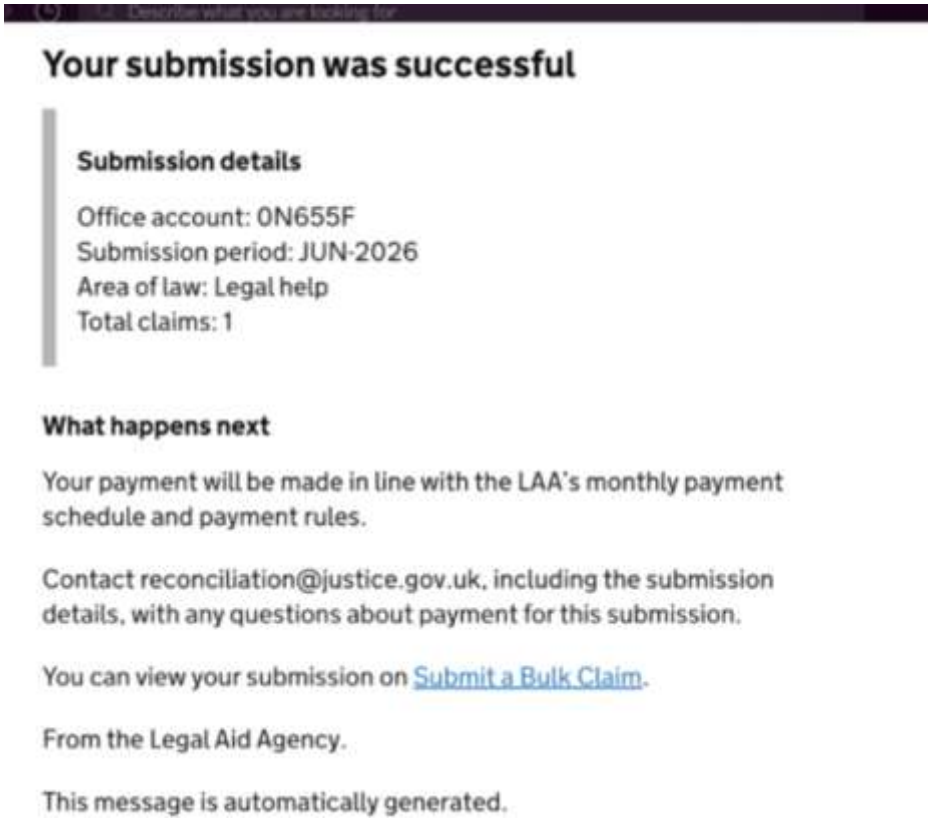




If you wish to download a file for a previously uploaded claim that was successful, you will be able to Search for the submission and navigate to the Submission Summary screen from the Search tab (see the Search section of this document for more details on how to do this).

Email Notifications

If a submission is successful, an email notification will automatically be sent to the email address of the user who uploaded the submission to notify them of this and to inform them of what happens next. The email will come from 'legal.aid.agency.data.claims.notify.service@notifications.service.gov.uk' and contain key submission information and a link to its Submission Summary page in Submit a Bulk Claim.



Your submission was successful

Submission details

Office account: 0N655F
Submission period: JUN-2026
Area of law: Legal help
Total claims: 1

What happens next

Your payment will be made in line with the LAA's monthly payment schedule and payment rules.

Contact reconciliation@justice.gov.uk, including the submission details, with any questions about payment for this submission.

You can view your submission on Submit a Bulk Claim.

From the Legal Aid Agency.

This message is automatically generated.

Unsuccessful Submissions

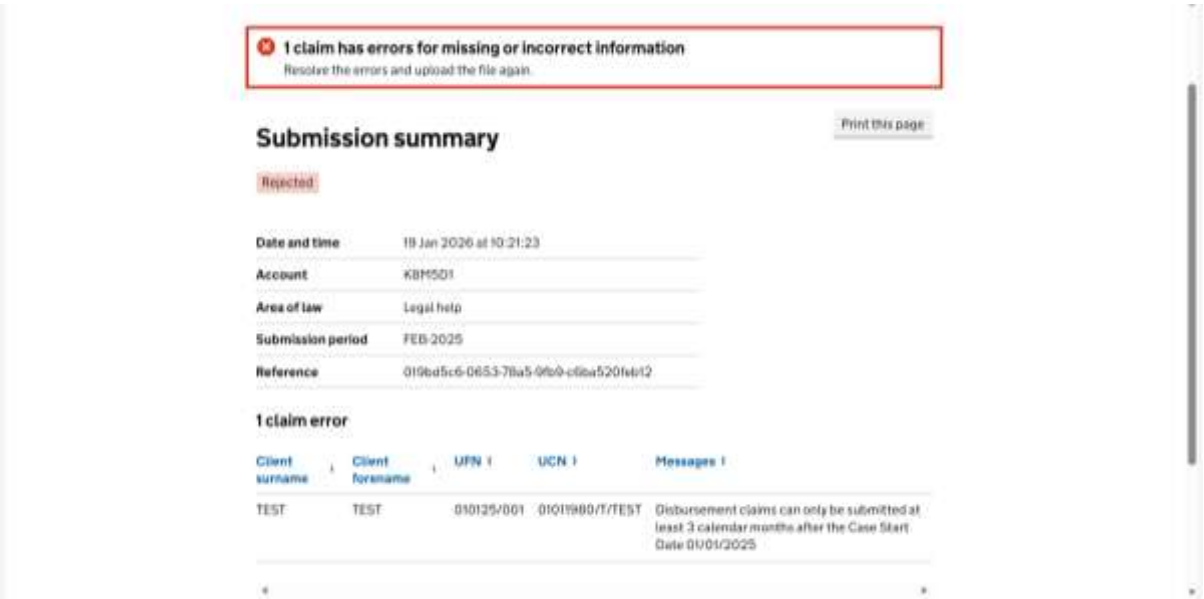
If at least one error is found in any of your claims, the submission file will not have been accepted, and you will see a '**Rejected**' banner on the Submission Summary screen along with an error message at the top of the screen informing you how many claims contain errors. You will need to fix all of the errors found before re-uploading the file. You will not receive an email informing you that your submission has been rejected but the rejection will be confirmed on screen at the point of submission

Errors can relate to the submission as a whole, for example if the submission is a 'duplicate' i.e. has the same monthly period, office account number and category of law as a file that has already been successfully submitted, or if the monthly period is before April 2025, or they can relate to an individual claim line within the submission.

If there are errors relating to the submission, you will not see any errors relating to any individual claims as Submit a Bulk Claim will not check any claim information. Once the submission

errors are corrected and the file is reuploaded, the system will check each claim and will find any claim-related errors then.

You will see a table containing all errors found. For submission-related errors, you will just see the error message(s). For claim-specific errors, you will see which claim the error relates to and the Error Description field in the table will contain the specific error messages. If a claim or submission has more than one error, each error will be displayed on a new line.



From this page, you can navigate back to the beginning of the journey to upload another submission or search for an existing submission that was previously uploaded.

Warnings

Warnings are indicated on the Submission Summary screen for successful submissions. If your submission has attracted a warning, it has still been uploaded successfully, and priced but Submit a Bulk Claim is making you aware of any specific pricing rules that mean that the calculated claim value for a claim line does not match the costs reported for that claim. The system will flag a warning for any claims where:

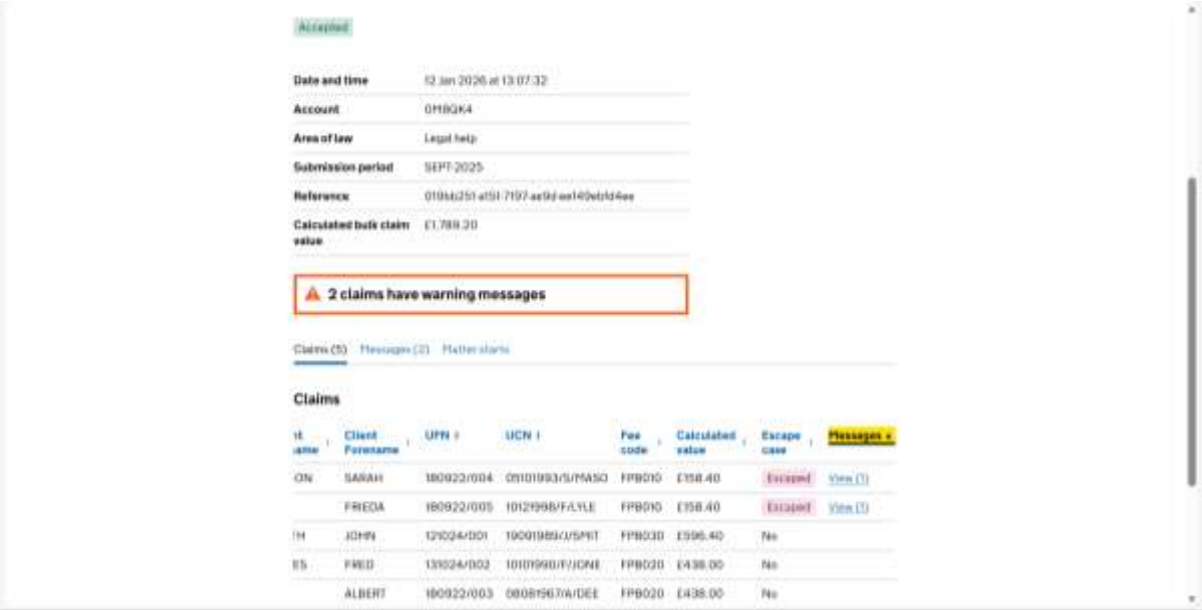
- A cost limit has been exceeded
- A claim is an 'Escape' claim i.e. the net profit and Counsel costs (if applicable) exceed the escape threshold for that claim
- Disbursement VAT has been capped at 20% of reported net Disbursement costs when it exceeds that figure

- In some Civil Immigration & Asylum matters:
    - certain reported costs have been capped due to cost limit validation rules that exist within the relevant Civil legal aid contract. For example, case costs exceed

a threshold, but a prior authority number has not been reported to demonstrate the entitlement to report costs above an initial limit
  - some Additional Costs have been entered separately instead of being combined with net profit costs

- In some Crime matters:
  - costs have been incorrectly entered when they cannot be claimed

As mentioned previously, navigating to the Messages tab or clicking on the hyperlinks in the Messages column allows you to view all Warnings for a submission file. A warning will not prevent a submission from being accepted by Submit a Bulk Claim. Warnings will not display in a downloaded CSV file but the amount in the 'Calculated Fee Detail – Total Amount' column will reflect any costs capping that has occurred for that claim. You will also see where this has impacted an individual element of the costs. For example, if Profit costs have been capped, you will see the Reported Value and the Calculated value in two separate fields, with the Calculated value contributing to the Calculated Fee Detail - Total Amount.



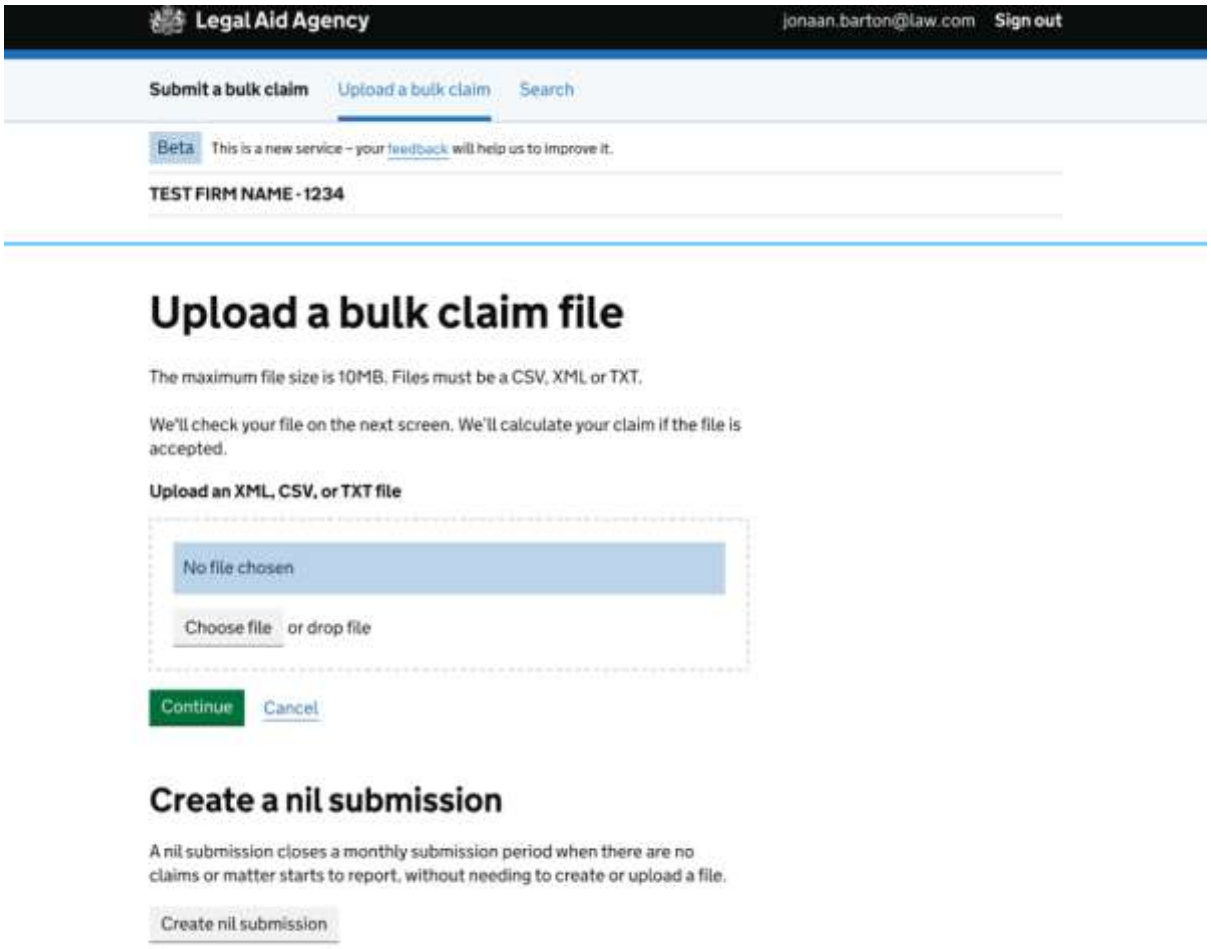
'Nil' submissions

If you do not have any claims to report for the month that you are uploading for, you will still need to inform the Legal Aid Agency of this using the Submit a Bulk Claim service in order to trigger your monthly payment. You can create and upload a submission file, containing provider office and submission level information but no claim lines and, if you have matter starts to report for the month, include them in your file in the usual way.

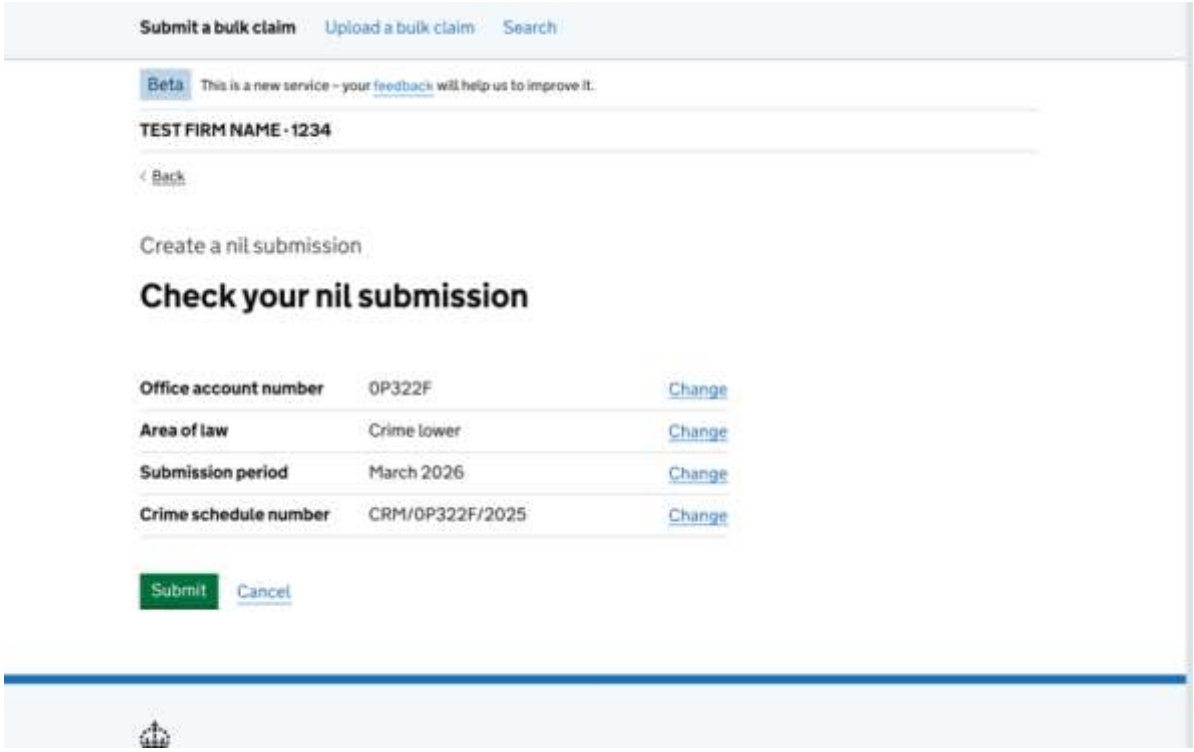
Where you have no claims and no matter starts to report in a month, you will also be able to, from September 2026 onwards, indicate a 'Nil' submission directly through the Submit a Bulk Claim service without needing to create and upload a file.

Reporting 'Nil' submissions directly through Submit a Bulk Claim

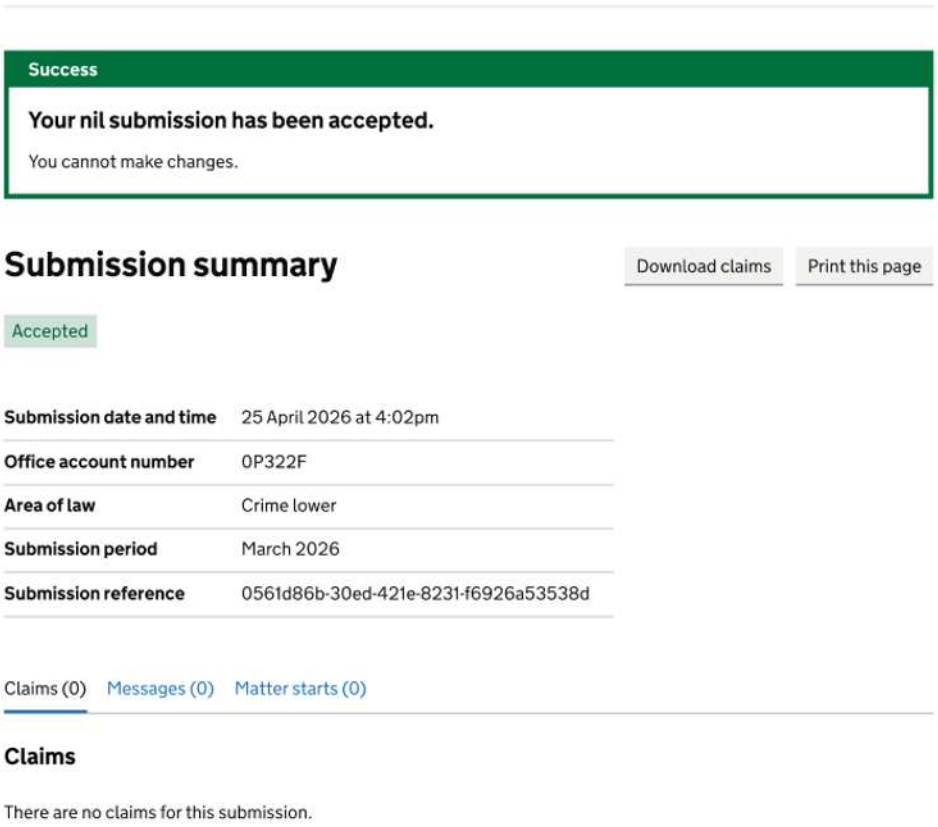
When on the Upload a Bulk Claim file page, you will now see the option to 'Create a nil submission'



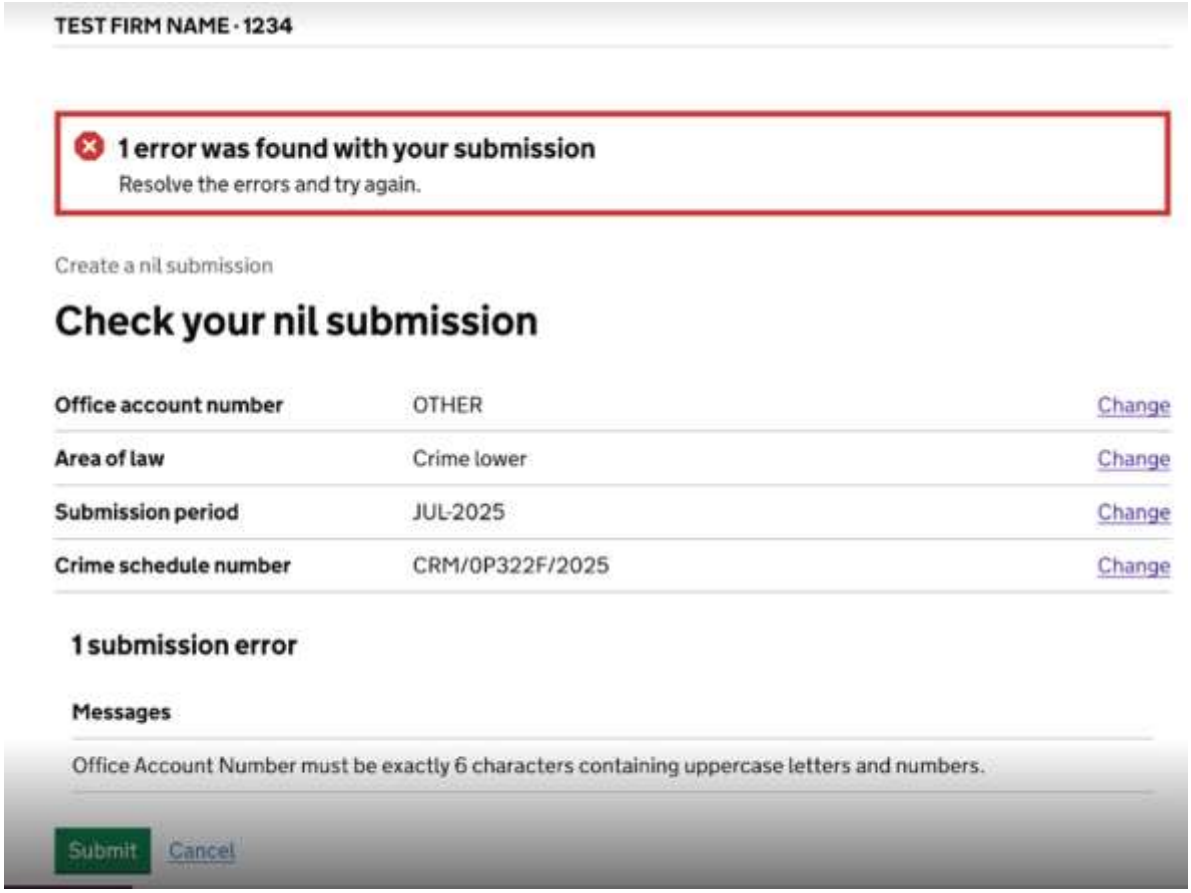
Upon clicking that button, you will be able to select any Office Account Number attached to your user profile in SILAS, an area of law, any submission period within the last 12 months for which a submission has not already been accepted and then enter a Civil Submission Reference (Legal Help area of law), Mediation Submission Reference (Mediation area of law) or Crime Schedule Number (Crime Lower area of law). Once you have provided this information, you will be able to review it, and change it if necessary, and then submit your 'Nil' submission.



The service will inform you of the outcome of your 'Nil' submission.



If your 'Nil' submission is rejected, you will be able to amend the information you entered and resubmit.



You will be able to locate any submissions submitted this way via the Search for a submission screen (details below). If you download the CSV Export file for the submission, it will be blank due to the submission not containing any claims.

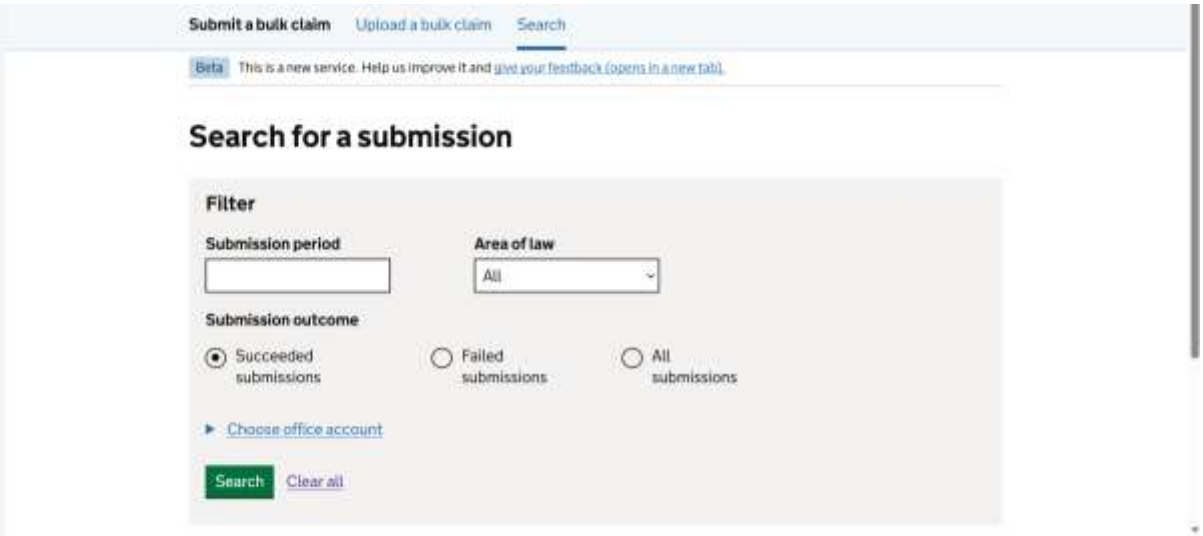
Searching for a previous submission

You will be able to navigate to a screen, called '**Search for a submission'**, where you can search for all submissions for any provider office attached to your profile that have previously been uploaded to Submit a Bulk Claim, including rejected submissions.

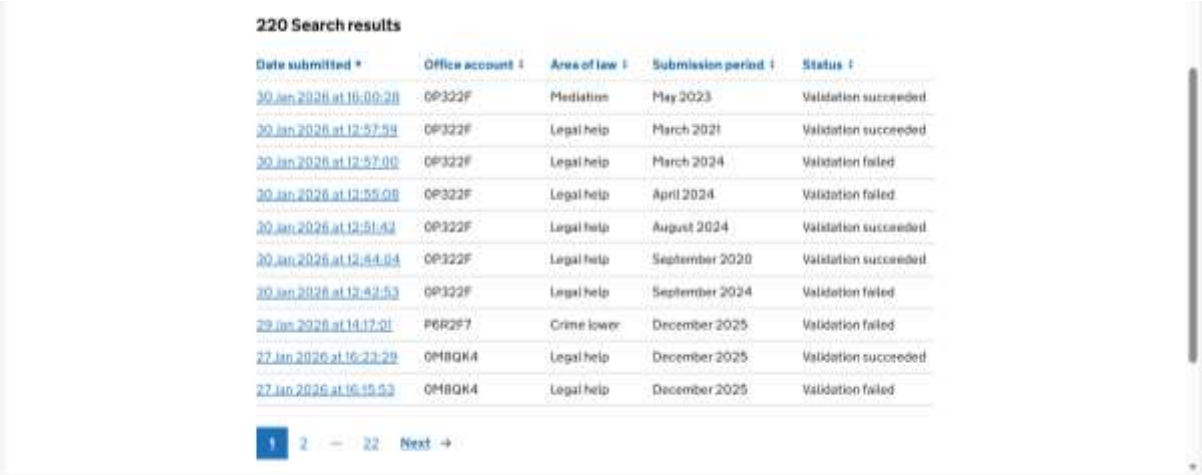
You will be able to search using one or more of the following:

- Submission Period (optional)
- Area of law (mandatory)
- Submission Outcome (mandatory):
  - Successful Submissions
  - Failed Submissions
  - All Submissions

Office Account (mandatory - to aid users who can submit for more than one provider office)



Once you have completed your search, you will be able to navigate to the Submission Summary page for a particular submission from the Search for a submission screen via clicking on the hyperlink in the 'Date Submitted' column.



220 Search results

Date submitted	Office account	Area of law	Submission period	Status
30 Jan 2026 at 16:00:28	0P322F	Mediation	May 2023	Validation succeeded
30 Jan 2026 at 12:57:59	0P322F	Legal help	March 2021	Validation succeeded
30 Jan 2026 at 12:57:00	0P322F	Legal help	March 2024	Validation failed
30 Jan 2026 at 12:55:08	0P322F	Legal help	April 2024	Validation failed
30 Jan 2026 at 12:51:42	0P322F	Legal help	August 2024	Validation succeeded
30 Jan 2026 at 12:44:04	0P322F	Legal help	September 2020	Validation succeeded
30 Jan 2026 at 12:42:53	0P322F	Legal help	September 2024	Validation failed
29 Jan 2026 at 14:17:01	P6R2F7	Crime lower	December 2025	Validation failed
27 Jan 2026 at 16:23:29	0M8QK4	Legal help	December 2025	Validation succeeded
27 Jan 2026 at 16:15:53	0M8QK4	Legal help	December 2025	Validation failed

1 2 … 22 Next →

Useful Links

Submit a Bulk Claim guidance page: Submit a Bulk Claim (SaBC) - GOV.UK

Information on how to submit Escape cases: Escape cases electronic handbook - GOV.UK

Information on Escape fee case claim forms:

EC-CLAIM 1: escape fee case claim form - GOV.UK (Civil)

CRM18: escape fee case claim form (crime) - GOV.UK (Crime excluding Prison Law)

CRM18A: escape fee case claim form (crime prison law) - GOV.UK

Information on Criminal Bill Assessments:

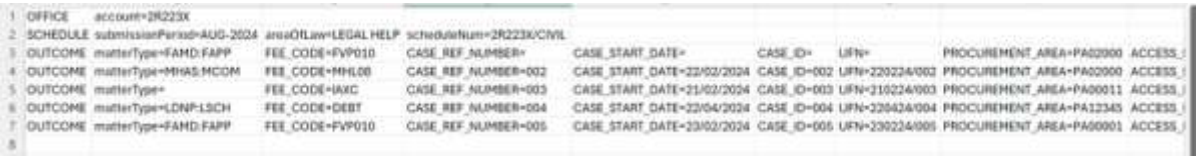
Legal aid guidance - GOV.UK

Further help and support

- Technical queries on SaBC should be directed to Online Support, who can raise tickets should further investigation be required by Digital: online-support@justice.gov.uk or telephone: 0300 200 2020
- Any queries regarding resulting payments received following a submission, should be directed to Reconciliation@justice.gov.uk.
- Queries concerning claim amendments, and claim amendment requests, should be sent to PA-ClaimAmend@justice.gov.uk.
- Any other queries, such as concerning which codes may be applicable in a particular matter may be sent to Contract Managers in the first instance.

Annex A – Accepted Fields

SaBC expects certain fields to be present in a claim for a particular area of law, and for the name of the fields to be in a particular format – these are called Accepted Tags. In the file that you upload to SaBC, you will see these accepted tags in place of the attribute name.



1	OFFICE	account=2R223X							
2	SCHEDULE	submissionPeriod=AUG-2024	areaOfLaw=LEGAL HELP	scheduleNum=2R223X/CIVIL					
3	OUTCOME	matterType=FAMD:FAPP	FEE_CODE=FVP010	CASE_REF_NUMBER=	CASE_START_DATE=	CASE_ID=	UFN=	PROCUREMENT_AREA=PA02000	ACCESS_
4	OUTCOME	matterType=MHAS:MCOM	FEE_CODE=MHL00	CASE_REF_NUMBER=002	CASE_START_DATE=22/02/2024	CASE_ID=002	UFN=220224/002	PROCUREMENT_AREA=PA02000	ACCESS_
5	OUTCOME	matterType=	FEE_CODE=IAXC	CASE_REF_NUMBER=003	CASE_START_DATE=21/02/2024	CASE_ID=003	UFN=210224/003	PROCUREMENT_AREA=PA00011	ACCESS_
6	OUTCOME	matterType=LDNP:LSCH	FEE_CODE=DEBT	CASE_REF_NUMBER=004	CASE_START_DATE=22/04/2024	CASE_ID=004	UFN=220424/004	PROCUREMENT_AREA=PA12345	ACCESS_
7	OUTCOME	matterType=FAMD:FAPP	FEE_CODE=FVP010	CASE_REF_NUMBER=005	CASE_START_DATE=23/02/2024	CASE_ID=005	UFN=230224/005	PROCUREMENT_AREA=PA00001	ACCESS_
8									

If a tag in your file does not match any of the tags listed below, your submission will be rejected, and you will see the following error message:

"File rejected: unsupported outcome item. Please correct the file and try again."

Below is a full list of those fields/Tags – some apply across Civil, Crime and Mediation, whereas some are specific to one of those areas.

Submission level:

Attribute Name	Accepted Tag
Providers LAA Office Number	account
Submission Month	submissionPeriod
Area of Law	areaOfLaw
Crime Lower Schedule Number	scheduleNum
Legal Help Submission Reference	scheduleNum
Mediation Submission Reference	scheduleNum

Legal Help (civil):

Column Name on Bulk Submission Spreadsheet	Accepted Tag
Fee Code	FEE_CODE
Schedule Reference	SCHEDULE_REFERENCE
Case Reference Number	CASE_REF_NUMBER
Case Start Date	CASE_START_DATE
Case ID	CASE_ID
UFN	UFN
Procurement Area	PROCUREMENT_AREA
Access Point	ACCESS_POINT

Delivery Location	DELIVERY_LOCATION
Client Forename	CLIENT_FORENAME
Client Surname	CLIENT_SURNAME
Client Date of Birth	CLIENT_DATE_OF_BIRTH
UCN	UCN
HO UCN	HO_UCN
CLA Reference Number	CLA_REF_NUMBER
CLA Exemption Code	CLA_EXEMPTION
Gender	GENDER
Ethnicity	ETHNICITY
Disability	DISABILITY
Client Postcode	CLIENT_POST_CODE
Case Concluded Date/Case Claimed Date	WORK_CONCLUDED_DATE
Matter Type (1:2)	matterType
Case Stage/Level	CASE_STAGE_LEVEL
Advice Time	ADVICE_TIME
Travel Time	TRAVEL_TIME
Waiting Time	WAITING_TIME
Net Profit Costs (Including Travel & Waiting / Excluding VAT)	PROFIT_COST
Net Disbursement Amount (Excluding VAT)	DISBURSEMENTS_AMOUNT
Net Cost of Counsel (Excluding VAT)	COUNSEL_COST
Disbursements VAT amount	DISBURSEMENTS_VAT
Travel & Waiting Costs	TRAVEL_WAITING_COSTS
VAT Indicator	VAT_INDICATOR
Tolerance indicator	TOLERANCE_INDICATOR
Legacy Case	LEGACY_CASE
NIAT Disbursement Prior Authority Number	PRIOR_AUTHORITY_REF
London / Non London rate	LONDON_NONLONDON_RATE
Adjourned Hearing Fee	ADJOURNED_HEARING_FEE
Additional Travel Payment	ADDITIONAL_TRAVEL_PAYMENT
Value of Costs/Damages recovered	VALUE_OF_COSTS
Meetings Attended?	MEETINGS_ATTENDED
Detention Travel & Waiting Costs (Excluding VAT)	TRAVEL_COSTS
JR / Form Filling (Excluding VAT)	JR_FORM_FILLING
Eligible Client	ELIGIBLE_CLIENT_INDICATOR
Court Location (HPCDS)	COURT_LOCATION_HPCDS
CMRH Oral	CMRH_ORAL
CMRH Telephone	CMRH_TELEPHONE

AIT Hearing Centre	AIT_HEARING_CENTRE
Substantive hearing?	SUBSTANTIVE_HEARING
HO Interview	HO_INTERVIEW
Local Authority number	LOCAL_AUTHORITY_NUMBER
Client Type	CLIENT_TYPE
Stage Reached	STAGE_REACHED
Outcome for client	OUTCOME_CODE
Type of Advice	TYPE_OF_ADVICE
Transfer Date	TRANSFER_DATE
Medical Reports Claimed	MEDICAL_REPORTS_CLAIMED
Exemption Criteria Satisfied	EXEMPTION_CRITERIA_SATISFIED
IRC Surgery	IRC_SURGERY
Surgery date	SURGERY_DATE
No of clients seen at surgery	NO_OF_CLIENTS
No of clients resulting in a Legal Help matter opened	NO_OF_SURGERY_CLIENTS
Designated Accredited Representative	DESI_ACC_REP
Postal Application Accepted	POSTAL_APPL_ACCP
Mental Health Tribunal reference	MHT_REF_NUMBER
Exceptional Case Funding Reference	EXCL_CASE_FUNDING_REF
NRM Advice	NATIONAL_REF_MECHANISM_ADVICE
Follow on work	FOLLOW_ON_WORK
Column Name on Bulk Submission Spreadsheet	Accepted Tag

Crime Lower:

Column Name on Bulk Submission Spreadsheet	**Accepted Tag**
Stage Reached (Claim Code)	matterType
Fee Code	FEE_CODE
Client surname	CLIENT_SURNAME
Client Initial	CLIENT_FORENAME
Gender	GENDER
Ethnicity	ETHNICITY
Disability	DISABILITY
UFN	UFN
Representation Order Date	REP_ORDER_DATE
Standard Fee Category	STANDARD_FEE_CAT
Outcome for the client	OUTCOME_CODE
Matter Type	CRIME_MATTER_TYPE
Net Profit costs (excluding VAT)	PROFIT_COST

Net Disbursement amount (excluding VAT)	DISBURSEMENTS_AMOUNT
Net Travel costs (excluding VAT)	TRAVEL_COSTS
Net Waiting costs (excluding VAT)	TRAVEL_WAITING_COSTS
VAT Indicator	VAT_INDICATOR
VAT Disbursements amount	DISBURSEMENTS_VAT
Case concluded date	WORK_CONCLUDED_DATE
No. of suspects/ defendants	NO_OF_SUSPECTS
No. of Police Station/court attendances	NO_OF_POLICE_STATION
Police Station/ Court ID/ Prison ID	POLICE_STATION
DSCC Number	DSCC_NUMBER
MAAT ID	MAAT_ID
Prison law Prior Approval number	PA_NUMBER
Duty Solicitor	DUTY_SOLICITOR
Youth Court	YOUTH_COURT
Scheme ID	SCHEME_ID
Column Name on Bulk Submission Spreadsheet	Accepted Tag
Stage Reached (Claim Code)	matterType
Fee Code	FEE_CODE
Client surname	CLIENT_SURNAME
Client Initial	CLIENT_FORENAME
Gender	GENDER
Ethnicity	ETHNICITY
Disability	DISABILITY
UFN	UFN
Representation Order Date	REP_ORDER_DATE
Standard Fee Category	STANDARD_FEE_CAT
Outcome for the client	OUTCOME_CODE
Matter Type	CRIME_MATTER_TYPE
Net Profit costs (excluding VAT)	PROFIT_COST
Net Disbursement amount (excluding VAT)	DISBURSEMENTS_AMOUNT
Net Travel costs (excluding VAT)	TRAVEL_COSTS
Net Waiting costs (excluding VAT)	TRAVEL_WAITING_COSTS
VAT Indicator	VAT_INDICATOR
VAT Disbursements amount	DISBURSEMENTS_VAT
Case concluded date	WORK_CONCLUDED_DATE
No. of suspects/ defendants	NO_OF_SUSPECTS
No. of Police Station/court attendances	NO_OF_POLICE_STATION
Police Station/ Court ID/ Prison ID	POLICE_STATION
DSCC Number	DSCC_NUMBER
MAAT ID	MAAT_ID

Prison law Prior Approval number	PA_NUMBER
Duty Solicitor	DUTY_SOLICITOR
Youth Court	YOUTH_COURT
Scheme ID	SCHEME_ID

Mediation claims:

Column Name on Bulk Submission Spreadsheet	Accepted Tag
Matter Type (1:2)	matterType
Fee Code	FEE_CODE
Case Reference Number	CASE_REF_NUMBER
Case Start Date	CASE_START_DATE
Claim ID	CASE_ID
Unique Case ID	UNIQUE_CASE_ID
Case Concluded Date	MED_CONCLUDED_DATE
Client 1 Forename	CLIENT_FORENAME
Client 1 Surname	CLIENT_SURNAME
Client 1 Date of Birth	CLIENT_DATE_OF_BIRTH
Client 1 UCN	UCN
Client 1 Postcode	CLIENT_POST_CODE
Client 1 Gender	GENDER
Client 1 Ethnicity	ETHNICITY
Client 1 Disability	DISABILITY
Client 1 Legally Aided?	CLIENT_LEGALLY_AIDED
Client 2 Forename	CLIENT2_FORENAME
Client 2 Surname	CLIENT2_SURNAME
Client 2 Date of Birth	CLIENT2_DATE_OF_BIRTH
Client 2 UCN	CLIENT2_UCN
Client 2 Postcode	CLIENT2_POST_CODE
Client 2 Gender	CLIENT2_GENDER
Client 2 Ethnicity	CLIENT2_ETHNICITY
Client 2 Disability	CLIENT2_DISABILITY
Client 2 Legally Aided?	CLIENT2_LEGALLY_AIDED
Number of Mediation Sessions	NUMBER_OF_MEDIATION_SESSIONS
Mediation Time (mins)	MEDIATION_TIME
Outcome	OUTCOME_CODE
Outreach Location	OUTREACH
Referral	REFERRAL
VAT Indicator	VAT_INDICATOR
Net Disbursement Amount (Excluding VAT)	DISBURSEMENTS_AMOUNT
Disbursements VAT amount	DISBURSEMENTS_VAT

Client 1 Postal Application accepted	POSTAL_APPL_ACCP
Client 2 Postal Application accepted	CLIENT2_POSTAL_APPL_ACCP
Schedule Reference (Outcome)	SCHEDULE_REF