

Consolidated List of CDS6 and CDS7 Billing Codes

This document includes:

- Criminal Matter Type Codes
- Claim/Stage Reached Codes
- Outcome Codes
- Ethnicity, Gender and Disability Monitoring Codes
- Attendance Codes
- Hearing Type Codes
- Prison ID Codes

Please note, this document does not at this time include the Court and Police Station ID Codes, which are published separately.

Criminal Matter Type Codes

These codes are not needed for:

- Duty Solicitor work
- Appeals and Reviews
- Associated CLS Work
- Police Station Post-Charge work (INVH/INVI)

Code (Proceedings)	Description
1	Non-fatal Non-sexual Offences Against the Person
2	Homicide and related grave offences
3	Sexual offences and associated offences against children
4	Robbery
5	Burglary
6	Criminal Damage
7	Theft (inc TWOC)
8	Fraud, Forgery and other offences of dishonesty
9	Public Order offences
10	Drug offences
11	Driving and other motor vehicle offences, excluding those covered by codes 1, 6 and 7
12	Other offences
13	Terrorism
14	ASBOs
15	SOPOs
16	Other prescribed proceedings (Football Banning Orders, Closure Orders etc)
Code (Prison Law)	Description
17	Licence Conditions and Arrangements
18	Sentence Planning / Calculations

19	Categorisations
20	Segregations
21	CSC / DSPD referrals and assessments
22	Resettlement Issues and Planning
23	Minimum Term Review Applications
24	Other Sentence Issues
25	Prison Conditions
26	Treatment by Staff
27	Discrimination
28	Communications and visits
29	Mother and baby issues
30	Compassionate release
31	Behaviour courses
32	Other treatment
33	Written representations – parole board
34	Written representations – disciplinary
35	Oral hearing

Claim/Stage Reached Codes

Code	Description
Criminal Investigations	
INVA	Free Standing Advice and Assistance
INVB	Police Station Telephone Advice
INVC	Police Station Attendance
INVD	Police Station Attendance (Armed Forces)
INVE	Warrant of Further Detention
INVF	Warrant of Further Detention (Armed Forces)
INVG	Duty Solicitor Stand-by
INVH	Police Station Post-Charge Attendance (Breach of Bail/Arrest on Warrant)
INVI	Police Station Post-Charge Attendance (Post Charge ID, Referral for Caution, Recharge, Reprimand, Warning)
INVJ	Immigration matter
Criminal Proceedings	
PROC	Magistrates Court Advocacy Assistance
PROD	Court Duty Solicitor Session
PROE	Representation Order – Lower Standard Fee
PROF	Representation Order – Higher Standard Fee
PROG	Representation Order – Non-standard Fee
PROH	Crown Court Advocacy Assistance
PROI	High Court Representation
PROJ	Second Claim for Deferred Sentence
PROK	Representation Order – Revised Lower Standard Fee
PROL	Representation Order – Revised Higher Standard Fee
PROM	Representation Order – Revised Non-standard Fee
PROP	Pre-Order Cover
PROT	Early Cover
PROU	Refused Means Test – Form Completion Fee

Appeals and Reviews	
APPA	Advice and Assistance regarding an Appeal (excluding CCRC)
APPB	Advice and Assistance regarding a CCRC Application
APPC	Representation on an Appeal by way of case stated
Prison Law	
PRIA	Advice and Assistance
PRIB	Advocacy Assistance (Disciplinary)
PRIC	Advocacy Assistance (Parole)
Associated CLS Work	
ASSA	Legal Help and Associated CLS Work

Outcome Codes

These codes are only required for all Investigations work except Duty Solicitor Stand-by (stage code INVG), Criminal Proceedings work under a Representation Order (stage codes PROE, PROF, PROG, PROK, PROL, PROM) and all Prison Law work.

Code	Description
Criminal Investigations	
CN01	No further instructions
CN02	Change of Solicitor
CN03	Client not a suspect
CN04	No further action
CN05	Simple caution, reprimand or warning
CN06	Charge, summons or reported for summons
CN07	Conditional caution
CN08	Fixed penalty notice
Criminal Proceedings	
CP01	Warrant issued / adjourned indefinitely
CP02	Change of solicitor
CP03	Representation Order withdrawn
CP04	Trial: Acquitted
CP05	Trial: Mixed verdicts
CP06	Trial: Convicted
CP07	Discontinued before pleas entered
CP08	Discontinued after pleas entered
CP09	Guilty plea to all charges – not listed for trial
CP10	Guilty plea to all charges – after case listed for trial
CP12	Mix of guilty pleas and discontinuance – not listed for trial
CP13	Mix of guilty pleas and discontinuance – after case listed for trial
CP14	Committal: Election – CDS7 only
CP15	Committal/Transfer – CDS7 only
CP16	Committal: Discharged
CP17	Extradition
CP18	Remitted from Crown to Magistrates for Sentence
CP19	Deferred Sentence
CP20	Granted ASBO/SOPO/Other prescribed order
CP21	Part-granted ASBO/SOPO/Other prescribed order

CP22	Refused ASBO/SOPO/Other prescribed order
CP23	Varied ASBO/SOPO/Other prescribed order
CP24	Discharged ASBO/SOPO/Other prescribed order
CP25	Committal: Election – CDS6 Rep Order pre 06/04/10
CP26	Committal/Transfer – CDS6 Rep Order pre 06/04/10
Prison Law	
PL01	Discontinued
PL02	Change of Solicitor
PL03	Written Representations – Successful
PL04	Written Representations - Refused
PL05	Adjudication – Guilty Plea
PL06	Adjudication – Guilty after Hearing
PL07	Adjudication – Not Guilty after Hearing
PL08	Adjudication – Cracked Hearing
PL09	Parole - Paper Hearing
PL10	Parole – Oral Hearing Successful
PL11	Parole – Oral Hearing Not Successful
PL12	Proceeded to Judicial Review
PL13	No Further Action

CP20-24 should only be used for stand-alone ASBO (etc) proceedings. Where a prescribed order is made following a criminal case the relevant code from CP01-19 for the substantive proceedings should be used.

Ethnicity, Gender and Disability Monitoring Codes

Code	Ethnicity
01	White British
02	White Irish
03	Black or Black British African
04	Black or Black British Caribbean
05	Black or Black British Other
06	Asian or Asian British Indian
07	Asian or Asian British Pakistani
08	Asian or Asian British Bangladeshi
09	Chinese
10	Mixed White and Black Caribbean
11	Mixed White and Black African
12	Mixed White and Asian
13	Mixed Other
14	White Other
15	Asian or Asian British Other
00	Other
99	Unknown
M	Male
F	Female
U	Unknown

NCD	Not Considered Disabled
PHY	Physical Impairment
SEN	Sensory Impairment
MHC	Mental Health Condition
LDD	Learning Disability / Difficulty
COG	Cognitive Impairment
ILL	Long-Standing Illness or Health Condition
OTH	Other
UKN	Unknown

Provision of this information is voluntary. Where the client does not wish to provide any of the above information, please use the relevant codes for "Unknown".

Attendance Codes

These codes are for the schedule of time on the CDS7 to indicate the nature of a person attended on.

Code	Type of Person
C	Client
E	Expert Witness
P	Prosecutor/Police
S	Surety
D	Other defence Solicitor
PR	Probation
W	Witness
O	Other

Hearing Codes

These codes are for the schedule of time on the CDS7 to indicate the nature of a hearing.

Code	Hearing Type
DB	Defence bail application
CB	Crown Court bail application
HB	High Court bail application
VB	Vary bail conditions
PB	Prosecution bail application (including Judge-in-Chambers)
FR	Formal Remand
AD	Adjournment (client on bail)
MT	Mode of Trial
NO	New offence
PL	Plea
PTR	Pre-trial Review
CMH	Case Management Hearing
CT	Cracked Trial
ST	Summary Trial
SE	Sentence

TR	Transfer to Crown Court
SD	S.6(1) Committal
SW	S.6(2) Committal
RE	Case remitted from Crown Court to Magistrates

Prison ID Codes

These codes are to identify the prison the work took place in.

Prison ID	Code
ACKLINGTON	AKCM
ALBANY	ALCM
ALTCOURSE	ACAM
ASHFIELD	ASKM
ASHWELL	AWCM
ASKHAM GRANGE	AGDF
AYLESBURY	AYIM
BEDFORD	BFBM
BELMARSH	BAAM
BIRMINGHAM	BMBM
BLANTYRE HOUSE	BHCM
BLUNDESTON	BDCM
BRINSFORD	BSAM
BRISTOL	BLAM
BRIXTON	BXBM
BRONZEFIELD	BZAF
BUCKLEY HALL	BCCM
BULLINGDON	BNAM
BULLWOOD HALL	BUCM
BURE	BRCM
CAMP HILL	CHCM
CANTERBURY	CYCM
CARDIFF	CFBM
CASTINGTON	CSAM
CHANNINGS WOOD	CWCM
CHELMSFORD	CDAM
COLDINGLEY	CLCM
COOKHAM WOOD	CKLM
DARTMOOR	DACM
DEERBOLT	DTIM
DONCASTER	DNAM
DORCHESTER	DRAM
DOVEGATE	DGCM
DOVER(IRC)	DVAM
DOWNVIEW	DWBF
DRAKE HALL	DHDF
DURHAM	DMBM
EAST SUTTON PARK	ESDF
EASTWOOD PARK	EWBF
EDMUNDS HILL	NECM

ELMLEY	EYAM
ERLESTOKE	EECM
EVERTHORPE	EVCM
EXETER	EXAM
FEATHERSTONE	FSCM
FELTHAM	FMAM
FORD	FDDM
FOREST BANK	FBAM
FOSTON HALL	FHBF
FRANKLAND	FKCM
FULL SUTTON	FNCM
GARTH	GHCM
GARTREE	GTCM
GLEN PARVA	GPAM
GLOUCESTER	GLBM
GRENDON	GNCM
GUYS MARSH	GMCM
HASLAR(IRC)	HRAM
HAVERIGG	HVCM
HEWELL	HEBM
HIGHDOWN	HOAM
HIGHPOINT SOUTH	HPCM
HINDLEY	HIIM
HOLLESLEY BAY	HBDM
HOLLOWAY	HYBF
HOLME HOUSE	HHBM
HULL	HLAM
HUNTERCOMBE	HCLM
KENNET	KTCM
KINGSTON	PTCM
KIRKHAM	KMDM
KIRKLEVINGTON	KVCM
LANCASTER CASTLE	LACM
LANCASTER FARMS	LFAM
LATCHMERE HOUSE	LMCM
LEEDS	LEBM
LEICESTER	LCBM
LEWES	LWAM
LEYHILL	LYDM
LINCOLN	LIBM
LINDHOLME(IRC)	LHAM
LITTLEHEY	LTCM
LIVERPOOL	LPBM
LONG LARTIN	LLCM
LOW NEWTON	LNBF
LOWDHAM GRANGE	LGCM
MAIDSTONE	MSCM
MANCHESTER	MRBM
MOORLAND (CLOSED)	MDCM

MOORLAND (OPEN)	HDDM
MORTON HALL	MHCF
MOUNT	MTCM
NEW HALL	NHBF
NORTH SEA CAMP	NSDM
NORTHALLERTON	NNIM
NORWICH	NWAM
NOTTINGHAM	NMBM
ONLEY	ONCM
PARC	PRAM
PARKHURST	PKCM
PENTONVILLE	PVBM
PETERBOROUGH	PBBM
PORTLAND	PDIM
PRESCOED	UKDM
PRESTON	PNBM
RANBY	RNCM
READING	RDAM
RISLEY	RSCM
ROCHESTER	RCIM
RYE HILL	RHCM
SEND	SDCF
SHEPTON MALLET	SMCM
SHREWSBURY	SYBM
SPRING HILL	GNDM
STAFFORD	SFCM
STANDFORD HILL	EHDM
STOCKEN	SKCM
STOKE HEATH	SHIM
STYAL	STCF
SUDBURY	SUDM
SWALESIDE	SLCM
SWANSEA	SWBM
SWINFEN HALL	SNCM
THORN CROSS	TCDM
USK	UKVM
VERNE	VECM
WAKEFIELD	WDCM
WANDSWORTH	WWBM
WARREN HILL	WIKM
WAYLAND	WLCM
WEALSTUN	WECM
WELLINGBOROUGH	WBCM
WERRINGTON	WNLM
WETHERBY	WYKM
WHATTON	WTVM
WHITEMOOR	WRCM
WINCHESTER	WCBM
WOLDS	WOCM

WOODHILL	WHAM
WORMWOOD SCRUBS	WSBM
WYMOTT	WMCM