

Masterpack Forms Change Guide February 2012

This document lists the forms that have been updated or introduced for February 2012. Whilst these changes are primarily supporting the introduction of a new family contract we have taken the opportunity to improve the forms following suggestions from providers.

All forms are mandatory from **1st February 2012** but form CLSAPP8A may be used before that date:

All forms signed and dated on or after the mandatory date **must** be the new versions.

Old versions signed and dated on or before 1 February will be accepted until 29 February 2012 after which time they will be rejected

Form Name	Changes	Reason for change
CLSAPP3 - Application for CLS Funding Certificate: General Family Help	Page 12 – Contract reference in Certification changed to ‘2012 Standard Civil Contract (Family and Housing)’.	To amend the signature clause to make reference to the 2012 Standard Civil Contract (Family and Housing) which will be introduced from February 2012 to replace the Unified Contract.
CLSAPP5 - Application for CLS Funding Certificate: Special Children Act Proceedings	Page 6 – Contract reference in Certification changed to ‘2012 Standard Civil Contract (Family and Housing)’.	To amend the signature clause to make reference to the 2012 Standard Civil Contract
CLSAPP8 - Application for amendment or prior authority in civil cases	Page 9 – The final sentence referring the Legal Services Commission manual has been removed from the second bullet point below the page title. Page 10 – Contract reference in Certification changed to ‘2012	To amend the signature clause to make reference to the 2012 Standard Civil Contract and to remove an out of date reference to Volume 1 of the LSC Manual.

Form Name	Changes	Reason for change
	Standard Civil Contract (Family and Housing)' and housing has been added to the authorised work.	
CLSAPP8A - Application for authority to change cost limitation.	This is a new form required for changes to prior authority for experts as a result of legal aid reforms and may be used now.	
MEANS1 - Financial assessment form	<p>Page 9 – Outgoings. Last column amended to read 'If in F/T education amount of any loan/grant received?' to clarify all forms of student income relevant.</p> <p>Page 15 – Instruction to go to page 16 has been inserted next to the 'no' option in question 14.</p> <p>Page 20 – Evidence checklist. 'The wage slips must be originals or photocopies certified by a solicitor' has been inserted in the final sentence below the requirements for Page 3 Income-Employment.</p>	To clarify requirements, prompted by Provider feedback.
CK3 - Financial Assessment Forms Checklist	Page 1 – The wording in brackets next to wage slips in paragraph 5 has been changed from: (originals not copies) to (originals or certified copies).	To clarify requirements, prompted by Provider feedback.
Guidance CLAIM1A	<p>Page 7 - Rate for unit has been changed from £264.95 to £238.46.</p> <p>Standard fee total costs has been changed from £529.90 to £476.92.</p> <p>The Hearing unit fee in the Cost of bolt-ons section has been reduced from £191.55 to £172.40 and the 45% figure of £86.20 reduced to £77.58. The exceptional travel cost has been</p>	Revised fees for family work will be introduced in February 2012 following the implementation of the Community Legal Service (Funding) (Amendment No 2) Order 2011. The examples in the guidance and the fee tables in the CLAIM 1A and the CLAIM 5A have therefore been amended

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	<p>reduced from £35.60 to £32.04.</p> <p>Page 13 – The page title now states Family Fees from 9 May 2011 to 1 February 2012. And ‘Revised’ has been removed from the title of the second table.</p> <p>Page 15 - The conference and opinion fees have been removed from the bottom of the High Court table along with the wording directly below.</p> <p>Page 16 – New tables for family fees from 1 February 2012 added.</p>	
Guidance CLAIM5A	<p>Page 1 – Information added below title: You should note that on 1 February 2012 the rates paid under the Family Advocacy Scheme changed for funding applications made after that date and you should ensure that the appropriate rates are used in any claim.</p> <p>Page 2 - Rate for unit has been changed from £264.95 to £238.46. Standard fee total costs has been changed from £529.90 to £476.92.</p> <p>Page 3 – the Hearing unit fee in the Cost of bolt-ons section has been reduced from £191.55 to £172.40 and the 45% figure of £86.20 reduced to £77.58. The exceptional travel cost has been reduced from £35.60 to £32.04.</p>	As per Claim 1A Guidance.
CW1 - Legal Help and Help at Court	Page 2 – ‘Equity in any property above £100,000 (after allowing up to £100,000 for mortgage(s) outstanding)’ in Part A has been	To clarify the wording of the equity calculation.

Form Name	Changes	Reason for change
	changed to 'Equity in any property (after allowing up to £100,000 for mortgage(s) outstanding, and equity disregard of £100,000 for main dwelling only)'.	
CW1&2 - Legal Help and Controlled Legal Representation - Mental Health	Page 2 – 'Equity in any property above £100,000 (after allowing up to £100,000 for mortgage(s) outstanding)' in Part A has been changed to 'Equity in any property (after allowing up to £100,000 for mortgage(s) outstanding, and equity disregard of £100,000 for main dwelling only)'.	To clarify the wording of the equity calculation
CW2(IMM) - Controlled Legal Representation (Immigration)	Page 2 – 'Equity in any property above £100,000 (after allowing up to £100,000 for mortgage(s) outstanding)' in Part A has been changed to 'Equity in any property (after allowing up to £100,000 for mortgage(s) outstanding, and equity disregard of £100,000 for main dwelling only)'.	To clarify the wording of the equity calculation
Notice of Issue of Certificate	New form previously contained in the LSC Manual.	The notices were previously contained in the LSC Manual. They were removed when work was carried out to streamline the content of the Manual and are now being included in the Masterpack so that they are generally available to providers.
Notice of Extension/ Amendment of Certificate	New form previously contained in the LSC Manual.	As per Notice of Issue of Certificate.

Form Name	Changes	Reason for change
Notice of Discharge or Revocation of Certificate	New form previously contained in the LSC Manual.	As per Notice of Issue of Certificate.
