

LSC Forms Update April 2010.

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW2 (Imm)	April 2010	<p>Page 1 – PROTECT-PERSONAL INFORMATION inserted above title and form name CW2 added in the top corner.</p> <p>Version control.</p> <p>Page 2 – Supplier Details renamed Provider Details and all references to supplier replaced by provider in this section.</p> <p>Page 4 – Supplier replaced by provider in wording below title and in Q1.</p> <p>Page 5 – Format of date fields changed and supplier replaced by provider in Q6.</p> <p>Page 8 – All options in CLR granted section reworded.</p> <p>Page 9 – Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW3A	April 2010	<p>Page 1 – PROTECT-PERSONAL INFORMATION inserted above title and form name CW3A added in the top corner. This form has been reduced to 3 pages.</p> <p>Wording below form title amended.</p> <p>Supplier Details renamed Provider Details and all references to supplier replaced by provider in this section. File ref field removed.</p> <p>The tick boxes for the application types have been removed. AIT has been changed to First Tier Tribunal in option 3 and options 4 and 5 combined.</p> <p>The Sufficient Benefit Test section has been removed and replaced by the summary of case (previously on page 2). Version control.</p> <p>Page 2 – Section 2 (details of work to date) decreased in size and moved up the page to accommodate sections 3&4 (disbursements incurred to date and further funding) previously on page 3. Amendments to the wording in 3&4.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW3A	April 2010	<p>Page 3 – Requested Disbursements. Fields for 'other' and further information combined and moved to the top of the page.</p> <p>CV/Invoice checkbox removed from Experts section.</p> <p>Fields for number of interpreter attendances and travel costs inserted in Interpreter section.</p> <p>Reasons for reduction or refusal removed from official use only section.</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW3B	April 2010	<p>Page 1 – PROTECT-PERSONAL INFORMATION inserted above title and form name CW3B added in the top corner.</p> <p>Supplier Details renamed Provider Details and all references to supplier replaced by provider in this section and file reference field removed.</p> <p>Application to the AIT and application for funding certificate options removed from Matter Description checklist and Early Advice Pilot (EAP) added.</p> <p>Question below Matter Descriptions checklist asking whether client detained has been extended to ask whether client detained during this matter.</p> <p>Bail Only checklist removed.</p> <p>Note advising profit costs and disbursement limits are exclusive of VAT inserted above the final section (it was previously at the top of the form).</p> <p>Version control.</p> <p>Page 2 – Notes below Summary of Case and the work carried out to date sections have been amended and the note below the final section requesting details of further funding has been removed.</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW3C	April 2010	<p>Page 1 – PROTECT-PERSONAL INFORMATION inserted above title and form name CW3C added in the top corner.</p> <p>Wording below form title amended.</p> <p>Supplier Details renamed Provider Details and all references to supplier replaced by provider in this section. File ref field removed.</p> <p>Disbursement Limit checkboxes replaced by Legal Help and CLR.</p> <p>Version control.</p> <p>Page 2 – Sections for 'other' and further information combined and moved to the top of the page.</p> <p>CV/Invoice checkbox removed from Experts section.</p> <p>Supplier Declaration renamed Provider Declaration and moved above the fields for the requested disbursement limit.</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW4	April 2010	<p>Page 1 – PROTECT-PERSONAL INFORMATION inserted above title and form name CW4 added in the top corner.</p> <p>Wording below form title removed.</p> <p>Supplier Details renamed Provider Details and all references to supplier replaced by provider in this section.</p> <p>Bail checkbox added and 'other' removed from options indicating why the application is urgent and date option now requires insertion of the date.</p> <p>Spaces for details of the hearing and the stage when CLR refused or withdrawn moved to page 2.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CW4	April 2010	<p>Supporting documents - New checklist added listing the documents required in support of the application.</p> <p>Version control.</p> <p>Page 2 – Section for completion by solicitor inserted and section for completion by client decreased in size.</p> <p>Declarations to be signed by the client and adviser added at the bottom of the page.</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
ECCLAIM1 IMM	April 2010	<p>This form has been reduced to one page.</p> <p>Page 1 – Wording inserted below title and ‘Have you attached’ and LSC use only boxes removed.</p> <p>Provider details moved to the top of the page.</p> <p>Summary of Claim – The month claimed on LSC online, stage reached, outcome code and matter type 1 & 2 is required for both Legal Help and CLR in separate columns. The travel net, waiting net, travel VAT and waiting VAT fields have been removed and the note below these fields amended.</p> <p>The additional payment checkboxes previously on page 4 and the Provider Certification from page 3 have been retained and the following sections removed: Schedule of time spent (page 2) Relevant case information (page 3) Disbursement – Cost and Justification (page 3) Summary of Claim: Immigration (page 4)</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
TFF Forms	April 2010	<p>NB the version control has been amended on every page of the form.</p> <p>Page 1 – Dates amended to reflect new claim period. Note added above Your Details section requesting that no files be sent and address of TFF unit changed from Nottingham to Merseyside.</p> <p>Voluntary and Mandatory checkboxes inserted in Your Details section.</p> <p>Form B – Date changed from 2008-2009 to 2009-2010.</p> <p>Form D page 2 – Date changed from 1 April 2008 and 31 March 2009 to 1 April 2009 and 31 March 2010 above both options.</p> <p>Form E - Date changed from 1 April 2008 and 31 March 2009 to 1 April 2009 and 31 March 2010.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CDS18	April 2010	<p>Page 1 – PROTECT-PERSONAL INFORMATION added above the form title.</p> <p>CDS 5 added to first option in 'Have you attached' field and options for IT based running record of costs and evidence of income removed.</p> <p>Summary of Claim - Field for DSCC ref added and Month claimed on SMS amended to Month claimed on LSC Online. Note added to advise claiming prior to assessment.</p> <p>Provider Details – Address/DX field added.</p> <p>Version control.</p> <p>Page 3 – Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
LF1	April 2010	<p>Page 1 – Instruction in Interim Disbursement field at the top of the page has been amended to read section 3 instead of section 5.</p> <p>Section 1 – question inserted below defendant’s date of birth.</p> <p>VHCC Criteria –the first and second questions have been re-worded.</p> <p>Version control.</p> <p>Page 2 – Section 3. Fields to enter committal for trial hearing dates and offence type inserted.</p> <p>Page 4 – Section 7. Wording in brackets added in Litigator Fee claimed field.</p> <p>Section 8 – The words in brackets in the second and third options have been amended to refer to hardship claims in addition to graduated fee claims.</p> <p>The option requesting a copy of the PPE form submitted to the court has been removed.</p> <p>Page 5 – Section 10 has been moved from the previous page.</p> <p>Section 11 – A note to advise that cases likely to last no fewer than 25 days must be notified to the CCU has been inserted above the special preparation heading and guidance on committal for trial has been added.</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
LF2	April 2010	<p>Page 1 – Version control.</p> <p>Page 2 – Section four title has been changed from Appeal Outcome to Review Outcome and an address panel inserted at the top of the page.</p> <p>Version control.</p>	1 st April 2010

REF	VERSION DATE	DESCRIPTION OF CHANGE	MANDATORY DATE
CDS14	April 2010	<p>Page 1 – Protect-Personal Information inserted above title. Note that form is available in welsh moved to the bottom of the page. The form title has been moved above the priority case check boxes. Wording below the title has been amended. The priority check box for s51 cases has been removed and new ones added for: Summary, Either way, Indictable, Committal for Sentence, Appeal to Crown Court and a date field for late application.</p> <p>Part A – About you. Q1 now requests a title with the first name. Other names field inserted (Q3) and subsequent fields and notes renumbered.</p> <p>New field added for Appeal to Crown Court (Q6).</p> <p>Q7 (previously Q5) - date of separation inserted.</p> <p>Q8a-c (previously Q6, 7 &8) field for email address and checkbox to select solicitor as correspondence address inserted.</p> <p>Version control.</p> <p>Page 2 – Question 10 in previous version removed and replaced by sentence clarifying partner status and subsequent questions renumbered.</p> <p>Q10a (previously Q11a) The initials JSA added in brackets after Income-based Jobseekers Allowance option.</p> <p>Q10b inserted.</p> <p>Page 3 – Notes renumbered.</p> <p>Page 4. Part B – Interests of Justice. A field for the Arrest Summons Number (ASN) has been added to Q1a together with a list of offences and a date of offence field.</p> <p>Q2 amended to include date client appeared before the court, previously in Q2b which has been removed.</p>	<p>South West 12 April</p> <p>Midland 26 April,</p> <p>North West 10 May,</p> <p>North East 17 May,</p> <p>Wales 24 May,</p> <p>South East 14 June,</p> <p>London 28 June.</p>

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CDS14		<p>Page 5 – Amendments to 3rd and 6th option in list of case outcomes (previously on page 4) and note added below.</p> <p>3 Outstanding matters – Field size reduced.</p> <p>Page 6 – Field for Q4b decreased. First bullet point in Section 5 Legal Representation removed and second point amended.</p> <p>Declaration by legal representative moved to this page from page 7 of the previous version.</p> <p>Page 7 – Authority by partner and declaration amended.</p> <p>Page 8 – The Data Protection Act has been amended.</p> <p>(Non means tested areas only) has been inserted below the first sentence in the final section.</p> <p>Version control.</p>	<p>South West 12 April</p> <p>Midland 26 April,</p> <p>North West 10 May,</p> <p>North East 17 May,</p> <p>Wales 24 May,</p> <p>South East 14 June,</p> <p>London 28 June.</p>

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CDS15	April 2010	<p>Page 1 - Protect-Personal Information inserted above title. Note that form is available in welsh moved to bottom of page. Instruction on form completion now refers to guidance notes on the LSC website.</p> <p>First name and surname fields made smaller and other names field inserted.</p> <p>Part A – Income. Frequency of income checkboxes removed from Q1a.</p> <p>Grid inserted at 1c requesting further employment details (previously in CDS17) and subsequent sections moved over the page.</p> <p>Page 2 – Note added to the bottom of Q4 Maintenance income.</p>	<p>South West 12 April</p> <p>Midland 26 April,</p> <p>North West 10 May,</p> <p>North East 17 May,</p> <p>Wales 24 May,</p> <p>South East 14 June,</p> <p>London 28 June.</p>

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CDS15	April 2010	<p>Note inserted below 'Income from any other source' checkbox in Q5a</p> <p>Page 3 – Wording added next to 'Yes' checkbox in Q5c. Request for Bank/Building Society details has been removed from this question and placed in Part C on page 7.</p> <p>First sentence in Q6a amended to ask whether client or partner is in receipt of child benefit.</p> <p>Field for board and lodgings figure moved adjacent to Q7c.</p> <p>Note asking if housing costs exceed £500 added below Q7e.</p> <p>Page 4 – Note asking for evidence if costs exceed £500 added to bottom of Q9</p> <p>P60 added to wording below Q10b</p> <p>Sentence in Further Information section amended to request all relevant details</p> <p>Page 5 – Part B. Entire section requesting self-employment details replaced and additional questions added.</p> <p>Pages 6 & 7. Part C. Property & Capital. This is a new section requesting full details of property owned, capital and investments held and interest in trust funds.</p> <p>Page 8 – Payment section added.</p> <p>Page 9 – The declaration has been amended.</p> <p>Page 10 – A request for a P60 has been added to the 5th option in the checklist and the request for a Statement of Truth replaces by three new options requesting evidence in support of Part C.</p> <p>The list at the top of the section for official use only has been removed and the section size decreased.</p> <p>Version control.</p>	<p>South West 12 April</p> <p>Midland 26 April,</p> <p>North West 10 May,</p> <p>North East 17 May,</p> <p>Wales 24 May,</p> <p>South East 14 June,</p> <p>London 28 June.</p>

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CDS16	April 2010	<p>Page 1 – Wording under title amended.</p> <p>Part A. This section now only contains applicant details. Solicitor details are requested in Part C. Question asking for other names and the MAAT number have been added at 3 & 6.</p> <p>Part B – Wording below ‘Other sources of funding amended to advise that section refers magistrates’ court cases only.</p> <p>‘Denied access to income’ – this was previously section 3 on page 3 and now advises that it must be completed for both magistrates’ and Crown court cases. A request to provide evidence has been added.</p> <p>Version control.</p> <p>Page 2 – Extra Expenditure. This section was previously on page 3. Advises that the section must be completed for both magistrates’ and Crown court cases. Checkboxes for evidence provided have been removed and replaced by a note at the bottom of the section.</p> <p>The additional information section has been amended to remove separate parts for the solicitor and clients and inserted in this page.</p> <p>Page 3 – Solicitors details amended to request a mobile number and the reference for correspondence.</p> <p>Solicitor’s costs section to be completed for magistrates’ court cases only. Wording requesting the attachment of a written statement has been amended and moved to the Cost Details section on page 4.</p> <p>Page 4 – Costs details section inserted. This section is to be completed with the statement requested in the solicitor’s details section in the previous version.</p> <p>Declaration by solicitor inserted.</p> <p>Page 5 - The declaration has been amended.</p>	<p>South West 12 April</p> <p>Midland 26 April,</p> <p>North West 10 May,</p> <p>North East 17 May,</p> <p>Wales 24 May,</p> <p>South East 14 June,</p> <p>London 28 June.</p>

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CDS16	April 2010	Page 6 - The Data Protection Act has been amended. Version control.	

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CDS17		Please note that this form is no longer required and should not be used on after the 5 th April. The employment information is now requested on page 1 of the CDS15.	