

Civil Codes Guidance Document

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Actions Against the Police

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
AASS	Assault	<ul style="list-style-type: none"> ▪ Any actual or threatened use of force, whether or not physical or psychological injury is caused.
AFAL	False imprisonment/wrongful arrest	<ul style="list-style-type: none"> ▪ All types of deprivation of liberty, (whether at a police station or not) where a question arises as to its legality.
AMAL	Malicious prosecution	<ul style="list-style-type: none"> ▪ Where a prosecution has been commenced on the basis of evidence provided by an individual/individuals (who need not necessarily be police officers), whether or not the prosecution reaches trial. The prosecution must be capable of resulting in a criminal conviction.
AMIS	Misfeasance in public office	<ul style="list-style-type: none"> ▪ Where a public officer maliciously (by either act or omission) exercises a power conferred on him/her by virtue of his/her public office which causes foreseeable damage to another.
ANEG	Negligence	<ul style="list-style-type: none"> ▪ Where a duty of care to a person or group of people owed is breached, causing loss that is reasonably foreseeable as a consequence of that breach. This may well apply in <i>addition</i> to other torts (including assault, false imprisonment and trespass).
ATRE	Trespass	<ul style="list-style-type: none"> ▪ Where action concerns wrongful entry/remaining on land (e.g. someone's home during a search).

AINT	Interference with goods	<ul style="list-style-type: none"> Applies where goods are either damaged or disposed of unlawfully (whether destroyed or not).
ACOM	Complaint	<ul style="list-style-type: none"> All matters of police misconduct where representations in relation to the conduct of officers/civilian staff is made, either to the police force concerned and/or to the Independent Police Complaints Authority (IPCC).
AIND	Inquest (death in custody)	<ul style="list-style-type: none"> Where a death has occurred in custody (including police stations, or whilst otherwise in police detention, or in a prison, or in an immigration centre) or that has occurred as a result of an attempt to detain an individual.
AINO	Inquest (other)	<ul style="list-style-type: none"> All other cases where a death has occurred other than in the course of a detention (including whilst in a hospital, care home, social services custody, care of an educational establishment). NB This category may still involve the police (e.g. a death involving police officers involved in a pursuit or otherwise engaged in police duties).
AHRA	Human Rights Act Only	<ul style="list-style-type: none"> Where the dominant cause of action is under the Human Rights Act.
ADIS	Discrimination	<ul style="list-style-type: none"> All cases where discriminatory treatment by the defendant is alleged (e.g. on grounds of race, disability, sex, sexual orientation, age, religion, political or other opinion, or national or social origin).
ASAC	Sexual abuse of a child in care	<ul style="list-style-type: none"> Where an individual in a position of authority uses his/her position to engage in sexual activities with a minor in their care or in

		<p>respect of whom they have access. This is irrespective of whether or not physical or psychological injury can be established. A “minor” is any person under the age of 18 years at the time of the alleged conduct.</p>
ASAA	Sexual abuse of a vulnerable adult in care	<ul style="list-style-type: none"> ▪ Where an individual in a position of authority uses his/her position to engage in sexual activity with a vulnerable adult in the care of a local authority or agent of a local authority or in respect of whom they have access by virtue of their position. A “vulnerable adult” is any person who suffers from a physical or mental impairment.
ANSC	Non-sexual abuse of a child in care	<ul style="list-style-type: none"> ▪ Where an individual in a position of authority deliberately causes or attempts to physically or psychologically cause harm to a “minor” in their care or in respect of whom they have access. A “minor” is any person under the age of 18 years at the time of the alleged conduct.
ANSA	Non-sexual abuse of vulnerable adult in care	<ul style="list-style-type: none"> ▪ Where an individual in a position of authority deliberately causes or attempts to physically or psychologically harm a vulnerable adult in the care of a local authority or agent of a local authority, or in respect of whom they have access. A “vulnerable adult” is any person who suffers from a physical or mental impairment.
AOTH	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Use the appropriate code to accurately identify the defendant/potential defendant or opponent/potential opponent. If there is, or is likely to be more than one defendant/opponent, the dominant or first defendant/opponent should be selected when reporting.

Code	Description	Guidance
APOL	Police	<ul style="list-style-type: none">▪ Includes civilian members of a police force and special constables/PCSOs.
APRI	Prison	<ul style="list-style-type: none">▪ Use where the Home Office is not the defendant/opponent.
AHOM	Home Office	<ul style="list-style-type: none">▪ Use where the HO is vicariously liable for acts/omissions (e.g. a prison, immigration service or CPS).
ACRB	CRB	<ul style="list-style-type: none">▪ Any claim involving the Criminal Records Bureau.
AREL	Religious Institution	<ul style="list-style-type: none">▪ All faiths (Roman Catholic, Church of England, Muslim, etc).
AEE	Education Establishment	<ul style="list-style-type: none">▪ All educational establishments (whether private or local authority governed).
AHOS	Hospital	<ul style="list-style-type: none">▪ All hospitals whether NHS Trusts or privately administered.
AIMM	Immigration authority	<ul style="list-style-type: none">▪ Claims involving IND but not the Home Office.
ABAI	Bailiffs	<ul style="list-style-type: none">▪ All private bailiffs (excluding court bailiffs).
ACOM	Private Company	<ul style="list-style-type: none">▪ All non-publicly owned traders including sole proprietors, partnerships, private limited companies, and listed public companies.
AOTH	Other	

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
AA	First meeting	<ul style="list-style-type: none"> Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
AB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
AC	Putting case for the client – any communications with relevant third parties for the purposes of gathering information or negotiating on behalf the client	<ul style="list-style-type: none"> Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
AD	Representation at court/tribunal	<ul style="list-style-type: none"> Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Matter concluded

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Code	Description	Guidance
AA	Client receives damages	<ul style="list-style-type: none"> Any payment of a lump sum by the opponent to the client.

AB	Client's property is returned	<ul style="list-style-type: none"> Any agreement for the return of goods etc (e.g. a motor vehicle).
AC	Client receives damages and client's property is returned	<ul style="list-style-type: none"> Where damages are paid in addition to the return of property.
AD	Client obtained a declaration of their rights	<ul style="list-style-type: none"> This will apply in cases where the opponent formally accepts that the client's rights have been infringed (e.g. an ECHR right).
AE	Client was successful in requiring or restraining a particular course of action to be taken by the opponent	<ul style="list-style-type: none"> E.g. where the opponent agrees to amend/remove personal data held in relation to the client or where a reprimand/caution is quashed.
AF	Client secures explanation or apology	<ul style="list-style-type: none"> Use in matters where the opponent addresses the issues of concern but no compensation offered.
AG	Opponent/other party action benefited person other than client	<ul style="list-style-type: none"> Applies where opponent's action is likely to benefit others unconnected with the client (e.g. a change in policy when dealing with particular types of offences).
AH	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
AI	Matter concluded otherwise	<ul style="list-style-type: none"> This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
AU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from

		counsel).
AV	Matter proceeded under other CLS funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
AW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. ▪ Does not cover referral of different but connected cases
AX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
AY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
AZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Clinical Negligence

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
NMIN	Physical Injury (full recovery in 1 year)	
NMOD	Physical Injury (full recovery in 3 years)	
NPER	Physical Injury (with persistent problems)	<ul style="list-style-type: none"> ▪ Permanent scarring, ongoing pain etc.
NPSY	Psychiatric injury	
NBDA	Brain damage to an Adult	
NBDM	Brain damage to a Minor	
NBTH	Perinatal injury (injury sustained during delivery)	
NCAN	Cancer	
NCAT	Catastrophic injury rendering the client dependent upon others for care (spinal injury, brain damage etc.)	<ul style="list-style-type: none"> ▪ The most serious of injuries including a mixture of type of injury e.g. spinal injury and incontinence or renal failure requiring dialysis.
NFAT	Fatal injury	
NOTH	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Use the appropriate code to accurately identify the defendant/potential defendant or opponent/potential opponent. If there is, or is likely to be more than one defendant/opponent, the dominant or first defendant/opponent should be selected when reporting.

Code	Description	Guidance
NNHN	Hospital – NHS	
NNHP	Hospital – Private	
NNGN	General Practitioner – NHS	
NNGP	General Practitioner – Private	
NNCL	Clinician – Private (i.e. private doctor, surgeon, psychiatrist etc.)	
NNDN	Dentist – NHS	
NNDP	Dentist – Private	
NOTH	Other	

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
NA	First meeting	<ul style="list-style-type: none"> ▪ Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
NB	Further work (Unfavourable expert evidence on liability)	<ul style="list-style-type: none"> ▪ Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
NC	Putting the case (Protocol period and all steps up to but not including trial)	<ul style="list-style-type: none"> ▪ Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
ND	Court/Tribunal (Trial)	<ul style="list-style-type: none"> ▪ Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
NA	Client receives damages	
NB	Client receives periodical payments	
NC	Client receives periodical payments and damages	
ND	Apology obtained	<ul style="list-style-type: none"> ▪ Apology obtained but no damages.
NE	Opponent/other party action benefited person other than client (e.g. a change in policy or procedure)	
NF	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> ▪ Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
NG	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
NU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
NV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
NW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc.

		<ul style="list-style-type: none"> ▪ Does not cover referral of different but connected cases
NX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
NY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
NZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Community Care

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
COBA	Obtaining assessment	<ul style="list-style-type: none"> ▪ Includes any type of assessment for the purpose of deciding whether a service or facility in the community is to be provided by social services or a health body, including community care, carer, leaving care, and continuing care assessments.
CCHA	Challenging an assessment	<ul style="list-style-type: none"> ▪ This is the appropriate coding where an assessment has already been carried out but its adequacy is in issue. ▪ A successful challenge may lead to a fresh assessment but, even in these cases, CCHA, rather than COBA is the correct coding.
CPRO	Provision of services	<ul style="list-style-type: none"> ▪ Includes cases where the issue is the suitability or choice of service as well as those where no services have been provided following an adequate assessment. ▪ Where the most significant legal issue is the adequacy of the assessment on which the decision about services is based, CCHA rather than CPRO will be the correct code.
CCRG	Charges for services	<ul style="list-style-type: none"> ▪ Covers all issues relating to the charges to be made by social services authorities for domiciliary and residential services (including top up charges), or by health bodies for health care services (e.g. charging overseas visitors).

		<ul style="list-style-type: none"> Where the issue is whether the service should be provided by social services or by a health body as an NHS service this should be coded as CISS, even though one of the consequences of resolution of the issue is whether a charge can be made.
CFUN	Provision of direct payments or equivalent	<ul style="list-style-type: none"> Includes all cases where there are issues relating to the provision of cash so that the service user, or someone on their behalf, can make their own arrangements for services. It includes, for example, cash payments by health bodies and the use of independent user trusts, as well as statutory direct payments.
CISS	Issues arising from the health/ social care divide	<ul style="list-style-type: none"> Includes cases concerning disputes between health bodies and social services about which is responsible for service provision, and the various advantages and disadvantages of provision by each.
CPOV	Protection of vulnerable adults	<ul style="list-style-type: none"> This category is intended to cover cases arising from allegations of abuse of a vulnerable adult (e.g. failure to implement, adequately or at all, the formal Protection of Vulnerable Adults procedure) and from best interests decision-making on behalf of people who are mentally incapacitated.
CCOT	Other	<ul style="list-style-type: none"> This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Use the one code that best describes the status of the main person involved in the case (likely to be the client) as it relates to their main legal issue (described in the 'What the matter is about' above) prior to that issue being resolved or in any way addressed.

Code	Description	Guidance
CSER	Client is a current or prospective service user	<ul style="list-style-type: none"> ▪ This code should be used not only where advice is sought by the services user him/herself, but also where advice is sought on behalf of a child or a mentally incapacitated person.
CFAM	Client is a carer - family member	<ul style="list-style-type: none"> ▪ This code should only be used where the client is the carer. If the carer is seeking advice on behalf of the cared for person, who cannot do so themselves because of their age or mental incapacity, CSER is the correct code.
CNFM	Client is a carer - non-family member	<ul style="list-style-type: none"> ▪ This code should only be used where the client is the carer. If the carer is seeking advice on behalf of the cared for person, who cannot do so themselves because of their age or mental incapacity, CSER is the correct code.
COTH	Other	<ul style="list-style-type: none"> ▪ This code should only be used if the client does not fall into one of the above categories.
CNAS	NASS advice	<ul style="list-style-type: none"> ▪

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the "highest" level of assistance provided to the client.

Code	Description	Guidance
CA	First meeting	<ul style="list-style-type: none"> ▪ Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the

		confirmation of advice letter.
CB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
CC	Putting case for the client	<ul style="list-style-type: none"> Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
CD	Representation at court/tribunal	<ul style="list-style-type: none"> Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
CA	Money provided for the purpose of arranging services by or for the client	<ul style="list-style-type: none"> This is the appropriate code where any form of cash payment is made by a social services authority or a health body so that the client or someone on his or her behalf can make arrangements for services themselves.
CB	Liability of client to pay charges for	<ul style="list-style-type: none"> Where the issue was

	services is reduced or eliminated	whether the service should be provided by social services or by a health body as an NHS service, this should be coded as CH, even where one of the consequences of resolution of the issue is that no charge can be made.
CC	Assessment obtained	<ul style="list-style-type: none"> ▪ If the case involved a challenge to the adequacy of the assessment, which led to a fresh assessment in order to remedy the deficiencies in the original assessment, CD will be the correct code rather than CC.
CD	Deficiencies in assessment remedied	<ul style="list-style-type: none"> ▪ If the case involved a challenge to the adequacy of the assessment, which led to a fresh assessment in order to remedy the deficiencies in the original assessment, this will be the correct code rather than CC.
CE	Secured provision of service	<ul style="list-style-type: none"> ▪ Includes not only cases where the outcome is the provision of a service where none was previously provided, but also where a more suitable service or the service of choice is provided in place of that originally on offer.
CF	More effective protection of vulnerable adult	<ul style="list-style-type: none"> ▪ This includes all cases where defects in POVA procedures (such as inadequate investigations) and best interests decision-making have been remedied.
CG	Statutory complaint is progressed more effectively	<ul style="list-style-type: none"> ▪ If the assistance provided has helped a client to overcome problems progressing a statutory complaint this will be the appropriate code to use. ▪ If the complaint has led to a substantive outcome (e.g. obtaining an assessment) the coding appropriate to the substantive outcome should be used rather than this code.

CH	Correct commissioner of service identified to the benefit of the client	<ul style="list-style-type: none"> ▪ Where the issue was whether the service should be provided by social services or by a health body as an NHS service this should be coded as CH (and not CB), even though one of the consequences of resolution of the issue is that no charge can be made. ▪ The code also covers cases where the benefit is non-financial, for example where the identification of the correct commissioner leads to the provision of a service by one or the other where previously a dispute between potential commissioners had prevented any provision being made at all.
CI	Client advised and enabled to plan and/or manage their affairs better	<ul style="list-style-type: none"> ▪ Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
CJ	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
CU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
CV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
CW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other

		<p>solicitors, charities or special interest groups and support services etc.</p> <ul style="list-style-type: none"> ▪ Does not cover referral of different but connected cases.
CX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
CY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
CZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Consumer General Contract

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter involves

Code	Description	Guidance
GDEF	Defective goods and/or services (including misrepresentation)	<ul style="list-style-type: none"> ▪ All breaches including disputes involving mercantile quality and fitness for purpose.
GCRL	Credit/loans	<ul style="list-style-type: none"> ▪ All financial matters regulated by statute. This includes unsecured bank & BS loans, HP, credit/store card debts, other regulated credit debts or any combination of these.
GCCR	Cancellations/withdrawal of credit	<ul style="list-style-type: none"> ▪ Includes ramifications of adverse credit status.
GINS	Insolvency/bankruptcy	<ul style="list-style-type: none"> ▪ Includes general advice on both creditors and debtors petition and IVAs.
GMDO	Monies due and owing	<ul style="list-style-type: none"> ▪ Includes oral contracts between individuals which have been breached. This includes non-priority debts not specified in code GCRL above.
GREF	Refusal to supply goods and services (including holiday claims)	<ul style="list-style-type: none"> ▪ Includes a total breach from 1 party to another in supplying goods.
GIPS	Insurance/pensions/savings dispute	<ul style="list-style-type: none"> ▪ Includes ombudsman matters.
GPRI	Pricing and charging dispute	<ul style="list-style-type: none"> ▪ Overcharging disputes and extortionate credit bargains.
GPFN	Professional negligence	<ul style="list-style-type: none"> ▪ Actions against professionals.
GRPI	Recovery of property/interference with goods (including all interpleader claims)	<ul style="list-style-type: none"> ▪ Includes actions involving defendants' delivery up and repossessed cars.
GPRO	Contentious Probate Matters	<ul style="list-style-type: none"> ▪ All matters involving negotiations disputes wills/intestacy.
GOTH	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any other categories.

Part II: Who the matter involves

Use the one code that best describes the status of the main person involved in the case (likely to be the client) as it relates to their main legal issue (described in the 'What the matter is about' above) prior to that issue being resolved or in any way addressed.

Code	Description	Guidance
GSCl	Client wants monetary remedy up to small claims limit	
GUPL	Client wants monetary remedy up to 3 x small claims limit	
GOVL	Client wants monetary remedy over 3 x small claims limit	
GCRE	Client is a creditor/supplier	<ul style="list-style-type: none"> ▪ Eligibility for legal help must be verified.
GOTH	Other	<ul style="list-style-type: none"> ▪ This code should only be used if the client does not fall into one of the above categories.

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the "highest" level of assistance provided to the client.

Code	Description	Guidance
GA	First meeting (including confirmation of advice letter)	<ul style="list-style-type: none"> ▪ Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
GB	Further work	<ul style="list-style-type: none"> ▪ Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
GC	Putting case for the client	<ul style="list-style-type: none"> ▪ Includes correspondence with opposing party for the purposes of putting the

		case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
GD	Representation at court/tribunal	<ul style="list-style-type: none"> ▪ Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
GA	Client receives lump sum or property	<ul style="list-style-type: none"> ▪ Monetary compensation or asset recovered/preserved.
GB	Client receives new or increased regular payment	<ul style="list-style-type: none"> ▪ As a result of advisors input new benefit obtained.
GC	Client receives both lump sum and regular payment	<ul style="list-style-type: none"> ▪ Client receives both lump sum payment and further monies.
GD	Client successful in avoiding insolvency/bankruptcy	<ul style="list-style-type: none"> ▪ Bankruptcy avoided/set aside.
GE	Sum owed is reduced or less than claimed	
GF	Liability to make payments is reduced or less than claimed	<ul style="list-style-type: none"> ▪ Where liability was not in dispute, amount owing is reduced.
GG	Goods or services returned, replaced, repaired or resumed	<ul style="list-style-type: none"> ▪ Items returned to client or services continued.
GH	Client obtained a declaration of their rights	
GI	Opponent/other party action benefits client	<ul style="list-style-type: none"> ▪ Third party intervention assists client.
GJ	Opponent/other party action prevented	
GK	Client secures explanation or apology	
GL	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> ▪ Applies where, as result of your advice or assistance,

		the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
GM	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
GU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
GV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
GW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. ▪ Does not cover referral of different but connected cases
GX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
GY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
GZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Debt

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
DPDE	Priority debt(s)	<ul style="list-style-type: none"> ▪ Includes rent, mortgage, council tax, utilities, court fines.
DNPD	Non priority debt(s)	<ul style="list-style-type: none"> ▪ Includes bank loans, credit card/HP/other regulated credit debts.
DMDE	Mixture of both priority debt(s) and non priority debt(s)	<ul style="list-style-type: none"> ▪ A mixture of the DPDE & DNPD codes.
DMCA	Court advocacy assistance	<ul style="list-style-type: none"> ▪ This applies where assistance is needed with court proceedings.
DTOT	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Use the one code that best describes the status of the main person involved in the case (likely to be the client) as it relates to their main legal issue (described in the 'What the matter is about' above) prior to that issue being resolved or in any way addressed.

Code	Description	Guidance
DSCH	Client wants to reschedule debts	<ul style="list-style-type: none"> ▪ Applies where the client cannot maintain the repayments required by creditors and wishes to put forward more affordable offers.
DVAL	Client wants to challenge validity of debts	<ul style="list-style-type: none"> ▪ Applies where the client does not believe that the amount being claimed by a creditor is correct and/or has reason to believe that they are not liable for the debt.
DMIX	Client wants both to challenge validity of debts and reschedule debts	<ul style="list-style-type: none"> ▪ A mixture of the DSCH & DVAL codes.

DCRE	Client is a creditor	<ul style="list-style-type: none"> Where the client is owed money by a person and/or company and requires assistance recovering the debt.
DOTH	Other	<ul style="list-style-type: none"> This code should only be used if the client does not fall into one of the above categories.

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
DA	First meeting	<ul style="list-style-type: none"> Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
DB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
DC	Putting case for the client	<ul style="list-style-type: none"> Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
DD	Representation at court	<ul style="list-style-type: none"> Applies where solicitors have provided or arranged representation before courts

		and tribunals (including representation provided pro bono or under other funding).
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Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
DA	Liability contested successfully	<ul style="list-style-type: none"> ▪ Client was able to prove that they were not liable for a debt.
DB	Debt written off (rather than just reduced)	<ul style="list-style-type: none"> ▪ Creditor agreed that they would no longer pursue the client for balance.
DC	Debt reduced	<ul style="list-style-type: none"> ▪ Creditor agrees to accept a lower amount in settlement of their debt.
DD	Affordable payment arrangements negotiated on behalf of client	<ul style="list-style-type: none"> ▪ Creditor agrees to accept reduced payments based upon what the client could afford to offer.
DE	Admin order made	<ul style="list-style-type: none"> ▪ Administration Order agreed by the County Court.
DF	Client referred for IVA	<ul style="list-style-type: none"> ▪ Client referred to a third party to put forward a proposal for an Individual Voluntary Arrangement.
DG	Bankruptcy order made	<ul style="list-style-type: none"> ▪ Client was able to declare themselves bankrupt, or creditor successfully petitioned for the client's bankruptcy.
DH	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> ▪ Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
DI	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
DU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none">▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
DV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none">▪ Includes full or investigative help certificates.
DW	Client referred to another organisation	<ul style="list-style-type: none">▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc.▪ Does not cover referral of different but connected cases.
DX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none">▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
DY	Client advised and third party action or decision awaited	<ul style="list-style-type: none">▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
DZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none">▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Education

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
EADM	Admission/choice of an institution (non-SEN and non-DDA)	<ul style="list-style-type: none"> ▪ Admission to educational institutions including nurseries, maintained and independent schools, and further and higher education institutions. ▪ Includes preparation for and advice on appeals to independent panels. ▪ Includes Judicial Review pre-action protocol action. ▪ Includes complaints, e.g. to Ombudsman, Office of the Independent Adjudicator, local authorities and Department for Education. ▪ Does not include admissions for children with statements for special needs or where refusal to admit includes allegations of disability discrimination.
EXCE	Exclusion/refusal to provide full time education (non-SEN and non-DDA)	<ul style="list-style-type: none"> ▪ Applies to advice and preparation for appeals to governing bodies independent appeal panels; and includes both permanent and fixed term exclusions. ▪ Includes removal from school other than through formal exclusion (e.g. on health grounds). ▪ Applies to exclusion from further and higher education institutions including advice and preparation for internal appeal procedures. ▪ Applies to further action including judicial review pre-action protocol letters and complaints (including Ombudsman complaints). ▪ Includes breach of s.19 Education Act 1996 (duty to provide full time education) and failure to comply with DfES guidance as to full time education for excluded children. ▪ Includes failure to make proper provision for children out of school for any reason, e.g. sickness, school phobia, lack of available places. ▪ This will also cover disputes

		<p>concerning arrangements for children reinstated after exclusion (e.g. where teachers refuse to teach them).</p> <ul style="list-style-type: none"> ▪ Does not include children with special educational needs or where allegations of disability discrimination are raised.
ESEN	Special educational needs and/or children unable to attend school	<ul style="list-style-type: none"> ▪ Advice and assistance with securing SEN provision for children, whether they qualify for a Statement of SEN or otherwise. ▪ All aspects of SEN statementing process from formal requests for statutory assessment to the end of the process. ▪ Appeals to Special Educational Needs and Disability Tribunal. ▪ Includes assistance with referrals to Dispute Resolution services relating to SEN matters. ▪ The reference to children unable to attend school is restricted under this category to children with identified SEN. ▪ Includes use of pre-action protocol with a view to enforcing pupils' and students' rights to special needs provision, and enforcing time limits for statementing process. ▪ Includes challenges to SENDIST procedures, including pre-action protocol correspondence. ▪ This may also include action to enforce local authority decisions (including negative decisions) in order to trigger the right of appeal to SENDIST. ▪ Includes complaints as to failures in SEN provision or local authority failure to follow correct procedures and comply with the statementing timetable, including help with complaints to the Ombudsman. ▪ Includes advice following SENDIST appeals, including advice on enforcement, applications for review, and statutory appeals. ▪ This may also include assistance with joint funding issues, e.g. part funding for SEN provision by Social Services departments or the NHS.
EDDA	Disability discrimination at nursery, school, college or LEA	<ul style="list-style-type: none"> ▪ Advice as to Disability Discrimination Act definitions and rights. ▪ Assistance in making representations

		<p>to educational institutions and other relevant authorities to prevent or terminate alleged disability discrimination in education.</p> <ul style="list-style-type: none"> ▪ Advice and preparation in relation to appeals to Special Educational Needs and Disability Tribunal in relation to disability discrimination. ▪ May include advice on preparation of exclusively disability discrimination based appeals to independent appeal panels dealing with school admissions and exclusions (but appeals based also on other grounds should be EADM).
ENEG	Concern over level or quality of education, bullying or other professional negligence	<ul style="list-style-type: none"> ▪ Preliminary investigations and advice as to potential negligence and breach of statutory duty actions. ▪ Use of/and assistance with complaints and mediation procedures. ▪ Includes use of pre-action protocol procedures. ▪ Note that preparatory and investigative work may also be dealt with under Investigative Help public funding certificates.
EREO	Institution establishment/reorganisation (opening, closing, merging etc)	<ul style="list-style-type: none"> ▪ Assistance with preparation of and advice on responses to consultations on proposals. ▪ Includes preparation of representations to Independent Schools Adjudicator. ▪ Includes advice on remedies and preliminary action in this regard, including operation of judicial review pre-action protocol.
EGTO	Grants, transport and other local education authority services	<ul style="list-style-type: none"> ▪ Advice and assistance with entitlement to grants, student loans etc. ▪ Advice and assistance with entitlement to school transport, including pre-action protocol work in relation to breach of local authority duty to provide transport. ▪ This may cover help with other services, such as local authority power to assist with school uniform purchases. ▪ Includes help with use of internal local authority appeal procedures for access to such services.
EPRO	Non-attendance and proceedings against parents	<ul style="list-style-type: none"> ▪ Advice and assistance with school attendance issues, including threats of criminal prosecution or other action

		<ul style="list-style-type: none"> by Education Welfare officer. ▪ May include advice and assistance with right to educate at home. ▪ Further covers help in relation to use of local authority parenting orders related to school attendance.
EDOT	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Problem with a: -

Code	Description	Guidance
ENUR	Nursery	<ul style="list-style-type: none"> ▪ Includes private and local authority nurseries.
EDSC	School	<ul style="list-style-type: none"> ▪ Includes maintained and non-maintained schools, and special schools.
EPRU	PRU	<ul style="list-style-type: none"> ▪ Pupil referral unit or equivalent.
ECOL	Non – university college	<ul style="list-style-type: none"> ▪ All post 16 provision other than universities.
EUNI	University	
EAAP	AAP	<ul style="list-style-type: none"> ▪ Admissions appeal panel (schools and other educational institutions).
ELOC	Local authority	<ul style="list-style-type: none"> ▪ Education Department of local authority Children’s Services departments.
EIAP	IAP	<ul style="list-style-type: none"> ▪ Independent appeal panel (school exclusions). ▪ Also covers Governing Body panels considering school exclusions and equivalent bodies dealing with exclusions from independent schools, Academies and City Technology Colleges.
ESOS	SOS / DfES	<ul style="list-style-type: none"> ▪ Secretary of State for Education and Skills or Department for Education and Skills (or equivalent).
EHEF	HEFC / LSC	<ul style="list-style-type: none"> ▪ Higher Education Funding Councils, or Learning and Skills Council. ▪ Also covers the National Council for Education and Training in Wales.
EOTH	Other	

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
EA	First meeting	<ul style="list-style-type: none"> ▪ Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
EB	Further work excluding contact with other side/defendant/respondent	<ul style="list-style-type: none"> ▪ Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
EC	Putting case for client to other side/defendant/respondent	<ul style="list-style-type: none"> ▪ Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
ED	Representation at court/tribunal	<ul style="list-style-type: none"> ▪ Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
EA	Client receives damages	<ul style="list-style-type: none"> ▪ Applies e.g. to cases where damages have been agreed in relation to school negligence claims, including claims for personal injuries suffered in schools, and other agreed compensation.

		<ul style="list-style-type: none"> Includes compensation ordered by Local Government Ombudsman.
EB	Client receives new or increased periodical payment	<ul style="list-style-type: none"> May apply where client receives periodical payments by way of student grant. May also apply to payments by local authorities to fund provision for SEN (e.g. to pay for specialist home tuition). May cover reimbursement of school travel expenses where travel is provided by parents or guardians.
EC	Client receives damages or property and new or increased periodical payments	<ul style="list-style-type: none"> Covers cases where both EA and EB apply.
ED	Sum owed by client is reduced or less than claimed	<ul style="list-style-type: none"> May apply to fees disputes, including colleges and universities. May apply to fines levied by further and higher education institutions.
EE	Liability of client to make regular payments is reduced or less than claimed	<ul style="list-style-type: none"> As above under ED where payments are made regularly.
EF	Opponent/other party action benefits client	<ul style="list-style-type: none"> Applies to outcomes providing non-financial benefits. Includes favourable decisions by SENDIST, IAPs, university appeal panels etc. Includes favourable decisions on complaints when these result in benefit to the client, e.g. improved educational provision, agreed school transport. Includes favourable settlement of disputes (including disputes as to provision of education or provision for special educational needs) prior to court or tribunal action.
EG	Opponent/other party action prevented	<ul style="list-style-type: none"> Applies where threats of action (e.g. school or college exclusion, parenting and attendance orders, criminal prosecution etc) have been averted. Also applies where threatened unlawful action (e.g. withdrawal or amendment of Statement without notice, or withdrawal of school place) has been prevented.
EH	Opponent/other party action delayed	<ul style="list-style-type: none"> May apply where above examples under EG have been delayed.
EI	Client secures explanation or apology only	<ul style="list-style-type: none"> Applies to formal and informal complaints resolved in client's favour without financial compensation.
EJ	Client advised and able to plan and/or manage their	<ul style="list-style-type: none"> Applies where, as result of your advice or assistance, the matter for

	affairs better	which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
EK	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
EU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
EV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
EW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. ▪ Does not cover referral of different but connected cases.
EX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
EY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
EZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Employment

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter involves

If there are multiple issues then select the code that best fits the main or lead issue in the case.

Code	Description	Guidance
YBRC	Breach of contract	<ul style="list-style-type: none"> ▪ Failure to pay notice pay. ▪ Other disputes about breaches of the terms of the contract of employment or terms of a compromise agreement can come within this category unless they more appropriately fit in YDOW or YWTR.
YUND	Unfair dismissal	<p>Claims that the dismissal was unfair because: -</p> <ul style="list-style-type: none"> ▪ the reason for the dismissal was unfair ▪ the proper dismissal procedures were not followed ▪ the dismissal was not fair in all the circumstances. ▪ Claims for constructive dismissal.
YRDP	Redundancy payment	<ul style="list-style-type: none"> ▪ Disputes about the client's entitlement to or amount of redundancy pay. ▪ Disputes about the fairness of the client's selection for redundancy should proceed under YUND.
YDIS	Discrimination	<p>Disputes about less favourable treatment on grounds of: -</p> <ul style="list-style-type: none"> ▪ Sex ▪ Race ▪ Disability ▪ Age ▪ Sexual Orientation ▪ Religion or Belief ▪ Transexuality ▪ Marital or Civil Partnership Status.

		<ul style="list-style-type: none"> ▪ Harassment claims should come within this category. ▪ Less favourable treatment on the grounds of maternity/paternity and other maternity/paternity issues should proceed under YMPI.
YEQP	Equal pay	<ul style="list-style-type: none"> ▪ Claims proceeding under the Equal Pay Act 1970.
YDOW	Deduction of wages	<ul style="list-style-type: none"> ▪ Disputes about the failure to pay wages or to pay wages in full. ▪ Disputes about the failure to pay holiday. ▪ Disputes about failure to pay the minimum wage. ▪ Disputes about amounts deducted from wages.
YWTR	Working time regulations issues	<p>Disputes about: -</p> <ul style="list-style-type: none"> ▪ Average weekly hours ▪ Rest periods and rest breaks ▪ Annual leave (except disputes about payment of holiday pay – these should be YDOW) ▪ Night work.
YMPI	Maternity/paternity issues	<p>Less favourable treatment on the grounds of maternity/paternity and other maternity/paternity issues including: -</p> <ul style="list-style-type: none"> ▪ Failure to pay maternity/paternity pay ▪ Maternity/paternity leave ▪ Right to return to work after maternity leave ▪ Time off to care for dependants ▪ Parental leave ▪ Flexible working ▪ Adoption leave and pay.
YOTH	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Use the one code that best describes the status of the main person involved in the case (likely to be the client) as it relates to their main legal issue (described in the 'What the matter is about' above) prior to that issue being resolved or in any way addressed.

Code	Description	Guidance
YPTE	Client is in part time employment	
YFTE	Client is in full time employment	
YSEM	Client is self employed	
YUNE	Client is unemployed	
YEMP	Client is employer/other	
YOTH	Other	<ul style="list-style-type: none">▪ This code should only be used if the client does not fall into one of the above categories.

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the "highest" level of assistance provided to the client.

Code	Description	Guidance
YA	First meeting	<ul style="list-style-type: none">▪ Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
YB	Further work	<ul style="list-style-type: none">▪ Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
YC	Putting case for the client	<ul style="list-style-type: none">▪ Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
YD	Representation at court/tribunal	<ul style="list-style-type: none">▪ Applies where solicitors have

		provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).
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Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
YA	Client receives financial settlement 'out of court'	<ul style="list-style-type: none"> ▪ Negotiated settlement involving a "lump sum" payment from the employer, the Redundancy Payments Office or another third party. ▪ Payment should be made or agreed before the matter reaches a final hearing at a tribunal or court. ▪ Settlement that involves increased or new periodical payments should be classed within "YC" or "YD".
YB	Client receives financial award from court/tribunal	<ul style="list-style-type: none"> ▪ Payment is made by the employer, the Redundancy Payments Office or another third party following a final determination by a tribunal or court. ▪ This category should include tribunal/court decisions that result in increased or new periodical payments.
YC	Client receives new or increased periodical payment	<ul style="list-style-type: none"> ▪ Matter concludes with the client <u>only</u> receiving a new or increased periodical payment e.g. increased wages (no determination by court/tribunal).
YD	Client receives financial award and new or increased periodical payment	<ul style="list-style-type: none"> ▪ Matter concludes with the client receiving a "lump sum" <u>and</u> a new or increased periodical payment (no determination by court/tribunal).
YE	Sum owed by client to a third party is reduced or is less than claimed	

YF	Employer/opponent action benefits client	
YG	Employer/opponent action prevented	
YH	Employer/opponent action delayed	
YI	Client secures explanation or apology	
YJ	Client secures reference	
YK	Client advised and able to better understand/access/manage their employment rights	<ul style="list-style-type: none"> Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
YL	Matter concluded otherwise	<ul style="list-style-type: none"> This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
YU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
YV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> Includes full or investigative help certificates.
YW	Client referred to another organisation	<ul style="list-style-type: none"> Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. Does not cover referral of different but connected cases.
YX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
YY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> Applies where the client has sought advice and assistance before third party action has been taken or decision received.

YZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"><li data-bbox="917 197 1358 427">▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.
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Family

Matter Type

Part I: what the matter is about

The code used should most closely reflect the matters on which the advisor has given substantive assistance in relation to the client. For example, if the advisor has provided assistance in relation to divorce proceedings and has also given advice on contact issues, then code FAMF should be used.

If you are able to claim an exceptional payment at Level 1 because the case involves domestic violence or divorce only then you must use codes FAMA, FAMB, or FAMC as appropriate.

If advice has been provided on a number of issues and no code is available for the precise matter combination then the general codes FAMR and FAMS should be used although there may be a matter type listed within this code on which the advisor did not provide assistance.

Code	Description
FAMA	Divorce/Judicial Separation/Nullity
FAMB	Dissolution of Civil Partnership
FAMC	Domestic Abuse
FAMD	Private Law Children only
FAME	Private Law Children and Financial Provision
FAMF	Private Law Children and Divorce/Judicial Separation/Nullity
FAMG	Private Law Children and Civil Partnership Dissolution
FAMH	Private Law Children and Domestic Abuse
FAMI	Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity
FAMJ	Private Law Children, Domestic Abuse and Civil Partnership Dissolution
FAMK	Financial Provision Only
FAML	Financial Provision and Divorce/Judicial Separation/Nullity
FAMM	Financial Provision and Civil Partnership Dissolution
FAMN	Financial Provision and Domestic Abuse
FAMO	Financial Provision, Domestic Abuse and Divorce/Judicial Separation/Nullity
FAMP	Financial Provision, Domestic Abuse and Civil Partnership Dissolution
FAMQ	Financial Provision, Private Law Children and Domestic Abuse
FAMR	Financial Provision, Private Law Children, Domestic Abuse and Divorce/Judicial Separation/Nullity
FAMS	Financial Provision, Private Law Children, Domestic Abuse and Civil Partnership Dissolution
FAMT	Family Wills
FAMU	Change of Name applications
FAMV	Other
FAMW	Public Law Proceedings – Section 31 Care Proceedings
FAMX	Public Law Proceedings – Other
FAMZ	Financial Provision, Private Law Children and Divorce / Judicial Separation / Nullity

Part II: who the matter involves

Code	Description	Guidance
FADV	Client is seeking advice only	<ul style="list-style-type: none"> Where no proceedings have been issued and client is seeking advice only.
FPET	Client is the petitioner in Divorce/Judicial Separation/Nullity/Dissolution of Civil Partnership	<ul style="list-style-type: none"> Where the client is the petitioner and the code used in Part I indicates that assistance is being provided to the client in connection with divorce/civil partnership dissolution.
FRES	Client is the respondent in Divorce/Judicial Separation/Dissolution of Civil Partnership	<ul style="list-style-type: none"> Where the client is the respondent and the code used in Part I indicates that assistance is being provided to the client in connection with divorce/civil partnership dissolution.
FAPP	Client is the applicant where proceedings issued	<ul style="list-style-type: none"> Where proceedings have already been issued and the client is the applicant.
FREP	Client is the respondent where proceedings issued	<ul style="list-style-type: none"> Where proceedings have already been issued and the client is the applicant.
FCHG	Client is a child with a guardian	
FCHS	Client is a child instructing solicitor directly	
FOTH	Other	<ul style="list-style-type: none"> This code should only be used if the client does not fall into one of the above categories.

Stage Reached

If you are a) claiming the fee for public law Family Help (Lower) (Level 2) when advising a parent or person with parental responsibility where the local authority has given written notice of intention to issue s31 proceedings or b) claiming the Level 1 fee for a Petitioner in divorce proceedings you must use code FC or FD as appropriate

Code	Description	Guidance
FA	First meeting	Work carried out under code FA for the first meeting will include: - <ul style="list-style-type: none"> Any work prior to the first meeting with a client including preparation for meeting the client for the first time and talking on the telephone to the client; First meeting with the client; Any routine correspondence

		or telephone calls following on from the meeting or provision of telephone advice such as confirming advice given in writing.
FB	Further work	<ul style="list-style-type: none"> ▪ Further work under code FB will include making contact and negotiations with the other party or a third party to progress the case and could also include the issue of divorce proceedings.
FC	Negotiation with the Local authority where written notice of intention to issue care proceedings	<ul style="list-style-type: none"> ▪ Use when claiming the Level 2 fee in public law cases when advising parents or those with parental responsibility in potential S31 proceedings
FD	Divorce Proceedings – Petitioner only Level 1	<ul style="list-style-type: none"> • Use when claiming Level 1 petitioner only fee

Outcome for the client

The endpoint code should reflect the most significant outcome for the client. If, for example, the client has been advised in relation to both divorce and financial provision, then Endpoint Codes FG, FH and FI will in most cases be appropriate if the client received financial benefit.

Matter concluded

Code	Description	Guidance
FA	Decree Absolute/Dissolution obtained	<ul style="list-style-type: none"> ▪ Client has been assisted in relation to divorce/dissolution as noted in Part I and decree absolute/dissolution obtained.
FB	Client and partner reconciled	<ul style="list-style-type: none"> ▪ Client reconciled with partner and no further action therefore necessary.
FC	Advice given – no further action required	<ul style="list-style-type: none"> ▪ Client required advice only and no further action necessary.
FD	Client referred to mediation.	<ul style="list-style-type: none"> ▪ Client advised and referred to mediation and no further work required.
FE	Settlement with benefit for the client	<ul style="list-style-type: none"> ▪ The client received some other benefit not included in the codes below. This may include a pension sharing order or other non-financial benefit such as improved arrangements for the client's children.
FF	Settlement with no benefit for the client	<ul style="list-style-type: none"> ▪ Matter has settled but the client has received no benefit, financial or otherwise.
	Client received lump	<ul style="list-style-type: none"> ▪ To be used in cases where the

FG	sum/property adjustment AND periodical payments	client receives a lump sum or property adjustment order and also periodical payments.
FH	Client received lump sum/property adjustment	<ul style="list-style-type: none"> To be used in cases where the client has received a lump sum or property adjustment order.
FI	Client received periodical payments	<ul style="list-style-type: none"> Client received periodical payments only.
FJ	Liability to pay other side avoided or reduced	<ul style="list-style-type: none"> Benefit to client is that liability claimed by other side or third party is avoided or reduced.

Matter not concluded

Code	Description	Guidance
FT	Client ceased to give instructions	<ul style="list-style-type: none"> Where contact with the client has been lost or the client has indicated that they do not wish to instruct the solicitor further.
FU	File transferred to another solicitor	<ul style="list-style-type: none"> Client instructs another solicitor in the same matter.
FV	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> Where the advisor concludes that no further progress can be made or the client does not have sufficient prospects of success to justify further expenditure of legal aid funds.
FW	Matter proceeding under other CLS Funding where the client is the Applicant	<ul style="list-style-type: none"> Where the client has been granted further CLS Funding to make an application, typically a General Family Help or Legal Representation certificate.
FX	Matter proceedings under other CLS Funding where the client is the Respondent	<ul style="list-style-type: none"> Where the client has been granted further CLS Funding as respondent to an application, typically a General Family Help or Legal Representation certificate.
FY	Client referred to another contracted supplier for advice in a different category	<ul style="list-style-type: none"> Client is referred to another supplier in a non-family category.
FZ	Client referred to a non-funded service	<ul style="list-style-type: none"> Client is referred to another organisation.

Housing

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
HRNT	Possession - Rent arrears	(a) a claim for possession is made or threatened, and (b) the main apparent reason is arrears of rent or other charges.
HMOR	Possession – Mortgage	(a) a claim for possession is made or threatened, and (b) the party seeking possession is a mortgagee – whether of the client or not.
HPOT	Possession – Other (non-ASB)	(a) a claim for possession is made or threatened, and (b) the main reason is neither rent arrears nor anti-social behaviour and (c) the claimant is not a mortgagee.
HANT	ASBOs – Magistrates/Crown court	<ul style="list-style-type: none"> ▪ The main issue is existing or possible claims in the criminal courts arising from alleged anti-social behaviour.
HDIS	Anti-social behaviour - all other (including those in County Court)	<ul style="list-style-type: none"> ▪ The main issue is alleged anti-social behaviour other than in the criminal courts.
HREP	Disrepair, including public health, environmental and DPA issues	<ul style="list-style-type: none"> ▪ The main issue concerns the alleged poor state of residential premises or fixtures or furniture provided or nuisance other than anti-social behaviour.
HREH	Re-housing (non-homelessness)	<ul style="list-style-type: none"> ▪ The main issue is transfers or allocation or legal issues associated with finding alternative housing.
HHOM	Homelessness /threat of homelessness	<ul style="list-style-type: none"> ▪ The main issue is the client’s legal situation in relation to homelessness including social services powers and duties.
HBFT	Housing benefit	<ul style="list-style-type: none"> ▪ The main issue concerns housing benefits.
HULE	Harassment/unlawful eviction	<ul style="list-style-type: none"> ▪ The main issue is a claim or potential claim under the Protection from Eviction Act 1977 or in relation to a breach of covenant for quiet enjoyment.
HLAN	Landlord & tenant: Other terms and conditions	<ul style="list-style-type: none"> ▪ The main issue concerns other matters between landlord and tenant including service charges, deposits and all implied or express terms of occupation.

HOOT	Other	<ul style="list-style-type: none"> This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.
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Part II: Who the matter involves

Use the code that best describes the status of the main person involved in the case (likely to be the client) as it relates to their main legal issue (described in 'What the matter is about' above) prior to that issue being resolved or in any way addressed.

Code	Description	Guidance
HPUB	Client has local authority landlord	<ul style="list-style-type: none"> Includes local authorities whose stock is managed by an ALMO.
HPRI	Client has private landlord	<ul style="list-style-type: none"> Landlords other than local authorities and social landlords.
HHAC	Client has other social landlord	<ul style="list-style-type: none"> Registered social landlords, co-ops, housing action trusts.
HNAS	Client has NASS accommodation	<ul style="list-style-type: none"> Accommodation provided by NASS/requires NASS advice.
HOWN	Client is owner occupier	<ul style="list-style-type: none"> Freeholders, long leaseholders, shared ownership.
HHLS	Client is homeless	<ul style="list-style-type: none"> As defined in homelessness legislation plus people living in homes of friends, squatters and street homeless.
HLAN	Client is landlord	<ul style="list-style-type: none"> Main issue relates to client's rights as landlord or licensor.
HOTH	Other	<ul style="list-style-type: none"> This code should only be used if the client does not fall into one of the above categories.

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the "highest" level of assistance provided to the client.

Code	Description	Guidance
HA	First meeting	<ul style="list-style-type: none"> Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.

HB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
HC	Putting case for the client	<ul style="list-style-type: none"> Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
HD	Representation at court/tribunal	<ul style="list-style-type: none"> Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Matter concluded

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

If two or more categories apply (apart from both HA and HB where you should use HC) choose the one that appears to be the most significant for the client.

Code	Description	Guidance
HA	Client receives damages or property	<ul style="list-style-type: none"> Any lump sum payment to client including any paid in reduction of rent. Any property right successfully asserted.
HB	Client receives new or increased periodical payment	
HC	Client receives damages or property and new or increased periodical payment	<ul style="list-style-type: none"> Both HA and HB apply.
HD	Sum owed by client to a third party is reduced or is less than claimed	<ul style="list-style-type: none"> A lump sum claim by a third party is successfully defended or the amount payable is less than claimed.
HE	Liability of client to make regular payments is reduced or is less than claimed	<ul style="list-style-type: none"> A claim for a periodic amount by a third party is successfully defended or the amount payable is less than claimed.

HF	Client housed, re-housed or retains home	<ul style="list-style-type: none"> Applies only where possession or re-housing is in issue.
HG	Repairs or improvements to the client's home	<ul style="list-style-type: none"> Work done on the home or furniture/fixtures installed or improved.
HH	Opponent/other party action benefits client	<ul style="list-style-type: none"> Third party takes action.
HI	Opponent/other party action prevented	<ul style="list-style-type: none"> Third party is dissuaded from taking action (other than possession cases).
HJ	Opponent/other party action delayed	<ul style="list-style-type: none"> Extra time is gained – commonly in possession cases or rent payments are rescheduled.
HK	Client secures explanation or apology	<ul style="list-style-type: none"> Following a complaint or query of some kind to a third party.
HL	Client advised and enabled to plan and/or manage their affairs better	<ul style="list-style-type: none"> Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
HM	Matter concluded otherwise	<ul style="list-style-type: none"> This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
HU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
HV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> Includes full or investigative help certificates.
HW	Client referred to another organisation	<ul style="list-style-type: none"> Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. Does not cover referral of different but connected cases.
HX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.

HY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
HZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Mental Health

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

General principle: That this will be used to specify the **main legal issue**, and **not** the means by which it was addressed.

Code	Description	Guidance
MHDC	Patient is seeking discharge	<ul style="list-style-type: none"> ▪ Applies to all forms of discharge from hospital and/or section and from one hospital to another (e.g. to one of lesser security). ▪ May be achieved by any applicable means (e.g. Mental Health Review Tribunal, Hospital Managers' Hearing, via representations to Responsible Medical Officer or Home Office).
MHAS	Seeking treatment following admission	<ul style="list-style-type: none"> ▪ Applies where a hospital patient is not yet receiving some treatment which the patient feels is required.
MHNS	Seeking treatment – not yet admitted	<ul style="list-style-type: none"> ▪ Applies where a patient in the community is not receiving some treatment and/or is being declined admission to hospital which the patient feels is required.
MHTM	Problem with treatment/medication	<ul style="list-style-type: none"> ▪ Applies to any dispute or query regarding any form of treatment (which is very widely defined) in hospital or in the community (not falling within MHAS or MHNS categories above).
MHMC	Mental capacity issue (non-“Bournewood”)	<ul style="list-style-type: none"> ▪ Applies where capacity or the lack of capacity to do or consent to anything is the principal issue (excluding “Bournewood” type cases).
MHBW	“Bournewood” case (Mental Capacity Act 2005)	<ul style="list-style-type: none"> ▪ Applies where the principal issue is the detention of a mentally incapacitated passive patient under the Mental Capacity Act 2005 and relevant amendments.
MHDR	Displacement of nearest relative	<ul style="list-style-type: none"> ▪ Applies where an action may be or has been brought under s.29 Mental Health Act 1983 and relevant amendments.
MHHA	Other problem during hospital admission	<ul style="list-style-type: none"> ▪ Applies to any matter concerning an in-patient not covered above.
MHCM	Other problem in the community	<ul style="list-style-type: none"> ▪ Applies to any matter concerning a patient in the community not covered above.
MHOR	Other	<ul style="list-style-type: none"> ▪ This category should only be used where

		the most significant legal issue in the case does not fall within any of the above categories.
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Part II: Who the matter involves

Use the one code that best describes the status of the main person involved in the case (likely to be the client) as it relates to their main legal issue (described in the 'What the matter is about' above) prior to that issue being resolved or in any way addressed.

Code	Description	Guidance
MOUT	Outpatient living in the community (not under section)	
MCOM	Under Supervised Community Treatment order	<ul style="list-style-type: none"> ▪ Use only if and when this becomes law.
MSUP	Subject to aftercare under supervision	<ul style="list-style-type: none"> ▪ Applies to a patient subject to the regime under ss.25A-25J Mental Health Act 1983.
MCON	Conditionally discharged patient	<ul style="list-style-type: none"> ▪ Applies to a patient who has been conditionally discharged under s.73 Mental Health Act 1983 and remains so.
MGUA	Subject to s7 guardianship	<ul style="list-style-type: none"> ▪ Applies to a patient who is subject to the arrangements made under ss.7-10 Mental Health Act 1983.
MINF	An informal/voluntary patient in hospital	<ul style="list-style-type: none"> ▪ Including a "Bournewood" patient.
MPAT	Under Part II MHA in hospital	<ul style="list-style-type: none"> ▪ Applies to a patient liable to be detained in a hospital under any provision in Part II Mental Health Act 1983.
MSCR	Under Part III MHA in hospital	<ul style="list-style-type: none"> ▪ Applies to a patient liable to be detained in a hospital under any provision in Part III Mental Health Act 1983.
MREL	A (relative or) nearest relative of a patient	
MOTH	Other	<ul style="list-style-type: none"> ▪ This code should only be used if the client does not fall into one of the above categories.

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the "highest" level of assistance provided to the client.

Code	Description	Guidance
MA	Advice only	<ul style="list-style-type: none"> Applies where only advice is given and no further or follow-up work is required: an "open and close" type of matter.
MB	Casework without representation at <i>either</i> Hospital Managers' hearing <i>or</i> MHRT	<ul style="list-style-type: none"> Applies to a matter where any further or follow-up work is required but does not include representation at either a Hospital Managers' hearing or before the Mental Health Review Tribunal.
MC	Representation at Hospital Managers' hearing	<ul style="list-style-type: none"> Applies to any matter which included representation at a Hospital Managers' hearing but did not require representation before the Mental Health Review Tribunal.
MD	Representation at MHRT	<ul style="list-style-type: none"> Applies to any matter which required representation before the Mental Health Review Tribunal, regardless of other work carried out on the case. NB This code should not be used if no hearing took place. Matters where a hearing was scheduled but was cancelled for any reason and at any point should not be recorded here.

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the most significant outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
MA	Immediate/absolute discharge	<ul style="list-style-type: none"> Applies where the outcome is that the patient immediately leaves hospital, ceases to be liable to be detained in a hospital or subject to recall to a hospital, regardless of how this was achieved.
MB	Delayed/conditional/deferred or varied conditional discharge	<ul style="list-style-type: none"> Applies where the outcome is that the patient will be discharged on a future date (delayed discharge) or ceases

		to be liable to be detained but remains subject to recall (conditional discharge) or remains liable to be detained but should cease to be so when the conditions of discharge are satisfied (deferred conditional discharge) or the conditions of a patient subject to recall have been varied (varied conditional discharge) - regardless of how this was achieved.
MC	Aftercare under supervision ceases <i>or</i> guardianship ceases	<ul style="list-style-type: none"> ▪ Applies where a patient ceases to be subject to the regime under ss.25A-25J Mental Health Act 1983 or is discharged from the arrangements made under ss.7-10 Mental Health Act 1983.
MD	Discharged to prison <i>or</i> referred to Parole Board for release	<ul style="list-style-type: none"> ▪ Generally this will follow from a deliberation by the Mental Health Review Tribunal under s.74 Mental Health Act 1983 but should be used regardless of how this was achieved.
ME	Statutory recommendation for leave	<ul style="list-style-type: none"> ▪ Applies where the Mental Health Review Tribunal make a suitable recommendation under s.72(3)(a) Mental Health Act 1983.
MF	Statutory recommendation for transfer to another hospital	<ul style="list-style-type: none"> ▪ Applies where the Mental Health Review Tribunal make a suitable recommendation under s.72(3)(a) Mental Health Act 1983.
MG	Statutory recommendation for guardianship/aftercare under supervision	<ul style="list-style-type: none"> ▪ Applies where the Mental Health Review Tribunal make a suitable recommendation under s.72(3)(a) or s.72(3A)(a) Mental Health Act 1983.
MH	Extra-statutory recommendation	<ul style="list-style-type: none"> ▪ Applies where the Mental Health Review Tribunal or Hospital Managers make an informal recommendation in respect of any kind of patient.
MI	Reclassification of form(s) of mental disorder	<ul style="list-style-type: none"> ▪ Applies where the Mental Health Review Tribunal make a decision under s.72(5) Mental Health Act 1983.
MJ	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> ▪ Applies where, as result of your advice or assistance, the matter for which advice was

		sought concludes and your client is better able to plan or manage their own affairs in future.
MK	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
MU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
MV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
MW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. ▪ Does not cover referral of different but connected cases.
MX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
MY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
MZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Personal Injury

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
PMIN	Physical injury (full recovery in 1 year)	
PMOD	Physical injury (full recovery in 3 years)	
PPER	Physical injury (with persistent problems) (e.g. permanent scarring, ongoing pain etc.)	<ul style="list-style-type: none"> ▪ Permanent scarring, ongoing pain etc.
PPSY	Psychiatric injury	
PBDA	Brain damage to an adult	
PBDM	Brain damage to a minor	
PCAT	Catastrophic injury rendering the client dependent upon others for care (spinal injury, brain damage etc.)	<ul style="list-style-type: none"> ▪ The most serious of injuries including a mixture of type of injury e.g. spinal injury and incontinence or renal failure requiring dialysis.
PFAT	Fatal injury	
POTH	Other	<ul style="list-style-type: none"> ▪ This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Reason why matter is in scope

Code	Description	Guidance
PSEC	Serious wrongdoing, etc., by Public Authority	
PCIC	CICA Claim	
PSAS	Sexual assault	
PCVL	Abuse of a child or vulnerable adult	

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
PA	First meeting	<ul style="list-style-type: none"> Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
PB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
PC	Putting case for the client	<ul style="list-style-type: none"> Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
PD	Representation at court/tribunal	<ul style="list-style-type: none"> Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	
PA	Client receives damages	
PB	Client receives periodical payments	
PC	Client receives periodical payments and damages	
PD	Apology obtained	<ul style="list-style-type: none"> Apology obtained but no damages.
PE	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> Applies where, as result of your advice or assistance, the

		matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
PF	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
PU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
PV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
PW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. ▪ Does not cover referral of different but connected cases.
PX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none"> ▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
PY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
PZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Public Law

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What the matter is about

Code	Description	Guidance
BPBA	Ultra vires act/failure to act by Public Body	<ul style="list-style-type: none"> ▪ Where the predominant ground for challenge arises from a breach of statutory duty or an act which is taken without lawful authority.
BEOD	Unlawful exercise of discretion	<ul style="list-style-type: none"> ▪ Where the predominant ground for challenge arises from the exercise of a power by a public body. For example where a public body has taken a decision and where the client does not seek to challenge the authority to make the decision but rather the outcome. This category would include challenges based on grounds that the decision maker has failed to take into account a relevant consideration or has taken into account an irrelevant consideration. It would also cover irrationality challenges.
BPRO	Claim based on procedural unfairness	<ul style="list-style-type: none"> ▪ Where the predominant ground for challenge arises from a perceived flaw in the procedure adopted by the decision maker. This category would be appropriate for cases which are based on process rather than outcome challenges e.g. bias.
BDIS	Discrimination	<ul style="list-style-type: none"> ▪ Where the predominant ground for challenge arises from discrimination.
BHRA	HRA claim	<ul style="list-style-type: none"> ▪ Where the predominant ground for challenge arises from the application of HRA.
BMAL	Maladministration	<ul style="list-style-type: none"> ▪ Where the issues in dispute

		are being pursued by way of an ombudsman scheme.
BRDP	Application of regulatory or disciplinary procedure	<ul style="list-style-type: none"> Where, for example, a dispute concerns a decision by the Office for the Supervision of Solicitors, the General Medical Council, OFCOM etc.
BOTH	Other	<ul style="list-style-type: none"> This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.

Part II: Who the matter involves

Decision, act or omission by:

Code	Description	Guidance
BCGD	Central Government Department/Agency	
BLOC	Local Authority	
BHSP	Health service provider	
BESP	Education service provider	
B PUB	Public Utility	
BPRI	Private Company/organisation providing other public services	
BOTH	Other	
BNAS	NASS advice	

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
BA	First meeting	<ul style="list-style-type: none"> Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
BB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client.

		Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).
BC	Putting the case for client	<ul style="list-style-type: none"> ▪ Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
BD	Representation at court/tribunal	<ul style="list-style-type: none"> ▪ Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
BA	Client receives damages or property	
BB	Client receives new or increased periodical payments	
BC	Client receives damages or property and new or increased periodical payments	
BD	Sum owed by client to a third party is reduced or is less than claimed	
BE	Liability of client to make regular payments is reduced or is less than claimed	
BF	Client secures re-determination	<ul style="list-style-type: none"> ▪ The matter is concluded with a non-financial benefit for the client. This code should be used if the client is successful in procuring a quashing of a disputed decision and the taking of a

		fresh decision (regardless of the outcome of the new decision).
BG	Client secures new, resumed or improved services	
BH	Client secures other substantive non-financial benefit	<ul style="list-style-type: none"> ▪ The matter is concluded with a non-financial benefit for the client. This code would be appropriate for cases which involve a vires challenge (see code BPBA above).
BI	Opponent/other party action prevented	
BJ	Opponent/other party action delayed	
BK	Client secures apology or explanation	
BL	Client advised and able to plan and/or manage their affairs better.	<ul style="list-style-type: none"> ▪ Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
BM	Matter concluded otherwise	<ul style="list-style-type: none"> ▪ This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
BU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none"> ▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
BV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none"> ▪ Includes full or investigative help certificates.
BW	Client referred to another organisation	<ul style="list-style-type: none"> ▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc. ▪ Does not cover referral of different but connected cases.
BX	Client advised and taking action	<ul style="list-style-type: none"> ▪ Applies where you advise

	themselves or with the help of a third party	that you are unable to assist but the client carries on by themselves or with help from others.
BY	Client advised and third party action or decision awaited	<ul style="list-style-type: none"> ▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
BZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none"> ▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Welfare Benefits

Matter Type

The matter type must reflect the most significant legal issue dealt with during the case.

Part I: What type of benefit is involved

Code	Description	Guidance
WDLA	Disability living allowance/Attendance allowance	
WICB	Incapacity benefit	
WSFP	Social fund payments	
WHBT	Housing benefit	
WIST	Income support	
WJSA	Jobseekers allowance	
WIIB	Industrial injuries benefits	
WBBT	Bereavement benefits	
WTAX	Tax credits – including pension credit	
WMUL	Multiple benefits	<ul style="list-style-type: none"> ▪ At the end of the case please record the most significant legal issue dealt with (e.g. a client has a query about backdating housing benefit and a reassessment of income support. The backdating issue was dealt with quickly through correspondence and the reassessment issue went to appeal. This case should be recorded as WIST WAPL). ▪ If a client simply wanted general benefits advice then please code as WMUL WOTH.
WOTH	Other benefits	

Part II: What does the matter involve

Where the matter involves more than 1 code, record the highest level the matter reached: e.g. if a matter starts as a reassessment of benefits and proceeds to an appeal report it as WAPL. Where the matter concerns more than 1 issue report the most significant legal issue for the client.

Code	Description	Guidance
WREA	Reassessment of benefits	<ul style="list-style-type: none"> ▪ Where entitlement to

		benefit is being reassessed by the DWP/LA/IR.
WREV	Revision/supersession	<ul style="list-style-type: none"> Where the client requests review or supersession of a decision.
WSSC	Appeal to Social Security Commissioners	
WAPL	Appeal – Other	
WOVE	Overpayment of benefits	
WBAC	Backdating of benefits	
WLGO	Complaint to Local Government/ Parliamentary Ombudsman	
WOTH	Other	<ul style="list-style-type: none"> This category should only be used where the most significant legal issue in the case does not fall within any of the above categories.
WNAS	NASS advice	<ul style="list-style-type: none">

Stage Reached

Please enter the code from the category list provided showing what stage has been reached in the case. This should correspond to the “highest” level of assistance provided to the client.

Code	Description	Guidance
WA	Initial instructions/attendance	<ul style="list-style-type: none"> Matters which conclude after the first meeting with the client, where no further work is undertaken beyond confirming instructions and giving advice, including the confirmation of advice letter.
WB	Further work	<ul style="list-style-type: none"> Work beyond the first meeting, not including the confirmation of advice letter, including work preparatory to putting the case for the client. Applies where further work (e.g. investigative work) has been carried out but there has been no contact with the potential opposing party (other than for the purposes of investigation).

WC	Putting case for the client	<ul style="list-style-type: none"> Includes correspondence with opposing party for the purposes of putting the case. Includes pre-action protocol letters and any communication with a third party that constitutes substantively putting the case for the client. Includes preparation of representations and evidence for tribunals etc.
WD	Representation at Court/Tribunal/Social Security Commissioner's Appeal Hearing	<ul style="list-style-type: none"> Applies where solicitors have provided or arranged representation before courts and tribunals (including representation provided pro bono or under other funding).

Outcome for the client

Please enter a code from the category list provided showing what outcome has been reached for the client. This must be the outcome for the legal issue described by the matter type.

Matter concluded

Code	Description	Guidance
WA	Client receives/retains lump sum	
WB	Client receives continuing, increased or new periodical payments	
WC	Client receives/retains both a lump sum and periodical payments	
WD	Sum owed by client to a third party is reduced or is less than that originally claimed	
WE	Liability of client to make regular payments is reduced or is less than claimed	
WF	Client advised and able to plan and/or manage their affairs better	<ul style="list-style-type: none"> Applies where, as result of your advice or assistance, the matter for which advice was sought concludes and your client is better able to plan or manage their own affairs in future.
WG	Matter concluded otherwise	<ul style="list-style-type: none"> This should only be used if there is no outcome of the most significant legal issue in the case which is covered by one of the above categories.

Matter not concluded

Use the following codes only where you do not know the outcome.

Code	Description	Guidance
WU	Matter stopped on advisor's recommendation	<ul style="list-style-type: none">▪ Matter stopped on the basis of advisor's opinion that continuation does not justify continued public funding (includes unfavourable opinions from experts or informal advice from counsel).
WV	Matter proceeded under other CLS Funding	<ul style="list-style-type: none">▪ Includes full or investigative help certificates.
WW	Client referred to another organisation	<ul style="list-style-type: none">▪ Includes referrals about the same matter to other solicitors, charities or special interest groups and support services etc.▪ Does not cover referral of different but connected cases.
WX	Client advised and taking action themselves or with the help of a third party	<ul style="list-style-type: none">▪ Applies where you advise that you are unable to assist but the client carries on by themselves or with help from others.
WY	Client advised and third party action or decision awaited	<ul style="list-style-type: none">▪ Applies where the client has sought advice and assistance before third party action has been taken or decision received.
WZ	Outcome not known/client ceased to give instructions	<ul style="list-style-type: none">▪ Applies where a case has ended because the client has failed to give instructions, withdrawn instructions, or the matter has been ended for other reasons before the outcome is known.

Immigration

Matter Type

Important Note - Assigning the correct Matter Type code is essential because it is these codes that are used by the Commission’s computer system to work out whether the case attracts Graduated Fees (and any applicable additional payments) or is payable at hourly rates based on the actual costs reported on the monthly CMRF submissions.

The codes are unique to each contract category to allow category identification. Matter Type has been divided into Part I and II. Both parts must be filled in for each individual case. **Only one code from Part I and one code from Part II must be recorded.** Providers should ask themselves the following questions: a) “Is it an asylum or immigration case?”ⁱ b) “Did the case commence before 1st October 2007 or on/post 1st October 2007?”ⁱⁱ c) “Does the matter fall within or outside of the Graduated Fee Scheme (GFS)?” and; d) Was the work undertaken under Legal Help (LH) or Controlled Legal Representation (CLR)?”

PART I (Cases Commenced Pre 1st October 2007 – Except for Stand-alone Bail)

Please note that the four codes listed below **should only be used** for claims in respect of cases commenced Pre 1st October 2007.ⁱⁱⁱ They **should not be used** to claim for any stand-alone Bail work commenced Pre 1st October 2007 instead codes “IAXL,” “IAXC,” “IMXL” and “IMXC” should be used.

Where Bail work was undertaken as part of a substantive matter that commenced Pre 1st October 2007 the costs should be reported together with the costs of the substantive matter using one of the 4 Matter Type I codes listed below (see Bail guidance on page 90). These cases are payable at the rates set out in Tables 7(a) and Tables 8(a) to 8(c) of the Payment Annex of the Unified Contract – Civil Specification.^{iv}

Code	Description
IALH	<p>Asylum - Legal Help This code should be used for all Asylum claims:-</p> <ul style="list-style-type: none"> - Involving pre-decision work undertaken or advice given under LH; - Involving a brief amount of post-decision work undertaken under LH including consideration of the Home Office decision and advising the client thereon^v and applying the CLR merits test for appeal;^{vi} - Including applications under Article 3 ECHR. - Including applications for FLR/ILR where 1951 Convention or Article 3 issues are at stake. - <p>Stage reached codes “IG,” “IH” and “IK” should not be used in conjunction with this Matter Type code because these indicate cases that involved appeal work conducted under CLR.^{vii}</p>
IMLH	<p>Immigration - Legal Help This code should be used for all Non-Asylum claims:-</p> <ul style="list-style-type: none"> - Pre-decision work undertaken or advice given under LH;

	<ul style="list-style-type: none"> - Involving a brief amount of post-decision work undertaken under LH including consideration of the Home Office decision and advising the client thereon and applying the CLR merits test for appeal; - Any claims from exclusive contractors for telephone advice to immigration clients detained at the police station. <p>Stage reached codes “IG,” “IH” and “IK” should not be used in conjunction with this Matter Type code because these indicate cases that involved appeal work conducted under CLR.^{viii}</p>
IAAP	<p>Asylum - Appeals (CLR)</p> <p>This code should be used for all Asylum claims involving post-decision work conducted under CLR. Please note that this includes:-</p> <ul style="list-style-type: none"> - All work relating to an appeal to the AIT; - Consideration of the AIT decision and advising the client on the merits of making an application for review and reconsideration;^{ix} - All work relating to an application for review and reconsideration; - Advice in relation to the merits of making an application (to the AIT) for leave to appeal to the Court of Appeal;^x - Applying for a public funding certificate to cover an application for a Judicial Review (JR) in respect of a decision made during the appeal stage of an asylum case. - Claims under Article 3 ECHR. - Including appeals in relation to FLR/ILR where 1951 Convention or Article 3 issues are at stake. <p>This code should be used in respect of appeals that arose from original asylum applications made Pre 1st October 2007 regardless of whether the appeal arose Pre, on or Post 1st October and regardless of whether the providers was instructed Pre, on or Post 1st October 2007.</p> <p>Stage Reached codes “IE,” “IF,” “IR,” and “IT” should not be used in conjunction with this Matter Type code because these indicate cases that only involved work conducted under LH.^{xi}</p>
IMAP	<p>Immigration - Appeals (CLR)</p> <p>This code should be used for all Non-Asylum claims involving post-decision work conducted under CLR. Please note that this includes:-</p> <ul style="list-style-type: none"> - All work relating to an appeal to the AIT; - Consideration of the AIT decision and advising the client on the merits of making an application for review and reconsideration;^{xii} - All work relating to an application for review and reconsideration; - Advice in relation to the merits of making an application (to the AIT) for leave to appeal to the Court of Appeal;^{xiii} - Applying for a public funding certificate to cover an application for a JR in respect of a decision made during the appeal stage of a non-asylum case. <p>This code should be used in respect of appeals that arose from Non-Asylum applications made Pre 1st October 2007 but only where the provider was instructed under LH or CLR Pre 1st October 2007.^{xiv}</p> <p>Stage Reached codes “IE,” “IF,” “IR” and “IT” should not be used in conjunction with this Matter Type code because these indicate cases that only involved work conducted under LH.^{xv}</p>

PART I (Cases Commenced Under the Graduated Fee Scheme)

Please note that all Asylum and Non-Asylum Controlled Work that is not subject to exclusive contracting is remunerated under the GFS with the exception of those cases listed under Paragraph 11.2 of the Unified Contract – Immigration Specification which attract hourly rates.

Important Note - The 8 Matter Type I codes (see below) that have been set aside for cases commenced on or Post 1st October 2007 under the Graduated Fee Scheme (GFS) automatically trigger fixed fees and/or additional payments. Please ensure that they are only used for claims that are remunerated under the GFS. The payments applicable to GFS claims appear in Tables 4(a) and 4(b) of the Payment Annex of the Unified Contract – Civil Specification.

There are some “excluded services” and certain types of work that are (or will be) subject to exclusive contracting arrangements and paid at hourly rates outside of the GFS.^{xvi} Generally, this work may only be undertaken by an exclusive contract provider or those providers with a Schedule specifically authorising them to do this work (in which case the 8 Matter Type I codes listed below would not be used. Instead the 4 Matter Type I codes set aside for cases commenced on or Post 1st October but falling outside of the GFS would be used), however there are exceptions to this rule which mean that occasionally non-exclusive providers may undertake this work.^{xvii} Where non-exclusive providers undertake work that is ordinarily subject to exclusive contracting arrangements, the non-exclusive providers will be remunerated under the GFS and, as such, the 8 Matter Type I codes listed below should be used.^{xviii}

Where a case starts off under the GFS and later switches to hourly rates, providers should work up until the end of the current GFS stage. One of the 8 Matter Type I codes listed below should be used when claiming for the work up until the end of the current GFS stage. One of the 4 Matter Type I codes set aside for non-GFS cases commenced on or Post 1st October 2007 will then be used for any subsequent claims.

Code	Description
IALA	<p>Asylum - Stage 1 (LH) - Including Attendance at a Home Office Interview</p> <p>This Matter Type I code should only be used to claim for Asylum LH work conducted under Stage 1 of the GFS.</p> <p>This code covers all Stage 1 (LH) Asylum claims where the asylum application was made on/after 1st October 2007 and where you have attended a Home Office Interview.^{xix} It also covers FLR/ILR applications engaging the Refugee Convention and/or Article 3 where the original asylum application was made on or Post 1st October 2007.</p> <p>Stage 1 covers, but is not limited to, the following services:-</p> <ul style="list-style-type: none">- Initial advice, drafting of statement and representations;- Consideration of the Home Office decision and advice to the client thereon;- Applying the CLR merits test for appeal;- Granting CLR or appealing to the Independent Funding Adjudicator (IFA) against a refusal to grant CLR;

	<p>- Any advice given in respect of “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification.^{xx}</p> <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p>
IALB	<p>Asylum - Stage 1 (LH) - Not Including Attendance at a Home Office Interview</p> <p>This Matter Type I code should only be used to claim for Asylum LH work conducted under Stage 1 of the GFS.</p> <p>This code covers all Stage 1 (LH) Asylum claims where the asylum application was made on/after 1st October 2007 and where you did not attend at a Home Office Interview. It also covers FLR/ILR applications engaging the Refugee Convention and/or Article 3 where the original asylum application was made on or Post 1st October 2007.</p> <p>See “IALA” (above) for what work Stage 1 covers.</p> <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p>
IACA	<p>Asylum - Stage 2a (CLR)</p> <p>This Matter Type I code should only be used to claim for Asylum CLR work conducted under Stage 2a of the GFS.</p> <p>This code covers all Stage 2a (CLR) Asylum appeal claims where the asylum application was made on/after 1st October 2007, but where you did not attend a substantive hearing before the AIT. It also covers FLR/ILR appeals engaging the Refugee Convention and/or Article 3 where the original asylum application was made on or Post 1st October 2007.</p> <p>Stage 2a covers, but is not limited to, the following services:-</p> <ul style="list-style-type: none"> - Drafting and lodging the appeal to the AIT; - Preparation of the appeal to the AIT; - Re-application of the CLR merits test on an ongoing basis; - Where CLR is withdrawn, explaining the reasons for the withdrawal and assisting the client with the IFA appeal process; - Any advice given in respect of “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification.^{xxi} <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p> <p>If the matter proceeds to a substantive hearing a Stage 2a cannot be made. However this code should be used where the matter concludes after a CMRH but before a substantive hearing.</p>

IACB	<p>Asylum - Stage 2b (CLR) This Matter Type I code should only be used to claim for Asylum CLR work conducted under Stage 2b of the GFS.</p> <p>This code covers all Stage 2b (CLR) Asylum appeal claims, where the asylum application was made on/after 1st October 2007, and you proceeded to a hearing before the AIT. It also covers FLR/ILR appeals engaging the Refugee Convention and/or Article 3 where the original asylum application was made on or Post 1st October 2007.</p> <p>Stage 2b covers, but is not limited to, the following services:-</p> <ul style="list-style-type: none"> - Drafting and lodging the appeal to the AIT; - Preparation of the appeal to the AIT; - Re-application of the CLR merits test on an ongoing basis; - Consideration of the AIT determination and advice to the client thereon; - Considering the merits of making an application for review and reconsideration;^{xxii} - Where the appeal is dismissed and an application for a review under s103A NIA 2002 is not being pursued, explaining the consequences of the decision; - Where the appeal is allowed, explaining the consequences of the decision; - Representations to the Home Office after an appeal has been dismissed by the AIT.^{xxiii} - Any advice given in respect of “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification.^{xxiv} <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p> <p>This code should not be used where the matter concludes after a CMRH but before a substantive hearing. If the matter does not proceed to a substantive hearing a Stage 2a claim should be made.</p>
IMLA	<p>Immigration – Stage 1 (LH) Including Attendance at a Home Office Interview This Matter Type I code should only be used to claim for Non-Asylum LH work conducted under Stage 1 of the GFS.</p> <p>This code covers all Stage 1 (LH) Non-Asylum claims, where your client was first attended on/after 1st October 2007, and where you have attended a Home Office Interview.^{xxv}</p> <p>Stage 1 covers, but is not limited to, the following services:-</p> <ul style="list-style-type: none"> - Initial advice and completion of the application for leave to enter/remain where appropriate; - Consideration of the Home Office decision and advice to the client thereon;

	<ul style="list-style-type: none"> - Applying the CLR merits test for appeal; - Granting CLR or appealing to the IFA against a refusal to grant CLR; - Any advice given in respect of “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification.^{xxvi} <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p>
IMLB	<p>Immigration - Stage 1 (LH) – Not Including Attendance at a Home Office Interview</p> <p>This Matter Type I code should only be used to claim for Non-Asylum LH work conducted under Stage 1 of the GFS.</p> <p>This code covers all Stage 1 (LH) Non-Asylum claims, where your client was first attended on/after 1st October 2007 and where you did not attend a Home Office Interview.</p> <p>See “IMLA” (above) for what work Stage 1 covers.</p> <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p>
IMCA	<p>Immigration Stage 2a (CLR)</p> <p>This Matter Type I code should only be used to claim for Non-Asylum CLR work conducted under Stage 2a of the GFS.</p> <p>This code covers all Stage 2a (CLR) Non-Asylum appeal cases, where your client was first attended on/after 1st October 2007 but where you did not attend a substantive hearing before the AIT.</p> <p>See “IACA” (above) for what work Stage 2a covers.</p> <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly rates basis (see Matter Type Part I codes below).</p> <p>This code should be used where the matter concludes after a CMRH but before a substantive hearing. If the matter proceeds to a substantive hearing a Stage 2a claim cannot be made.</p>
IMCB	<p>Immigration Stage 2b (CLR)</p> <p>This Matter Type I code should only be used to claim for Non-Asylum CLR work conducted under Stage 2b of the GFS.</p> <p>This code covers all Stage 2b (CLR) Non-Asylum appeal cases, where your client was first attended on/after 1st October 2007 and where the matter proceeded to a substantive hearing before the AIT.</p>

	<p>See "IACB" (above) for what work Stage 2b covers.^{xxvii}</p> <p>This code should not be used to report any cases commenced Pre 1st October 2007 (see Matter Type Part I codes above) or any cases commenced on or Post 1st October 2007 which are excluded from the GFS and paid on an hourly basis (see Matter Type Part I codes below).</p> <p>This code should not be used where the matter concludes after a CMRH but before a substantive hearing. If the matter does not proceed to a substantive hearing a Stage 2a claim should be made.</p>
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PART I (Cases which Commenced on or Post 1st October 2007 but which are Excluded from the Graduated Fee Scheme and Bail Claims).

The 4 Matter Type I codes listed below **should only be used** for Bail claims and for substantive cases commenced on or Post 1st October 2007 which are remunerated outside of the GFS. This includes fresh asylum claims made on or after 1st October 2007 where the original asylum application was lodged Pre 1st October 2007. The payments applicable to these claims are set out in Tables 7(a) and Tables 8(a) to 8(c) of the Payment Annex of the Unified Contract – Civil Specification.

Please note that all Asylum and Non-Asylum Controlled Work that is not subject to exclusive contracting is remunerated under the GFS with the exception of those cases listed under Paragraph 11.2 of the Unified Contract – Immigration Specification which attract hourly rates. The 4 Matter Type I codes listed below should therefore only be used if the case falls within the exceptions listed under Paragraph 11.2.

Where a case starts off under hourly rates and later switches to the GFS, providers should work up until the end of the current GFS stage. One of the 4 Matter Type codes listed below should be used when claiming for the work up until the end of the current GFS stage. One of the 8 Matter Type I codes set aside for GFS claims will then be used for any subsequent claims.

If a client is not initially detained but the application subsequently follows a fast-track process, the whole case will be remunerated under the GFS (assuming the non-exclusive provider that originally advised the client continues to act after the case goes into fast-track). In these circumstances additional travel and waiting costs may be claimed and the 4 Matter Type I codes listed below should not be used. Instead, one of the 8 Matter Type I codes set aside for GFS claims (see above) should be used.

Code	Description
IAXL	<p>Asylum – LH Work Not Subject to the GFS This Matter Type I code should only be used to claim for Asylum LH work not remunerated under the GFS.</p> <p>The scope of the LH services that this code covers is the same as the scope of Stage 1 under the GFS (see "IALA" above) and the scope of the LH stage in Pre 1st October 2007 matters (see "IALH" above). The only difference is that this Matter Type I code (i.e. "IAXL") should only be</p>

	<p>used for cases commenced on or Post 1st October 2007 that are paid at hourly rates rather than under the GFS.</p> <p>Examples of when this code should be used include:-^{xxviii}</p> <ul style="list-style-type: none"> - LH work in relation to a fresh asylum application where the original asylum application was lodged prior to 1st October 2007; - Any bail work (whether LH or CLR) where the matter does not proceed to a bail hearing.^{xxix} - LH work undertaken on behalf of a detained client subject to a fast track process;^{xxx} - LH work undertaken by an exclusive contractor on behalf of a detained client;^{xxxi} - LH work on behalf of an unaccompanied asylum-seeking child (UASC). - Consideration of the merits of making a review and reconsideration application on behalf of a new client (i.e. one that you have not represented at their appeal), where an application for a review is not subsequently made.^{xxxii} <p>This code should not be used to report any cases commenced Pre 1st October 2007 or cases commenced on or Post 1st October 2007 which are subject to the GFS (see specific Matter Type I codes above).</p>
IAXC	<p>Asylum - CLR Work Not Subject to the GFS</p> <p>This Matter Type I code should only be used to claim for Asylum CLR work not remunerated under the GFS.</p> <p>The scope of the CLR services that this code covers is the same as the scope of Stages 2a/2b of the GFS (see “IACA” and “IACB” above) and the scope of the CLR stage of matters commenced Pre 1st October (see “IAAP” above). The only difference is that Matter Type I code “IAXC” should only be used for cases commenced on or Post 1st October 2007 that are paid at hourly rates rather than under the GFS.</p> <p>Examples of when this code should be used include:-^{xxxiii}</p> <ul style="list-style-type: none"> - CLR work arising from a fresh asylum application where the original asylum application was lodged prior to 1st October 2007 <u>but</u> the provider was only instructed in respect of the appeal on or Post 1st October 2007. - Any bail work (whether LH or CLR) where the matter does not proceed to a bail hearing.^{xxxiv} - CLR work undertaken on behalf of a detained client subject to a fast track process;^{xxxv} - CLR work undertaken by an exclusive contractor on behalf of a detained client;^{xxxvi} - CLR work on behalf of an unaccompanied asylum-seeking child (UASC). - Consideration of the merits of making a review and reconsideration application on behalf of a current client (i.e. a client you have represented in respect of their appeal rather than a new client).^{xxxvii} - Consideration of the merits of making a review and reconsideration application on behalf of a new client (i.e. a client that you did not represent in respect of their appeal).^{xxxviii} <p>This code should not be used to report any cases commenced Pre 1st</p>

	<p>October 2007 or any cases commenced on or Post 1st October which are subject to the GFS (see specific Matter Type I codes above)</p> <p>This code should not be used to report any LH costs that may have been incurred.^{xxxix}</p>
IMXL	<p>Immigration - LH Work Not Subject to the GFS This Matter Type I code should only be used to claim for Non-Asylum LH work not remunerated under the GFS.</p> <p>The scope of the LH services that this code covers is the same as the scope of Stage 1 under the GFS (see “IMLA” above) and the scope of the LH stage in matters commenced Pre 1st October 2007 (see “IMLH” above). The only difference is that this Matter Type I code (i.e. “IMXL”) should only be used for cases commenced on or Post 1st October 2007 that are paid at hourly rates rather than under the GFS.</p> <p>This code should not be used to report any cases commenced Pre 1st October 2007 or any cases commenced on or Post 1st October 2007 which are subject to the GFS (see specific Matter Type I codes above).</p>
IMXC	<p>Immigration - CLR Work Not Subject to the GFS This Matter Type I code should only be used to claim for Non-Asylum CLR work not remunerated under the GFS.</p> <p>The scope of the CLR services that this code covers is the same as the scope of Stages 2a/2b of the GFS (see “IMCA” and “IMCB” above) and the scope of the CLR stage of matters commenced Pre 1st October 2007 (see “IMAP” above). The only difference is that Matter Type I code “IMXC” should only be used for cases commenced on or Post 1st October 2007 that are paid at hourly rates rather than under the GFS.</p>
	<p>This code should not be used to report any cases commenced Pre 1st October 2007 or any cases commenced on or Post 1st October 2007 which are subject to the GFS (see specific Matter Type I codes above)</p> <p>This code should not be used to report any LH costs that may have been incurred.^{xi}</p>

PART II

Code	Description
IASU	<p>Information and Representation at ASU Please note that this code should not be used until exclusive contracts have been awarded by the LSC. Thereafter it will cover claims from exclusive contract providers that involve one-off advice to clients at an ASU.^{xii}</p>
IBAI	<p>Bail (Hourly Rates) This Matter Type II code should be used for claims involving advice in relation to a bail application even if a bail application is not subsequently made.^{xiii}</p> <p>If bail work is undertaken as part of a client’s substantive immigration matter any bail work must be claimed separately from any work on the substantive immigration matter. The only exception to this is where bail work has been undertaken as part of a substantive immigration matter</p>

	<p>which commenced Pre 1st October 2007.</p> <p>Providers submitting their CMRF using the LSC's Online facility should select the appropriate detention centre from the drop-down list. Any provider submitting their CMRF in paper form should use Matter Type II code "IBAI" followed by the code of the detention centre.^{xliii}</p>
ICOA	<p>Application to AIT for Leave to Appeal to Court Of Appeal (Hourly Rates)</p> <p>This code should be used where advice is given to a new client in relation to an application (to the AIT) for leave to appeal to the Court Of Appeal following an unsuccessful Reconsideration hearing. It should also be used where advice is given to a new client regarding applying directly to the Court of Appeal for leave to appeal after a 3 judge AIT panel hearing.</p> <p>This code should not be used where you are making the application for leave after having represented the client at a reconsideration hearing. In these circumstances code "IRAR" or "IRHO" should be used and the costs included with the costs incurred for the Review and Reconsideration claim.</p> <p>Please note that where Matter Type II code "ICOA" is used Stage Reached Code "IE" and Outcome Code "IY" must be used.</p>
ICZN	<p>Obtaining citizenship/nationality</p>
IDAS	<p>Detention Duty Advice Surgery (Paid at Set Rate)</p> <p>This Matter Type code should be used where advice has been provided to an immigration client at a Detention Duty Advice Surgery by an exclusive contractor.</p> <p>Consolidated Claim Facility</p> <p>Rather than claiming each duty slot on separate lines of the CMRF, providers may submit a consolidated claim for each detention surgery held. The date of each detention surgery should be recorded in the Date Opened field. The cumulative profit costs for each detention surgery should be recorded in the Profit Costs field on the CMRF, the cumulative time spent at each detention surgery should be recorded in the Advice Time field on the CMRF and the Client Name for these consolidated claims should be recorded as follows:-</p> <p>10 OCT 2007 – where 10 signifies the number of clients seen during the surgery and OCT represents the month when the surgery took place.</p> <p>Please note that Matter Type I code "IAXL" should be used for all Detention Duty Advice Surgery claims even if the surgery took place before 1st October 2007.</p> <p>Please note that Stage Reached code "IE" and Outcome code "IX" should be used for all consolidated Detention Duty Advice surgery claims.</p> <p>Providers submitting their CMRF using the LSC's Online facility should select the appropriate detention centre from the drop-down list. Any provider submitting their CMRF in paper form should use Matter Type II</p>

	<p>code "IDAS" followed by the code of the detention centre.^{xliv}</p> <p>Once exclusive detention contracts have been awarded exclusive detention contractors will be asked to record and submit some data separately (i.e. not on the CMRF submission) including:-</p> <ul style="list-style-type: none"> - The number of clients taken on substantively (i.e. where a New Matter Start was opened) as a result of Detention Duty Advice Surgeries; - The number of clients referred after initial advice has been given during a Detention Duty Advice surgery.
IEAP	<p>Early Advice Pilot Cases (Hourly Rates)</p> <p>This code should only be used for claims relating to clients seen under the Early Advice pilot in Solihull.</p>
IEUL	<p>European Union Law/EEA</p>
IFFL	<p>"Form Filling" (Hourly Rates)</p> <p>This code should only be used where legal advice has solely been given in respect of "form filling" as permitted by Paragraph 11.99 Unified Contract - Immigration Specification.^{xlv}</p> <p>This code should not be used where advice in relation to "form filling" has been provided as part of a substantive matter. In these circumstances providers should select the Matter Type II code which best describes the substantive matter.</p> <p>Please note that any advice in relation to "form filling" should be claimed in the JR/Form Filling field on the CMRF.</p> <p>Please note that where Matter Type II code "IFFL" is used Stage Reached code "IE" and Outcome Code "IX" must be used.</p>
IFRA	<p>Fresh Applications (Hourly Rates or Under GFS)</p> <p>This code should be used where advice has been provided in relation to the merits of making a fresh asylum application and where a fresh asylum application is subsequently lodged at the Home Office. The code should also be used where a fresh asylum application has already been lodged but the provider accepts instructions to make further representations.</p> <p>For Asylum matters, the Matter Type I code will depend on when the original application was made. If the original application was made prior to 1st October 2007 hourly rates apply and the Matter Type I code will be "IALH." If it was made on or after 1st October 2007 the appropriate Matter Type I code will be "IAXL" and the GFS will apply.</p>
IFRB	<p>Advice on Merits of a Fresh Application (Hourly Rates or Under GFS)^{xlvi}</p> <p>This code should be used where advice has been provided in relation to the merits of making a fresh asylum application but where a fresh asylum application is not subsequently lodged at the Home Office. This code should also be used where a fresh asylum application has already been lodged but the provider advises the client that there is no merit in pursuing that application.</p> <p>For Asylum matters, as with "IFRA" claims (see above) the Matter Type I code will depend on when the original asylum application was made.</p>

IFST	<p>Fast Track Case (Hourly Rates or Under GFS)^{xlvii} This code should be used for all claims (including standby claims) where the client is subject to a fast-track process.^{xlviii}</p> <p>If the client is released from a fast track process but you are continuing to act this code should only be used for claims up until the client is released from fast track.^{xlix}</p> <p>Please note that Harmondsworth, Yarls Wood and Oakington are the only detention locations where a fast track process is currently operating.</p> <p>Providers submitting their CMRF using the LSC's Online facility should select the appropriate detention centre from the drop-down list. Any provider submitting their CMRF in paper form should use Matter Type II code "IFST" followed by the code of the detention centre.¹</p> <p>Please note that fast track standby payments (see Stage Reached code "IT" below) must be made using Matter Type I code "IAXL" even where the standby period was before 1st October 2007.</p>
IGOL	<p>Grant/variation of leave to enter/remain Examples of when this code should be used include:-</p> <ul style="list-style-type: none"> - Where advice is provided to an applicant who had been granted some form of leave (e.g. student) and has applied to vary that leave; - Applications made to vary leave to refugee status whilst having some extant leave in accordance with the Immigration Act 1971. - Where advice is provided to a client who is without leave (e.g. where the client makes an asylum application at port of arrival).
IILL	<p>Illegal entry This Matter Type code should be used:-</p> <ul style="list-style-type: none"> - Where the applicant (other than a client who makes an application at port) has not been given leave to enter/remain in accordance with the terms of the Immigration Act 1971 prior to making an application; - Where the client has specifically been termed an 'illegal entrant' by the Secretary of State. <p>If an application for leave to enter/remain is subsequently made on behalf of an illegal entrant it is unlikely that this code would be used since the most significant legal issue will be the application for leave. This code will, therefore, only usually be used where initial advice has been given to an illegal entrant.</p>
IIRC	<p>Immigration Removal Centre Work (Hourly Rates Unless Undertaken under an Exclusive Contract) This code should be used for all substantive claims (i.e. where a New Matter Start has been opened) involving a non-fast track detained client. This includes:-</p> <ul style="list-style-type: none"> - Asylum or Non-Asylum clients taken on (under LH or CLR) after a Detention Duty Advice surgery; - Asylum or Non-Asylum clients taken on outside of a Detention Duty Advice Surgery or outside of the Fast Track rota arrangements.

	<p>This code should be used even where the client is not detained from the outset but is subsequently detained. Conversely, if a non-fast track client starts off in detention but is later released this code should only be used up until the next GFS Stage.</p> <p>This code should not be used:-</p> <ul style="list-style-type: none"> - Where the advice provided is limited solely to bail matters; - For Detention Duty Advice surgery claims; - Where the client is subject to a fast track process. <p>Providers submitting their CMRF using the LSC's Online facility should select the appropriate detention centre from the drop-down list. Any provider submitting their CMRF in paper form should use Matter Type II code "IIRC" followed by the code of the detention centre.ⁱⁱ</p>
IJRA	<p>Judicial Review (Hourly Rates)</p> <p>This code should only be used where you have only provided advice to your client specifically on the issue of pursuing a JR application. This includes all work up to applying for a public funding certificate (including pre-action protocol letters).</p> <p>This code should not be used where initial JR advice has been provided as part of a substantive matter. In these circumstances providers should select the Matter Type II code which best describes the substantive matter.</p> <p>Please note that any advice in relation to JR should be claimed in the JR/Form Filling field on the CMRF. This work is paid at hourly rates even where the client's substantive matter is remunerated under the GFS.</p> <p>Please note that where Matter Type II code "IJRA" is used Stage Reached code "IE" must be used and providers must select whichever Outcome Code from "IU - IZ" is most appropriate.</p>
IMER	<p>s103A Review Applications (Hourly Rates)</p> <p>This code should only be used for claims where advice has been given to a client regarding the merits of making a s103A review application but where an application for a review is not subsequently made.ⁱⁱⁱ</p> <p>This code should not be used where you have already provided advice to the same client under LH or CLR.ⁱⁱⁱ</p>
INAS	<p>NASS only advice (Usually Paid Welfare Benefits Fixed Fee)</p> <p>This Matter Type code should only be used in relation to New Matter Starts (NMS) opened prior to 1st October 2007 where the advice given solely relates to a client's NASS application or appeal.^{iv}</p> <p>After this date NASS advice is no longer within the scope of the immigration category. NMS opened on or after 1st October 2007 to give advice in relation to NASS issues should be reported under the most appropriate civil category.^{iv} These cases will attract the Contracted Fixed Fee applicable to that category only where the provider has a specific contract in that category. If the provider does not have a contract in that category only the Tolerance Fixed Fee will be payable.^{vi}</p>

IOTH	<p>Other This Matter Type code should only be used if none of the other Matter Type Part II codes apply.</p> <p>Please note that you must contact your Account/Relationship Manager before using this code.</p>
IOUT	<p>Concession/policy outside the rules applies</p>
IPAS	<p>Pre-ASU Advice (Hourly Rates) This code should only be used for LH claims where advice has been given to a client prior to attendance at the ASU for the purpose of claiming asylum and you then cease to be instructed.^{lvii}</p> <p>Please note that the maximum costs that may be claimed using this code are £100 (inclusive of disbursements).</p> <p>Please note that where Matter Type II code “IPAS” is used Stage Reached code “IE” and Outcome Code “IX” must be used.</p>
IPST	<p>Telephone Advice to Immigration Client Detained at a Police Station (Paid at Set Rates) This Matter Type code should be used where telephone advice has been provided to an immigration client detained at the police station by an exclusive contractor.</p> <p><u>Consolidated Claim Facility</u> Rather than claiming each telephone advice call on separate lines of the CMRF, providers may submit a consolidated claim for all advice calls made during a rota period. The cumulative profit costs in relation to all clients attended during the rota period should be recorded in the Profit Costs field, the cumulative time spent giving telephone advice to clients during the rota period should be recorded in the Advice Time field on the CMRF and the Client Name for these consolidated claims should be recorded as follows:-</p> <p style="padding-left: 40px;">100 OCT 2007 – where 100 signifies the number of police station clients attended in the rota period and OCT represents the month when the rota period was.</p> <p>Please note that Matter Type I code “IMXL” should be used for all police station telephone advice claims including those which actually relate to clients attended before 1st October 2007.</p> <p>Please note that Stage Reached code “IE” and Outcome code “IX” should be used for all consolidated police station claims.</p> <p>When claiming for being on standby under the police station telephone advice rota Stage Reached code “IT” and Outcome code “--” should be used. The duration of the standby period should be recorded (in minutes) in the Advice Time field.</p>
IRAR	<p>Review and Reconsideration Work - Subject to a Costs Order (Hourly Rates) This code should be used for all claims involving advice/representation in relation to review and reconsideration applications which <u>are</u> subject to a costs order under s103D of the NIA 2002.^{lviii} This includes where the matter has been remitted back by the Court of Appeal to the AIT for</p>

	<p>a fresh reconsideration.</p> <p>Please note that Stage Reached code “IK” must be used whenever a Completed Matter Claim is made in respect of review and reconsideration work.</p>
IRHO	<p>Review and Reconsideration Work - Not Subject to a Costs Order (Hourly Rates)</p> <p>This code should be used for all claims involving advice/representation in relation to review and reconsideration applications which <u>are not</u> subject to a costs order under s103D of the NIA 2002.^{lix} This includes where the matter has been remitted back by the Court of Appeal to the AIT for a fresh reconsideration.</p> <p>Please note that Stage Reached code “IK” must be used whenever a Completed Matter Claim is made for review and reconsideration work.</p>
IRVL	<p>Removal/Deportation</p> <p>Examples of when this code should be used include:-</p> <ul style="list-style-type: none"> - Where advice/representation has been given to a foreign national prisoner facing deportation; - Cases involving court-ordered deportation following a conviction in relation to a serious criminal offence; - Where advice/representation has been given to a client facing removal after an unsuccessful application/appeal. <p>Please note that this code should not be used where a client has been taken on under an exclusive detention contract. The only Matter Type II codes that should be used to report work undertaken under an exclusive detention contract are codes “IBAI” (bail), “IDAS” (detention duty advice surgery), “IFST” (fast track) and “IIRC” (substantive matter opened on behalf of a detained non-fast track client).</p>
IUAD	<p>Disputed Unaccompanied Asylum Seeking Children (Hourly Rates)</p> <p>This code should only be used in those cases where it is disputed whether the client is a minor.^{lix}</p>
IUAS	<p>Unaccompanied Asylum Seeking Children (Hourly Rates)</p> <p>This code should only be used in those cases where the Home Office accepts that a client is a minor.^{lxi}</p>
IVIS	<p>Visas/entry clearance</p>

Stage Reached & Outcome Codes

These **two fields must be completed** except for stage claims where the Outcome code should be entered as “--“ (i.e. double dash). In the Stage Reached field enter a code from the list provided showing what stage the case has reached when the advice you provided to the client ceased or a stage claim was made.

Please note that in the tables below the lists of examples of when each of the Stage Reached and Outcome codes should be used are **not exhaustive**. Please refer to your Account/Relationship Manager if you are unsure which code to use.

Stage Reached

The coding below should be used for reporting all asylum and non-asylum claims, whether they are Stage Claims or Completed Matter Claims

STAGE CLAIMS

Stage claims should be reported with no completed Outcome Code (e.g. “IR --“).

“Stage Claim” refers to any interim claim reported where the overall case is not completed. When certain stages of the claim are reached, then a **Stage Claim must be submitted** for that element of work within three months. This applies equally to Not for Profit and Solicitor providers. Please refer to Paragraph 11.70 and 11.71 of the Unified Contract – Immigration Specification for confirmation of when Stage Claims must be made. Legal Help and Controlled Legal Representation should be recorded separately on the CMRF.^{lxii}

A **Completed Matter Claim must be made** at the conclusion of every case including those for which Stage Claims have been made. Only one outcome should be reported for each case.^{lxiii} Therefore there should only ever be one claim with an outcome code for any individual case.

Cases Commenced Pre 1st October 2007

Please note that the following codes **should not be used** for any cases commenced on or Post 1st October 2007 (whether the case is or is not subject to the GFS). Please refer to subsequent section of this guidance for which codes to use in respect of cases commenced on or Post 1st October 2007.

The following codes **should still be used** for Stage Claims in respect of cases commenced Pre 1st October 2007.

LEGAL HELP (LH)

IR	<p>Initial Home Office Substantive Decision/Stage 1 Completed/LH Work Completed, Matter Continuing Upon receipt of the initial Home Office decision either a LH Stage Claim or a LH Completed Matter Claim should be made, depending on whether the decision is positive or negative and whether work is ongoing.</p> <p>An “IR --” Stage Claim should be made when an initial Home Office decision is received and the LH form is kept open e.g. to make representations on the client’s behalf or advise the client on matters that are not in connection with his appeal.</p> <p>An “IR --” Stage Claim should also be made if a fresh asylum application has been made before 1st October 2007.^{lxiv}</p> <p>An “IR --” Stage Claim should not be made where you take a case on at a point after the initial Home Office decision.</p>
IM	<p>LH Completed, CLR Continuing Please note that CLR costs should not be claimed as part of an “IM --” Stage Claim. The earliest opportunity to claim CLR costs is at the point of the initial AIT substantive decision.^{lxv}</p> <p>This Stage Reached code should only be used where LH completes at some point after an initial Home Office refusal but where the matter continues under CLR e.g. in respect of an appeal.</p>

	<p>Please note that if an “IR --” Stage Claim has been made and an “IM --” Stage Claim is made, only those costs incurred since the “IR --” claim should be made under the “IM --” bill.</p> <p>An “IM --” LH Stage Claim cannot be followed by an “IQ --” CLR Stage Claim or a LH Completed Matter Claim. If a Stage Claim for LH costs is made using Stage Reached code “IM”, the case Completed Matter Claim must be for CLR using codes “IG”, “IH” or “IK”.</p>
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CONTROLLED LEGAL REPRESENTATION (CLR)

IO	<p>Initial AIT Substantive Decision/Unsuccessful Bail Application, CLR Continuing</p> <p>An “IO --” CLR Stage Claim should not be made if, after a negative AIT decision, you consider there is insufficient merit to make a review and reconsideration application. In these circumstances a CLR Completed Matter Claim should be made provided LH is also concluded.^{lxvi}</p> <p>In the unlikely event that LH is still ongoing (e.g. in respect of a concurrent application) an “IQ --” stage claim should be made for CLR costs and the further LH costs should be claimed as part of the LH Completed Matter Claim.^{lxvii}</p> <p>An “IO --” CLR Stage Claim should only be made where CLR is continuing after the substantive AIT hearing. For example:-</p> <ul style="list-style-type: none"> - Where, after the initial AIT decision and after (incurring costs up to £100 including disbursements) considering the merits of the case, a review and reconsideration application is made,^{lxviii} <p>Please note that if a review and reconsideration application is made the time spent considering the merits should be claimed as part of the “IO --” CLR Stage Claim and any work undertaken thereafter should be claimed as part of the CLR Completed Matter Claim.^{lxix}</p> <p>Please note that an “IO --” CLR Stage Claim should be for CLR costs only and should not include LH costs.</p> <p>Where a matter is continuing by way of an appeal to the Court of Appeal an organisation must not keep a CLR form open by making an “IO --” CLR Stage Claim solely because there is a chance the Court of Appeal might remit the case back to the AIT. Instead a Completed Matter Claim should be made.^{lxx} If the matter is ultimately remitted back from the Court of Appeal to the AIT the organisation should then open a separate New Matter Start after signing the client up to a fresh Controlled Work form.</p>
IQ	<p>CLR completed, LH continuing</p> <p>An “IQ --” CLR Stage Claim should not be made after an “IM --” LH Stage Claim.</p> <p>This code should only be used where CLR has completed but where there are still (non-appeal) matters to be resolved under LH. It would be appropriate to use this stage reached code where a concurrent application has been made and an initial decision has yet to be given in respect of one of the applications e.g. where an asylum appeal before</p>

	<p>the AIT fails (and a review and reconsideration is not sought) or a review and reconsideration application is unsuccessful but the outcome of a marriage application is awaited.^{lxxi}</p> <p>Please note that an “IQ --” CLR Stage Claim is for CLR costs only and should not include a claim for LH costs. If an “IQ --” Stage Claim is made, the Completed Matter Claim must be for further LH costs only using Stage Reached code “IS” (LH Completed, CLR Completed).</p>
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Cases Commenced on or Post 1st October 2007

Please note that the following codes **should only be used** for any cases commenced on or Post 1st October 2007 (whether or the case is or is not subject to the GFS). Please refer to previous section of this guidance for which codes to use in respect of cases commenced Pre 1st October 2007.

The following codes **should be used** when making a Stage 1/LH Stage Claim in respect of a case commenced on or Post 1st October 2007 where further work is required under Stage 2/CLR.

LEGAL HELP (LH)

IR	<p>Initial Home Office Substantive Decision/Stage 1 Completed/LH Work Completed, Matter Continuing</p> <p>Examples of when this code should be used include:-</p> <ul style="list-style-type: none"> - GFS cases where Stage 1 work has completed but where further advice/representation is required under Stage 2; - If a pre-decision bail application has been refused but CLR remains open because a further bail application is likely to be made.^{lxxii} - Cases commenced on or Post 1st October 2007 which are excluded from the GFS where an initial Home Office decision has been made but where further advice is required in relation to a concurrent application; - Cases commenced on or Post 1st October 2007 which are excluded from the GFS where LH work has completed but where further advice/representation is required under CLR in relation to an appeal; - A fresh asylum claim has been submitted to the Home Office.^{lxxiii} <p>This code should not be used:-</p> <ul style="list-style-type: none"> - Where advice completes under Stage 1 or LH;^{lxxiv} - Where a case remains open solely to pursue a bail application.^{lxxv}
IM	<p>LH Completed, CLR Continuing</p> <p>An “IM --” Stage Claim should only be made where LH has completed but CLR is ongoing in respect of a concurrent application.^{lxxvi}</p> <p>Please note however that an “IM --” Stage Claim cannot be made in respect of cases which are payable under the Graduated Fee Scheme.</p>

CONTROLLED LEGAL REPRESENTATION (CLR)

IO	<p>Initial AIT Substantive Decision/Unsuccessful Bail Application, CLR Continuing</p> <p>Examples of when this code should be used include:-</p> <ul style="list-style-type: none"> - GFS cases where Stage 2b work has completed but where CLR is continuing as a Review and Reconsideration Application has been made or an appeal in relation to a concurrent application is ongoing. - If a post-decision bail application has been refused but CLR remains open because a further bail application is likely to be made.^{lxxvii} - Cases commenced on or Post 1st October 2007 but excluded from the GFS where CLR work is continuing after an AIT determination because a Review and Reconsideration Application has been made or an appeal in relation to a concurrent application is ongoing. <p>This code should not be used:-</p> <ul style="list-style-type: none"> - Where advice completes under Stage 2a or CLR;^{lxxviii} - Where a case remains open after an AIT determination solely to pursue a bail application.^{lxxix}
IQ	<p>CLR Completed, LH Continuing</p> <p>An “IQ --” Stage Claim should only be made where CLR has completed but LH is ongoing in respect of a concurrent application.</p> <p>Please note, however than an “IQ --“ Stage Claim cannot be made in respect of cases which are payable under the Graduated Fee Scheme.</p>

COMPLETED MATTER CLAIMS

Completed Matter Claims require Stage Reached and Outcome codes (e.g. “IHIC”). Please refer to Paragraph 5.38 of the Unified Contract – Civil Specification for confirmation as to what constitutes a Completed Matter.

A **Completed Matter Claim must be made** at the conclusion of every case. **Only one Completed Matter Claim should be made in each case (except where bail work is being claimed separately from the substantive matter costs).**^{lxxx} This should indicate the outcome of the substantive matter achieved under Controlled Work. Whether the Completed Matter Claim is recorded under Legal Help or CLR depends on which activity is being undertaken when the case completes.

LEGAL HELP

IE	<p>LH Completed, CLR Not Applied For</p> <p>Examples of when this Stage Reached code should be used include:-</p> <ul style="list-style-type: none"> - Where the initial decision from the Home Office is positive and there is therefore no further LH or CLR work to undertake; - Where the initial decision from the Home Office is negative and, because the client does not wish you to pursue an appeal to the AIT, there is no further work to be done; - Where a client first instructs you after a negative AIT decision and (after spending up to £100 including disbursements) you advise the client there is insufficient merit to make a Review and Reconsideration Application.
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IF	<p>LH Completed, CLR Refused This code should only be used where the initial decision from the Home Office is negative and, either your application for CLR is unsuccessful, or (for Devolved Powers organisations) you refuse to grant CLR because you do not consider that there is sufficient merit to pursue an appeal to the AIT.</p>
IS	<p>LH Completed, CLR Already Completed This code should not be used when claiming for cases commenced on or Post 1st October 2007 which are paid under the GFS.</p> <p>This code should only be used where a matter completes under LH after the CLR aspect of the case has already completed. An example of when it would be appropriate to use this stage reached code is:-</p> <ul style="list-style-type: none"> - Cases commenced Pre 1st October 2007 or cases commenced on or Post 1st October 2007 that are excluded from the GFS, where a decision is given in respect of a concurrent application after CLR in respect of the original application has concluded (e.g. where the outcome of a marriage application is known after the original asylum appeal concludes). <p>If an “IQ --” CLR Stage Claim has already been claimed earlier in the case, Stage Reached code “IS” (LH Completed, CLR Already Completed) must be used for the subsequent Completed Matter Claim. In these circumstances the Completed Matter Claim will be for LH costs only.</p>

CONTROLLED LEGAL REPRESENTATION

IG	<p>Not Determined by the AIT Examples of when this stage reached code should be used include:-</p> <ul style="list-style-type: none"> - Where, after an initial Home Office refusal, CLR has been granted but the case does not proceed to an appeal hearing before the AIT because the client/sponsor wants to withdraw their appeal;^{lxxxix} - Where, after an initial Home Office refusal, CLR is initially granted but the case does not proceed to an appeal hearing before the AIT because the adviser considers that the merits test is no longer met;^{lxxxii} - Where, after an initial Home Office refusal, CLR is granted but the case does not proceed to an appeal hearing before the AIT because the Home Office concede the case;^{lxxxiii} - Where CLR is granted to make a bail application but where a bail hearing does not take place. <p>This code should be used for all Stage 2a claims under the GFS. It should not be used for Stage 2b claims under the GFS.</p>
IH	<p>Determined After a Substantive AIT Appeal Hearing/Bail Hearing Examples of when this stage reached code should be used include:-</p> <ul style="list-style-type: none"> - Where a matter completes under CLR after a substantive AIT appeal hearing; - Where, after an unsuccessful appeal to the AIT, an organisation decides that there is insufficient merit to pursue a review and reconsideration application;^{lxxxiv} - Where CLR completes after a bail hearing.^{lxxxv}

	This code should be used for all Stage 2b claims under the GFS. This code should not be used for Stage 2a claims under the GFS.
IK	<p>Final Determination Following an Application for Review or Reconsideration</p> <p>This Stage Reached Code should only be used whenever a case concludes after an application for review and reconsideration.</p> <p>If the matter proceeds to the Court of Appeal a Completed Matter Claim must be made (using Stage Reached code “IK”) at the point that leave to appeal to the Court of Appeal is granted. If the Court of Appeal remit the case back for a fresh reconsideration any work after the remittal will constitute a New Matter Start.</p> <p>If the work is “at risk” (i.e. only covered if a costs order is obtained from the AIT) the claim should only be made on the CMRF when a costs order is obtained.</p> <p>All “IK” claims are subject to cost assessment by the National Immigration and Asylum Team (NIAT). Files should be sent to NIAT at the Commission’s Exchange Tower offices.</p>

STANDBY CLAIMS

IT	<p>Standby Payments</p> <p>This code should only be used by exclusive contractors as follows:-</p> <ul style="list-style-type: none"> - When making standby claims for being on the fast track rota at Harmondsworth or Yarls Wood;^{lxxxvi} - When making standby claims for being on the police station telephone advice rota;^{lxxxvii} - When making Detention Duty Advice Surgery claims.^{lxxxviii} <p>Claims for “Standby payments” should be made with no completed Outcome Code (e.g. “IT --”).</p>
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Outcome Code

In the Outcome Code field enter the code which indicates the outcome that has been achieved for the client. Codes “IA” to “IG” should be used for completed matters and codes “IU” to “IZ” should be used where the matter has not concluded but where you are no longer advising the client.

Outcome Codes “IA” to “IG” should be used where the outcome of the client’s case is known.

Matter Concluded

IA	<p>Client Granted Permission to Enter/Remain Permanently</p> <p>Examples of when this outcome code should be used include:-</p> <ul style="list-style-type: none"> - Cases where indefinite leave to enter/remain (ILR) is granted (including where this is after a period of leave has already granted); - Cases involving a successful family reunion application; - Cases involving a successful application for settlement;
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	<ul style="list-style-type: none"> - Cases involving a successful application to remain in the UK permanently on the basis of marriage. <p>This code should not be used where refugee status is granted because in those circumstances the client will not initially be given permanent leave to enter or remain. If however you act for an applicant who was originally granted refugee status is later granted ILR, this outcome code would be appropriate.</p>
IB	Client Granted Humanitarian Protection or Discretionary Leave to Enter/Remain
IC	<p>Case Results in Grant of Other permission to Enter/Remain for a Defined Period</p> <p>Outcome “IC” should not be used where the client has been temporarily admitted pending conclusion of the case. In such cases you should use the Outcome Code which accurately reflects the outcome of the main application.</p> <p>Examples of when this outcome code should be used include:-</p> <ul style="list-style-type: none"> - Where a student, working or family visit visa is granted for a specific period of time; - Where a spouse is granted limited leave to enter or remain in the country; - Where refugee status is granted for 5 years (or a lesser period). - Where a successful outcome is achieved in a bail application;^{lxxxix} - Where a successful outcome is achieved in respect of a NASS application/appeal made before 1st October 2007.^{xc}
ID	Citizenship Gained
IE	<p>Application Refused</p> <p>This code should not be used where the matter is stopped on the adviser’s recommendation (i.e. CLR is withdrawn) on merits grounds after an initial Home Office (HO) decision but before the substantive AIT hearing.^{xcj}</p> <p>Examples of when this Outcome Code should be used include:-</p> <ul style="list-style-type: none"> - Where a Completed Matter claim is submitted after a negative initial HO decision;^{xcii} - Where a Completed Matter Claim is made after a negative AIT decision (whether that be an initial AIT decision or an AIT decision made after a review and reconsideration or a remittal back to the AIT from a higher court); - Where the matter is stopped on the adviser’s recommendation after a substantive AIT hearing because it is considered there is insufficient merit to pursue a review and reconsideration application.^{xciii} <p>Where an unsuccessful outcome has been obtained in a case which solely involves advice/representation regarding NASS or bail issues.</p>
IF	<p>Matter Concluded Otherwise</p> <p>Examples of when this outcome code should be used include:-</p> <ul style="list-style-type: none"> - Where the client/sponsor decides to withdraw the application (including where this is prior to an initial Home Office decision); - Where the client voluntarily accepts deportation/removal.

IG	<p>Decision Withdrawn This Outcome Code should be used where the Home Office or ECO agrees to withdraw the original decision and make a fresh decision.^{xciv}</p> <p>This code may be used regardless of the stage at which the original decision is withdrawn.</p>
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Matter Not Concluded

Outcome Codes "IT" to "IZ" should be used for cases where the ultimate outcome of the matter for the client is not known.

IU	<p>Matter Stopped on Adviser's Recommendation This code should not be used where an organisation (or the LSC) refuse to grant CLR after an initial Home Office refusal because the case has insufficient merit.^{xcv}</p> <p>This code should not be used if the matter is stopped on the adviser's recommendation as a result of a negative decision at a substantive AIT hearing (e.g. after considering the merits of pursuing a review and reconsideration application).^{xcvi}</p> <p>Examples of when this code should be used include:-</p> <ul style="list-style-type: none"> - Where an organisation advises the client to withdraw their application prior to the initial Home Office decision,^{xcvii} - Where an organisation has undertaken CLR work after an initial Home Office refusal but withdrawn CLR prior to the initial AIT hearing on the grounds that the case had insufficient merit.^{xcviii}
IV	<p>Matter Proceeded Under Other CLS Funding If an immigration matter proceeds to court by way of appeal, judicial review or statutory review, outcomes "IU" to "IZ" should not be used. In those circumstances choose from outcomes "IA" to "IG" described above to record the outcome achieved under Controlled Work.</p> <p>This code should be used where the client has not been referred to another organisation but other CLS funding has either been granted or is pending. CLS funding includes funding by bodies other than the LSC (e.g. local authority funding).</p>
IW	Client Referred/Transferred to Another Organisation
IX	<p>Client Advised and Taking Action Themselves or With the Help of a Third Party This code should be used where only one-off advice is provided to a client (e.g. at a Detention Duty Advice Surgery or under the Police Station Telephone Advice scheme).</p>
IY	<p>Client Advised and Third Party Action or Decision Awaited This code should be used where the advice given is complete but a decision is still awaited from a third party.</p>
IZ	<p>Outcome Not Known/Client Ceased to Give Instructions Outcome code "IZ" should only be used where the outcome is not known and none of "IU" to "IY" apply. For example:-</p> <ul style="list-style-type: none"> - Where the client has failed to respond to correspondence or attempts to contact them for 3 months.

--	Double Dash A double dash (--) should be used as the Outcome code when making a Stage Claim or Standby claim.
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BAIL CLAIMS^{xcix}

All bail worked claimed after 1st October 2007 must be claimed separately (i.e. on a separate line of the Consolidated Matter Report Form) from any work in respect of the client's substantive matter. The only exception to this is where bail work has been undertaken on behalf of a client whose substantive matter commenced Pre 1st October 2007.^c This is to enable the Commission to have accurate data upon which to base any future fixed fee for bail work.

If after a negative initial Home Office decision CLR is granted solely to make a bail application, a LH Completed Matter claim should be made for the substantive immigration/asylum application work (this should not include any bail related work) at that time of the Home Office refusal rather than waiting until the bail aspect of the case has concluded.

Similarly, if the client has exhausted all appeal rights but CLR remains open to pursue a bail application, a CLR Completed Matter claim should be made (for the substantive appeal work) at the time of the AIT determination rather than waiting until the bail aspect of the case has concluded.

All bail work (whether LH or CLR) should be claimed together on the same line of the CMRF, albeit that different rates are payable for the LH and CLR elements.

Please note that even though bail work must be claimed separately on the CMRF from any work in relation to the client's substantive matter, bail work **does not** constitute a separate New Matter Start (NMS) even where a bail application is made as part of the client's substantive matter. As such separate LH or CLR forms do not need to be signed to cover bail work if the forms have already been signed in relation to the substantive matter. Providers must however clearly record how the merits test is met before making a bail application.

Matter Type I Code

If bail work is undertaken on cases (whether or not the substantive matter falls within or is excluded from the GFS) the appropriate Matter Type I codes will be as follows:-

IAXL	Bail work undertaken on behalf of an asylum client but where a bail hearing does not take place.
IMXL	Bail work undertaken on behalf of a non-asylum client but where a bail hearing does not take place.
IAXC	Bail work undertaken on behalf of an asylum client and where a bail hearing takes place.
IMXC	Bail work undertaken on behalf of a non-asylum client and where a bail hearing takes place.

Matter Type II Code

Matter Type II code "IBAI" **must be used** for all bail claims including those that commenced Pre 1st October 2007 and solely involved bail work.

Stage Reached Code

If Controlled Work is undertaken in respect of bail issues but a **bail hearing does not take place** the appropriate Stage Reached Code will be as follows:-

IE	If LH advice is given in respect of bail but CLR is not applied for.
IF	If LH advice is given in respect of bail but CLR is refused.
IG	If CLR was initially granted to pursue a bail application but no hearing took place.

If a **bail hearing takes place** select from the following Stage Reached Codes:-

IH	If a successful bail application is made <u>or</u> if an unsuccessful bail application is made but you do not expect to make a further bail application.
IO	If, after an unsuccessful bail application, you keep CLR open to cover a further bail application. Further "IO --" stage claims may be made after subsequent bail applications only where you expect to make a further bail application.

If, after a successful bail application, a client seeks advice/representation in relation to renewing bail for the first time, this will constitute a New Matter Start (for which a fresh means and merits test will be required). Subsequent bail renewal work will, however, form part of this second New Matter Start. Any queries regarding increases in NMS awards should be directed to your Account/Relationship Manager.

Outcome Code

Matter Not Concluded

The standard Matter Not Concluded Outcome codes (listed above) may be used if the outcome of the bail aspect of the case is not known. For example Outcome code "IZ" should be used if the client ceased to give instructions and Outcome code "IU" should be used if the adviser recommended that CLR be withdrawn prior to the bail hearing.

If an unsuccessful bail application is made but CLR remains open to pursue a further bail application Outcome code "--" should be used in conjunction with Stage Reached code "IO."

Matter Concluded

Where the outcome of the bail matter is known, **only** the following Matter Concluded Outcome codes may be used:-

IC	If a successful bail application is made
IE	If an unsuccessful bail application is made
IF	Matter concluded otherwise

Additional Payments Under the GFS

Stage 1

Attendance at a Home Office Interview

Where attendance at a Home Office interview takes place in a case payable under the GFS, providers should use Matter Type I code “IALA” or “IMLA” depending on whether it is an Asylum or Non-Asylum case.

The Commission will monitor the proportion of claims involving attendance at a Home Office interview to ensure that attendance only takes place in the circumstances permitted within the Unified Contract – Immigration Specification.

Stage 2

Representation at a Case Management Review Hearing (CMRH)

There is a separate field on the CMRF for providers to record if they have attended at a CMRH and, if so, whether it was an Oral or Telephone CMRH.

The system will default to “none” indicating that the matter did not involve attendance at a CMRH. Providers should select “O” to signify attendance at an Oral CMRH or “T” to signify attendance at a Telephone CMRH. Different fees are payable depending on the type of CMRH.

Representation at a Substantive AIT Appeal Hearing

There is a separate field on the CMRF for providers to record if they have attended at a substantive AIT appeal hearing. Suppliers should select “Y” or “N” to indicate whether the matter did involve attendance at a substantive hearing or not.

If the case did involve attendance at a substantive AIT appeal hearing a Stage 2b fee is payable in addition to the substantive hearing additional payment.^{ci}

If the case did not involve a substantive AIT appeal hearing, a Stage 2a fee will be payable.^{cii}

Representation at an Adjourned/Part-Heard AIT Appeal Hearing

There is a separate field on the CMRF for providers to record if they have attended at an adjourned/part-heard AIT appeal hearing and how many part-heard hearings there were (this will be monitored by the Commission).

The Adjournment Hearing Fee field will default to “0” indicating no attendance at an adjourned/part-heard AIT appeal hearing. Providers should select the number of adjourned/part-heard AIT appeal hearings they attended.

If the case involved attendance at a part-heard AIT appeal hearing a Stage 2b fee is payable in addition to the part-heard hearing additional payment.^{ciii}

If the case did not involve a part-heard or substantive AIT appeal hearing, a Stage 2a fee will be payable.^{civ}

New Fields on the CMRF

Legacy Cases

Providers should record whether or not the claim relates to a Home Office “legacy case.”^{CV} Select from “Y” or “N.”

JR / Form-filling

Reasonable costs relating to advice in respect of form-filling as permitted by Paragraph 11.99 of the Unified Contract – Immigration Specification or pre-certificate advice regarding judicial review (JR) matters should be recorded in this field. Please refer to the above guidance in respect of Matter Type Part II codes IFFL and IJRA above. This work is payable at hourly rates.

VAT

There is a separate field for providers to record whether or not the claim attracts VAT. Providers are reminded that VAT is not payable in respect of asylum cases where the client does not have status (see page 19 of Issue 48 of Focus).

Claiming for Exceptional Cases

Providers must report the actual profit costs incurred when making any claim on the CMRF. The system will automatically calculate whether the case meets the exceptional case criteria (i.e. whether the profit costs incurred excluding the additional payments claimed exceeds three times the value of the payments claimed under the Graduated Fee). Providers will, however, have to complete an exceptional case form and forward all such cases to the National Immigration & Asylum Team for cost assessment in order to receive exceptional case payments.

Claiming Travel & Waiting

Travel time is generally included within the payment levels under the GFS. Additional travel and waiting time may however be claimed (up to a maximum of three hours per return journey to take the client’s instructions) where the client is in detention^{CVI} and where:-

- There are no exclusive contracting arrangements in place at the detention centre;
- The client is referred to you by an exclusive contractor;
- One of the exceptions specified under Paragraph 11.97 Unified Contract – Immigration Specification applies.

Please note however that the ability to claim travel for attending detained clients in addition to the GFS only covers travel for the purposes of taking the client’s instructions. Any travel to hearings will not be claimable on top of the GFS as an allowance has already been factored into the GFS payments. The exception to this rule is travel in respect of bail hearings which will be paid at hourly rates for all cases.

The actual travel time incurred should be reported in the Travel Time field on the CMRF.

The actual waiting time incurred should be reported in the Travel Time field on the CMRF.

The value of the actual travel and waiting time combined should be reported in the Travel and Waiting Costs field on the CMRF.

Where the client is in detention and their case falls under the GFS, additional travel time (up to 3 hours per return journey to take their instructions) and reasonable waiting time may be claimed. In cases such as these, providers should only report the claimable travel and waiting costs in the Detention Travel Costs Exc VAT field on the CMRF. For the sake of clarity please note that the Detention Travel Costs Exc VAT field on the CMRF should only ever be used to report the additional travel and waiting time claimable in relation to attending on a detained client whose case is subject to the GFS.

Actual travel and waiting time should generally be included with the profit costs incurred in a case and reported in the Net Profit Costs Exc VAT field on the CMRF. The only exception to this is where the client is in detention and their case falls under the GFS (i.e. in the circumstances referred to in the previous paragraph). In these circumstances the additional travel and waiting time claimable in relation to attending on the detained client should not be reported in the Net Profit Costs Exc VAT field but instead be reported in the Detention Travel Costs Exc VAT field.

ⁱ See Paragraphs 11.1(a) and 11.1(b) of the Immigration Specification for confirmation of what constitutes an Asylum Matter. Please also note, for the avoidance of doubt, that “asylum” includes applications made for further or indefinite leave to remain on behalf of recognised refugees and for those with Humanitarian Protection or Discretionary Leave where Article 3 is engaged.

ⁱⁱ Please note that although a fresh asylum claim may have been made on or after 1st October 2007, if the original asylum application was lodged Pre 1st October 2007, the case is excluded from the GFS and payable at hourly rates. In these circumstance providers should select one of the 4 Matter Type Part I codes “IAXL,” “IAXC,” “IMXL” or “IMXC.”

ⁱⁱⁱ These codes should not be used where the advice relates to making a fresh asylum application even where the original application was made before 1st October 2007. Instead codes “IAXL” to “IMXC” apply.

^{iv} The exception to this is cases commenced by NFP providers Pre 1st October 2007 which will continue to be paid at the individual agency’s hourly rate that applied to their Pre 1st October work.

^v Please note that LH should not be kept open after the initial decision to chase the Home Office regarding travel documentation etc. The LH aspect of the case should be claimed once the client has been advised accordingly in respect of the decision. If travel documentation is not forthcoming within a reasonable time a judicial review application may be appropriate. Advice in relation to the merits of a judicial review application (including pre-action protocol letters and applying for a certificate to pursue a judicial review application) will constitute a New Matter Start and will be paid at hourly rates.

^{vi} If the CLR merits test is not met a LH Completed Matter claim should be made using Stage Reached code “IF” and Outcome code “IE” unless a concurrent application is outstanding, in which case a LH Stage Claim should be made using Stage Reached code “IR” and Outcome code “--.”

^{vii} In these circumstances Matter Type I code “IAAP” should be used.

^{viii} In these circumstances Matter Type I code “IMAP” should be used.

^{ix} Please note that the time spent considering the merits of a making a review and reconsideration application should be claimed as part of the AIT CLR Completed Matter claim if an application for review is not subsequently made. If a review application is made, the time spent considering the merits should be claimed as part of the “IO--” CLR Stage Claim.” Please note that the maximum amount claimable to consider the merits of making a review and reconsideration application is £100 (inclusive of disbursements). The only exception to this is where the merits of making a review and reconsideration application were considered Pre 1st October 2007, in which case 3 hours may be claimed.

^x Please note that if leave is granted by the AIT an application for a public funding certificate (covering the appeal to the Court of Appeal) should be made and Controlled Work must end unless work in relation to a concurrent application is ongoing (in which case an “IQ--” CLR Stage Claim should be made).

^{xi} In these circumstances Matter Type I code “IALH” should be used.

^{xii} Please see footnote ix above.

^{xiii} Please note that if leave is granted by the AIT an application for a public funding certificate (covering the appeal to the Court of Appeal) should be made and Controlled Work must end unless work in relation to a concurrent application is ongoing (in which case an “IQ--” CLR Stage Claim should be made).

^{xiv} If the client’s non-asylum application was made Pre 1st October 2007 but the provider was not instructed under LH or CLR Pre 1st October 2007 the appeal work will be remunerated under the GFS (and Matter Type Part I code “IMCA” or “IMCB” should be used).

^{xv} In these circumstances Matter Type I code “IMLH” should be used.

^{xvi} See Paragraphs 11.93 to 11.95 of the Unified Contract – Immigration Specification.

^{xvii} The exceptions are specified at Paragraph 11.96 and 11.97 of the Unified Contract – Immigration Specification. See also Paragraph 11.105(a) in relation to detained clients.

^{xviii} The exception to this is where a non-exclusive provider attends a detained client not subject to a fast track process. In these circumstances in addition to the GFS payments and any appropriate additional payments, the provider may claim reasonable travel time to the detention centre (up to a maximum of three hours per return journey to take the client’s instructions) and reasonable waiting time at the detention centre.

^{xix} Please note that attendance at a Home Office interview is only permitted where the client: a) is a minor or disputed minor; b) suffers from a “mental incapacity;” c) is being dealt with under the Early Advice Pilot in Solihull; d) is subject to a fast track process; e) is to be interviewed by an

Immigration Officer under PACE; f) is alleged to pose a threat to national security or g) the client is to be interviewed by the Home Office in relation to a Non-Asylum matter.

^{xx} Advice in relation to “form filling” may fall within Stage 1 unless the client solely requires advice in relation to “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification. In these circumstances the hourly rates contained in Table 7(a) of the Payment Annex of the – Unified Contract – Civil Specification will apply. Providers should use the JR/Form Filling field on the CMRF to record the actual costs incurred whilst advising the client in respect of form filling.

^{xxi} Advice in relation to “form filling” may fall within Stage 2 unless the client solely requires advice in relation to “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification. In these circumstances the hourly rates contained in Table 7(a) of the Payment Annex of the – Unified Contract Civil Specification will apply. Providers should use the JR/Form Filling field on the CMRF to record the actual costs incurred whilst advising the client in respect of form filling.

^{xxii} Consideration of the merits of making an application for a review and reconsideration (up to a maximum of £100 inclusive of disbursements) is covered by the Stage 2b graduated fee. Any subsequent costs relating to the review and reconsideration application should be claimed using Matter Type I code IAXC.

^{xxiii} Please note that if the representations are sufficiently detailed as to give rise to a fresh application, this will constitute a New Matter Start and hourly rates may be payable (depending on the date when the original application was made).

^{xxiv} Advice in relation to “form filling” may fall within Stage 2 unless the client solely requires advice in relation to “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification. In these circumstances the hourly rates contained in Table 7(a) of the Payment Annex of the – Unified Contract Civil Specification will apply. Providers should use the JR/Form Filling field on the CMRF to record the actual costs incurred whilst advising the client in respect of form filling.

^{xxv} Please note that Home Office interviews will rarely take place in non-asylum cases.

^{xxvi} Advice in relation to “form filling” may fall within Stage 1 unless the client solely requires advice in relation to “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification. In these circumstances the hourly rates contained in Table 7(a) of the Payment Annex of the – Unified Contract Civil Specification will apply. Providers should use the JR/Form Filling field on the CMRF to record the actual costs incurred whilst advising the client in respect of form filling.

^{xxvii} Please note however that where the matter proceeds to the review and reconsideration stage (after a Stage 2b claim) Matter Type I code “IMXC” should be used for the subsequent costs relating to the review and reconsideration stage.

^{xxviii} See Paragraph 11.2 Unified Contract – Immigration Specification for the full list of cases not subject to GFS.

^{xxix} See Bail Claims section of this guidance document at page 90.

^{xxx} If the client is subsequently released from a fast track process you should continue to act up until the next GFS stage - see Paragraph 7.2.1 Unified Contract – Detention Specification. This Matter Type I code should be used for the LH claim, however any work undertaken under Stage 2 should be claimed using one of the 8 Matter Type I codes appropriate to GFS claims.

^{xxxi} Exclusive detention contracts will not now be introduced in October 2007. Until such time as exclusive detention contracts are introduced, any detention matters commenced on or Post 1st October 2007 will be remunerated under the GFS with the exception of:- a) fast track work; b) Detention Duty Advice Surgeries; c) bail work; d) work on behalf of detained minors; e) Review and Reconsideration work undertaken on behalf of detained clients and; f) fresh asylum applications/appeals on behalf of detained clients where the original asylum application was lodged before 1st October 2007.

^{xxxii} In these circumstances the Stage Reached code “IE” should be used in conjunction with Outcome code “IU” and Matter Type Part II code “IMER.” Please note that the maximum amount claimable to consider the merits of making a review and reconsideration application is £100 (inclusive of disbursements). Where an application for review and reconsideration is subsequently made, the time spent considering the merits should be claimed as part of the review and reconsideration CLR Completed Matter claim using Matter Type I code “IAXC,” Matter Type II code “IRAR” and Stage Reached code “IK.”

^{xxxiii} See Paragraph 11.2 Unified Contract – Immigration Specification for the full list of cases not subject to GFS.

^{xxxiv} See Bail Claims section of this guidance document at page 90.

^{xxxv} If the client is subsequently released from a fast track process you should continue to act up until the next GFS stage - see Paragraph 7.2.1 Unified Contract – Detention Specification. This Matter Type I code should be used for the LH claim, however any work undertaken under Stage 2 should be claimed using one of the 8 Matter Type I codes appropriate to GFS claims.

^{xxxvi} Exclusive detention contracts will not now be introduced in October 2007. Until such time as exclusive detention contracts are introduced, any Post October 2007 detention work will be remunerated under the GFS with the exception of:- a) fast track work; b) Detention Duty Advice Surgeries; c) bail work; d) work on behalf of detained minors; e) Review and Reconsideration work undertaken on behalf of detained clients and; f) fresh asylum applications/appeals on behalf of detained clients where the original asylum application was lodged before 1st October 2007.

^{xxxvii} Where an application for review and reconsideration is subsequently made, the time spent considering the merits should be claimed as part of the “IO--” CLR Stage Claim. Where an application for review is not subsequently made, the time spent considering the merits should be claimed as part of the CLR Completed Matter claim for the AIT appeal costs using Stage Reached code “IH.” Please note that the maximum amount claimable to consider the merits of making a review and reconsideration application is £100 (inclusive of disbursements).

^{xxxviii} Where an application for review and reconsideration is subsequently made, the time spent considering the merits should be claimed as part of the review and reconsideration CLR Completed Matter claim using Matter Type II code “IRAR” and Stage Reached code “IK.” Where an application for review is not subsequently made, the consideration of the merits would have been undertaken under Legal Help and should therefore be claimed as part of the LH Completed Matter claim using Matter Type I code “IAXL,” Matter Type II code “IMER,” Stage Reached code “IE” and Outcome code “IU.” In any event please note that the maximum amount claimable to consider the merits of making a review and reconsideration application is £100 (inclusive of disbursements).

^{xxxix} With the exception of LH costs in respect of a bail application.

^{xl} With the exception of LH costs in respect of a bail application.

^{xli} When exclusive ASU contracts are awarded any claims for ASU work using Matter Type II code “IASU” must be made using Stage Reached Code “IT” and Outcome Code “--” (i.e. double dash).

^{xlii} See Bail Claims section of this guidance document at page 90.

^{xliii} The 10 locations listed in the drop-down menu are the 9 Immigration Removal Centres subject to exclusive contracting (namely 1) CAM - Campsfield House, 2) COL - Colnbrook, 3) DOV - Dover, 4) HAR - Harmondsworth, 5) HAS - Haslar, 6) LIN - Lindholme, 7) OAK - Oakington, 8) TIN - Tinsley House and 9) YAR - Yarl's Wood) plus an tenth option OTH - “Other.” This option 10) should be used for any claims where the client is detained elsewhere such as in prison, at a police station or in a short term holding facility.

^{xliv} See footnote xliii above.

^{xlv} Advice in relation to “form filling” may fall within Stage 1 unless the client solely requires advice in relation to “form filling” as permitted by Paragraph 11.99 Unified Contract – Immigration Specification. In these circumstances the hourly rates contained in Table 7(a) of the Payment Annex of the – Unified Contract Civil Specification will apply. Providers should use the JR/Form Filling field on the CMRF to record the actual costs incurred whilst advising the client in respect of form filling.

^{xlvi} Dependent upon the date that the original asylum application was lodged at the Home Office.

^{xlvii} Matter Type II code “IFST” should also be used if the case started off outside of fast track but later goes into fast-track (please note however that hourly rates will only apply to exclusive providers from the next GFS stage). If the client starts off in fast-track but is later released Matter Type II code “IFST” should only be used for claims up until the client is released from fast-track (in which case exclusive contractors will only be paid hourly rates until the end of the current GFS stage, whereafter the matter will be payable under GFS).

^{xlviii} Please note that exclusive contracting arrangements may apply to fast-track work.

^{xliv} See Paragraph 7.2.1 Unified Contract – Detention Specification.

^l See footnote xliii above.

^{li} See footnote xliii above.

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- ^{lii} If a review and reconsideration application is subsequently made on behalf of a new client, the time spent considering the merits should be claimed as part of the review and reconsideration CLR Completed Matter claim using Matter Type II code “IRAR” and Stage Reached code “IK.”
- ^{liii} i.e. this code should only be used where the first contact with the client involves advice on a s103A review application. Where you have previously represented the client, this advice (up to a maximum of £100 including disbursements) forms part of the CLR claim.
- ^{liv} Please note that if a successful outcome is obtained in respect of the NASS matter Outcome code “IC” should be used. If an unsuccessful outcome is obtained in respect of the NASS matter Outcome code “IE” should be used.
- ^{lv} This will generally be Welfare Benefits, however it may fall within another category depending on the circumstances of the case. For example if the main reason the client seeks advice relates to Community Care, Housing or Public Law issues, it may be appropriate to select that category.
- ^{lvi} See Table 1 of the Unified Contract – Civil Specification Payment Annex.
- ^{lvii} If you provide advice to a client before they attend the ASU to claim asylum and then continue to act for the client after they have claimed asylum, the pre and post ASU work undertaken for the client will be remunerated under the GFS (assuming the case is payable under GFS) i.e. hourly rates will not be payable for the pre ASU advice.
- ^{lviii} Please note that if a review and reconsideration application is successful Outcome code “IC” should be used. If an unsuccessful outcome is obtained in such a case, Outcome Code “IE” should be used.
- ^{lix} For example, cases where the Home Office applies for a review and reconsideration, fast track cases etc. Please note that if a review and reconsideration application is successful Outcome code “IC” should be used. If an unsuccessful outcome is obtained in such a case, outcome code “IE” should be used.
- ^{lx} Where it is disputed that the client is a minor, hourly rates will only apply to the whole case if the client is subsequently found to be a minor. If during the case it is established that the client is not a minor hourly rates will only be payable up to the next stage at which time the case will switch to payment under the GFS.
- ^{lxi} Where the Home Office accepts that the client is a minor hourly rates will apply to the whole case.
- ^{lxii} The only exception to this rule is where bail work is being claimed. See Bail Claims section of this guidance document at page 90.
- ^{lxiii} See footnote lxii.
- ^{lxiv} Please note that an “IR --” Stage 1/LH Stage Claim should be made at the point that a fresh asylum application is made to the Home Office and at the point a decision is made by the Home Office on that fresh application.
- ^{lxv} Unless of course the matter completes prior to the substantive AIT hearing in which case a Completed Matter Claim must be made.
- ^{lxvi} In these circumstances outcome code “IE” and stage reached code “IH” should be used.
- ^{lxvii} In these circumstances stage reached code “IS” should be used.
- ^{lxviii} If a review and reconsideration application is made the £100 (inclusive of disbursements) relating to considering the merits of making the application should be claimed as part of the AIT “IO --” CLR Stage Claim. If a review and reconsideration application is not made the £100 should be claimed as part of the CLR Completed Matter claim for the AIT appeal costs.
- ^{lxix} In these circumstances Stage Reached code “IK” should be used and this work will be subject to the retrospective funding arrangements.
- ^{lxx} In these circumstances Outcome code “IE” should be used to record the outcome achieved under Controlled Work and the relevant Stage Reached code would be “IH.”
- ^{lxxi} Please refer to Paragraphs 11.124 and 11.125 of the Unified Contract – Immigration Specification regarding concurrent applications.
- ^{lxxii} See Bail Claims section of this guidance document at page 90.
- ^{lxxiii} Please note that an “IR --” Stage 1/LH Stage Claim should be made at the point that a fresh asylum application is made to the Home Office (provided that the original asylum application was lodged before 1st October 2007) and at the point a decision is made by the Home Office on that fresh asylum application.
- ^{lxxiv} In these circumstances a LH Completed Matter Claim should be made.
- ^{lxxv} In these circumstances a LH Completed Matter Claim should be made. See Bail Claims section of this guidance document at page 90.

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- ^{lxxvi} Please refer to Paragraphs 11.124 and 11.125 of the Unified Contract – Immigration Specification regarding concurrent applications.
- ^{lxxvii} See Bail Claims section of this guidance document at page 90.
- ^{lxxviii} In these circumstances a Stage 2a or CLR Completed Matter Claim should be made.
- ^{lxxix} In these circumstances a LH Completed Matter Claim should be made. See Bail Claims section of this guidance document at page 90.
- ^{lxxx} See Bail guidance at page 90.
- ^{lxxxi} In these circumstances the appropriate Outcome Code would be “IF.”
- ^{lxxxii} In these circumstances the appropriate Outcome Code would be “IU.”
- ^{lxxxiii} If the Home Office withdraws the original decision and orders a fresh decision, the appropriate Outcome Code would be “IG.” Any advice in relation to the fresh decision constitute a New Matter Start.
- ^{lxxxiv} In these circumstances the appropriate Outcome Code would be “IE” and the Completed Matter Claim would be for all costs incurred since the Stage 2b claim/CLR Stage Claim up to and including the time spent considering the merits of making a review and reconsideration application.
- ^{lxxxv} See Bail Claims section of this guidance document at page 90.
- ^{lxxxvi} The Matter Type II code “IFST” and Matter Type I code “IAXL” should be used.
- ^{lxxxvii} The Matter Type II code “IPST” and Matter Type I code “IMXL” should be used.
- ^{lxxxviii} The Matter Type II code “IDAS” and Matter Type I code “IAXL” should be used.
- ^{lxxxix} In these circumstances the Matter Type II code will be “IBAI.”
- ^{xc} In these circumstances the Matter Type II code will be “INAS.” NASS matters opened on or after 1st October 2007 no longer fall within the Immigration category. As such suppliers should select the most appropriate category-specific Outcome Code (this will ordinarily be one of the Welfare Benefits Outcome Codes).
- ^{xci} In these circumstances Outcome Code “IU” and Stage Reached Code “IG” should be used.
- ^{xcii} In these circumstances Stage Reached code “IE” or “IF” should be used depending on whether CLR was applied for or not.
- ^{xciii} In these circumstances Stage Reached code “IH” should be used.
- ^{xciv} If the Home Office or ECO agrees to withdraw the original decision and make a fresh decision, a Completed Matter claim should be made. Any advice/representation arising a result of the fresh decision will constitute a New Matter Start therefore fresh Controlled Work forms will need to be signed after a fresh assessment of the client’s financial eligibility.
- ^{xcv} Instead Outcome Code “IE” and Stage Reached Code “IF” should be used in those circumstances.
- ^{xcvi} Instead Outcome Code “IE” and Stage Reached Code “IH” should be used in those circumstances.
- ^{xcvii} In these circumstances the Stage Reached Code which should be used is “IE.”
- ^{xcviii} In these circumstances the Stage reached Code which should be used is “IG.”
- ^{xcix} These cases are payable at the hourly rates set out in Tables 7(a) and Tables 8(a) to 8(c) of the Payment Annex of the Unified Contract – Civil Specification.
- ^c In these circumstances providers should simply claim all bail costs along with the costs of the substantive matter using the Matter Type I codes set aside for claims arising out of cases commenced Pre 1st October 2007.
- ^{ci} The Matter Type I code will be “IACB” or “IMCB” depending on whether it is asylum or non-asylum.
- ^{cii} The Matter Type I code will be “IACA” or “IMCA” depending on whether it is asylum or non-asylum.
- ^{ciii} The Matter Type I code will be “IACB” or “IMCB” depending on whether it is asylum or non-asylum. Each part-heard hearing will attract the part-heard hearing additional payment.
- ^{civ} The Matter Type I code will be “IACA” or “IMCA” depending on whether it is asylum or non-asylum.
- ^{cv} A legacy case is defined as any case where the application was made prior to 1st April 2007.
- ^{cvi} i.e. claims made using Matter Type Part II codes IBAI, IDAS, IFST or IIRC.