

# Guidance for Reporting Work on Form CDS6 & CDS7

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## **SECTION 1**

### **Transitional Arrangements**

Use of this new CDS6 is mandatory for all work reported after 1 August 2008. Before that date the Pre-August arrangements will apply and VAT information will not be required.

From this date our systems will be set up to only pay VAT on your claim where you have requested this, and all outcomes reported must adhere to the new VAT reporting arrangements regardless of when the work was started, completed or the submission month it is included in.

Requirements for reporting the police station scheme identifier introduced in the October 2007 CDS6 will remain. This is to enable the fixed fee to be derived at the scheme level and paid in place of profit, travel and waiting costs. These actual costs must still be reported (except travel –see below)

We will not substitute the actual claim value with the fixed fee unless the start date of the case reported (derived from the UFN) is on or after the date of implementation of the fixed fees on 14 January 2008.

## **SECTION 2**

### **VAT**

We are asking you to change the way you report your Criminal costs to make them VAT exclusive. We are also changing the way we publish Fees and Hourly rates to make them also VAT exclusive.

This will bring Crime Reporting into line with Civil Reporting and allow for circumstances where the addition of VAT is not appropriate.

The CDS 6 has been changed to reflect this move and you will note the addition of the two new VAT fields, one for Profit Costs and the other for Disbursements. You are asked to report all costs exclusive of VAT and to indicate for each case line reported whether VAT should be added to Profit, Travel and Waiting Costs and also to enter the amount of VAT which you wish to claim on any disbursements.

The total Page Value at the foot of the form is for all costs including VAT.

You should use the new CDS6 (Version 7 July 2008) for all Cases completed from the 1st July 08, which you will then report to us in August 08

#### **1. Police Station Fees**

The Fixed Fee has been designed to cover the supplier's profit costs, travel and waiting. The overall value of an outcome is therefore the fixed fee for the scheme the police station is in, plus any disbursements. The fixed fee as published in the Contract is exclusive of VAT. If VAT needs to be claimed and added to the fixed fee, this should be indicated by clicking on the VAT indicator field and also by entering the VAT amount relevant to any disbursements as a separate amount.

## 2. Revised Magistrates Fees

The fee that is claimed must be entered in the profit cost field exclusive of VAT. If VAT is to be claimed against the costs this should be indicated by clicking on the VAT indicator field and also by entering the VAT amount relevant to disbursements as a separate amount.

### SECTION 3

#### Reporting Your CDS6 Work

As of 1 August 2008 your CDS6 submissions should be made electronically. In exceptional circumstances paper forms may be submitted.

The guidance relates to completing an electronic submission or a CDS6 paper form. Note: additional guidance, including guidance on completion of the CDS7, is detailed in Volume 4 of the Legal Services Commission manual.

We produce separate guidance (available on our website: [www.legalservices.gov.uk/lsonline.asp](http://www.legalservices.gov.uk/lsonline.asp)) on both civil and criminal online reporting which also may assist you further with submitting claims electronically. Note that when claiming online the new codes (implemented in April 07) are available only, but you can use our online search tool (which can be found on the same web page when filling in the CDS6 online) to find the new code.

#### Electronic Submissions

Submission Data should be either bulk loaded into LSC Online or entered line by line directly into the LSC Online system.

However due to the current modifications being made to our LSC Online service you should submit claims using the bulk load spreadsheet by file transfer.

Detailed instructions are on our website: <http://www.legalservices.gov.uk/lsonline/howitworks.asp>

LSC Online is being relaunched in a wave approach. You will be advised of the date when you can start using LSC Online to make your submissions.

Field	Use	Format / Examples
Client surname and Initial	Surname and first-name initial of the client receiving legal aid.	e.g. Jones, T.
Equal Opportunities Monitoring	Refers to the ethnic origin, gender and disability of your client. Equal opportunity codes should be inputted. The codes are listed in Section 3 of this document.	e.g. 01 / M / N
UFN	Unique File Number. Made up of the start date (with only yy for the year) and 3 digit case ID. This will uniquely identify a legal aid case (when combined with supplier account number).	ddmmyy/000 e.g. 010607/004

Stage reached	The stage the case has reached at the end. A claim code is entered under this field. Claim codes are listed in Section 2 of this document.	e.g. INVA
Outcome code	The outcome for the client at the end of the stage or case.	e.g. CN01
Matter type	The entry for matter type is the offence code for the case. Guidance and codes are listed in Section 2 of this document.	Numeric e.g. for offences against the person enter code '1'.
Profit costs	Police Station: Total cost of hourly rate for profit costs (excluding VAT). Note: the relevant fixed fee will be substituted for the amount of profit costs, travel and waiting claimed.  Magistrates' Court: Standard Fee Claimed (excluding VAT)	Numeric
Disbursements	Total amount of disbursements (excluding VAT)	Numeric
Travel	There is no requirement under the July 2008 Unified Contract to record travel costs. If you do record these costs (for example for Exceptional Cases or Non-urban Magistrates' Court Fees) they should be the total cost of hourly rate for travel (excluding VAT)  <b>Note:</b>  Police Station: the relevant fixed fee will be substituted for the amount of profit costs, travel and waiting claimed.  Magistrates' Court: Travel will be paid for non-urban court claims	Numeric
Waiting	Total cost of hourly rate for waiting (excluding VAT)  <b>Note:</b>  Police Station: the relevant fixed fee will be substituted for the amount of profit costs, travel and waiting claimed.  Magistrate's Court: Waiting will be paid for non-urban court claims	Numeric
Date class of work concluded	The date you concluded the case.	dd mm yyyy e.g. 03 08 2007
Number of suspects / defendants	How many suspects or defendants in the case.	Numerical  e.g. 2

Number of Police / Court Attendances	How many times you have attended the police station or court for this case.	Numerical e.g. 4
Police Station / Court Identifier	A unique code should be entered for the specific police station or court. <b>The code must be for the Police Station or Court where the <u>first attendance</u> took place.</b>  Police Station codes and Court codes are listed in a separate document in the forms and codes section of our website.	Alphanumeric e.g. NE001
Police Station Scheme Identifier	A unique code should be entered for the specific police station scheme. Instructing scheme code to be used (i.e. the scheme on which the solicitor was on duty when instructed), not necessarily the scheme in which the police station is located. <b>This identifier is only required for Duty Solicitor Matters.</b>	Numeric e.g. 1001
Duty Solicitor	Add 'Y' (Yes) or 'N' (No) depending on whether you were acting as the duty solicitor or not.	Initial used. Eg. Y
Youth Court	Add 'Y' (Yes) or 'N' (No) depending on whether the case is being dealt with at the Youth Court or not.	Initial used. Eg. N
VAT Indicator (Profit Costs, Travel and Waiting)	When selected applies VAT to the outcome value (excluding disbursements (please see below)). Where deriving value it will apply VAT to the fee and any other additional payments. If the fixed fee does not apply it should apply VAT to the NET profit costs, travel & waiting costs fields.	Initial used. Eg. Y
VAT Disbursement	This numeric field will allow the input of the amount of VAT that should properly be added to the value contained in the Disbursement Amount Excluding VAT field. The VAT amount can only be greater than zero if a value has been input to the disbursement amount field	Numeric

## **Entering Costs**

For Police Station claims providers are asked to record actual profit costs in this field as well as actual waiting costs in the appropriate separate field. This will allow us to monitor the sensitivity of the Fixed Fees and take account of any significant changes on the ground that impact on provider delivery costs as well as identifying when a case has exceeded the Exceptional Case threshold. The relevant fixed fee will be substituted for the amount of profit costs, and also the amount of waiting claimed.

For Magistrates' Court Work providers are asked to continue the practice of entering the relevant Standard Fee in the Profit Costs field, and to record actual waiting in the appropriate separate field.

## **Travel Costs**

Whilst the requirement to record the actual cost of waiting remains for both Police Station and Magistrates' Court Fixed and Standard Fees, the new Unified Contract (Crime) July 2008 removes the requirement to record travel costs, although providers may continue to report these costs if so desired. When submitting online or through bulk load transfer, if you do not wish to report travel costs, you will be required to enter £0 in the relevant field to prevent the claim being rejected by our system.

We will continue to pay the costs of travel where included in claims for standard fees in non-urban courts and Police Station Exceptional Case Claims

## **Claiming for Exceptional Cases.**

Providers must report the actual profit costs incurred when making any claim on the CDS6. The system will automatically calculate whether the case meets the Exceptional Case criteria (i.e. whether the profit costs plus travel & waiting exceed three times the value of the appropriate fixed fee).

As detailed above, the requirement to record travel for fixed cases has been removed from the Unified Contract. If you want these costs to contribute towards meeting the Exceptional Case criteria you must record them as part of your claim on the CDS6

Providers should also complete an Exceptional Case Claim Form (EC-Claim1) and forward all such cases to the relevant Exceptional Case teams for costs assessment.

## **SECTION 4**

### **Criminal Defence Service - Code Guidance**

This guidance covers the description and use of the Criminal Matter Types, Claim/Stage Reached and Outcome Codes that are required to complete forms CDS6 & CDS7. Throughout this guidance UCC means the Unified Criminal Contract.

#### **1. Criminal Matter Types:**

##### **Criminal Matter Type Code Guidance**

1. There are a total of 16 Criminal Matter Type codes. They are numbered 1 to 16.
2. Criminal Matter Types are only recorded for the Criminal Investigations Class of Work and those Matters and Cases in the Criminal Proceedings Class of Work where a Representation Order was issued.
3. You must not record a Criminal Matter Type when making a consolidated standby or Court Duty Solicitor claim or for any claim made in relation to the Appeals and Reviews, Prison Law, Associated CLS Classes of Work or Other – LSC internal use only.
4. A Criminal Matter Type is not required for a claim made under Claim/Stage Reached Codes INVH & INVI.

##### **Recording Criminal Matter Type for Criminal Investigations**

5. Where your client has been charged or warned, you should determine which heading the principal offence or charge that your client faces is listed under. A list of offences falling under a matter type can be found in LSC Manual Volume 4 – Part E.
6. Where you cannot locate the appropriate charge, you should select Code 12. Where your client has been released without charge, you must record the heading that covers the Criminal Matter Type that he or she was interviewed in relation to (if an interview took place).
7. Where you have given freestanding Advice and Assistance (INVA) only, you must record the heading that covers the Criminal Matter Type that advice was given in relation to.
8. Where you have only given Police Station Telephone Advice, you must record the heading that covers the Criminal Matter Type that advice was given in relation to. If you do not know what the nature of the matter was, you must record the Code 12.

##### **Recording Criminal Matter Types for Criminal Proceedings**

9. If you advise a witness or any other person who is not subject to an investigation or proceedings then record Code 12.
10. Where your client has been charged or summonsed, you must record the final charge that your client faces. Where your client is facing multiple charges, you should identify the most serious charge.

11. You should only record the original charge laid by the police / if this has not altered during the course of the proceedings. In cases where the charge does alter it is the final charge that must be recorded.

### Criminal Matter Type Code Table

Code	Description
1	Offences against the person
2	Homicide and related grave offences
3	Sexual offences and associated offences against children
4	Robbery
5	Burglary
6	Criminal damage
7	Theft (including taking vehicle without consent)
8	Fraud and forgery and other offences of dishonesty.
9	Public order offences
10	Drug offences
11	Driving and motor vehicle offences (other than those covered by codes 1, 6 & 7)
12	Other offences
13	Terrorism
14	Anti-social behaviour orders
15	Sexual offender orders
16	Other prescribed proceedings

## 2. Claim/Stage Reached Code Guidance

1. The claim code/stage reached is made up of four characters. The first three characters record the Class of Work that is being claimed for: Criminal Investigation (INV-), Criminal Proceedings (PRO-), Appeals and Reviews (APP-), Prison Law (PRI-) and Associated CLS work (ASS-). The fourth character is a letter that records the unit of work within the Class of Work.

**Table of Claim /Stage Reached Codes**

Code	Description
<b>Criminal Investigation</b>	
INVA	Advice and assistance (not at the police station)
INVB	Police station: telephone advice only
INVC	Police station: attendance
INVD	Police station: attendance (armed forces)
INVE	Warrant of further detention (including Terrorism Act 2000, advice & assistance and other police station advice where given)
INVF	Warrant of further detention (armed forces) (including Terrorism
Act 2000, advice & assistance and other police station advice where given)	
INVG	Duty Solicitor standby
INVH	Police Station: Post-charge attendance – breach of bail/arrest on warrant

INVI	Police Station: Post-charge attendance - Post-charge identification procedure/recharge/referral back for caution, reprimand, warning.
INVJ	Immigration matter
<b>Criminal Proceedings</b>	
PROC	Magistrates' court advocacy assistance
PROD	Court duty solicitor session
PROE	Representation order- lower standard fee
PROF	Representation order – higher standard fee
PROG	Representation order – non-standard fee
PROH	Crown Court advocacy assistance
PROI	High Court representation
PROJ	Second claim for deferred sentence
PROK	Revised Standard Fee (designated areas): Lower Standard Fee
PROL	Revised Standard Fee (designated areas): Higher Standard Fee
PROM	Revised Standard Fee (designated areas): Non-Standard Fee
PROP	Pre-order cover
PROT	Early cover
PROU	Refused means test – form completion fee
<b>Appeals &amp; Reviews</b>	
APPA	Advice and assistance in relation to an appeal (except CCRC)
APPB	Advice and assistance in relation to CCRC application
APPC	Representation on an appeal by way of case stated
<b>Prison Law</b>	
PRIA	Free standing advice and assistance
PRIB	Advocacy assistance at prison discipline hearings
PRIC	Advocacy assistance at parole board hearings
<b>Associated CLS Work</b>	
ASSA	Legal Help and CLS associated work
<b>Other – LSC internal use only</b>	
FRVA	File Review

### 3. Outcome Code Guidance

#### Purpose

1. The Outcome Code indicates the furthest point to which the Case or Matter progressed and the outcome achieved.
2. The appropriate Outcome Code can only be determined once the Case or Matter has reached the end of the relevant Class of Work (thereby triggering a claim) or has been disposed of finally.
3. Outcome Codes only apply to Matters and Cases in the Criminal Investigations Class of Work (INVA to INVJ) and magistrates' court representation under a Representation Order in the Criminal Proceedings Class of Work (PROE to PROG and PROK to PROM).

4. Outcome Codes are not required for Claim Code/Stage Reached, INVG to INVI, PROC & PROD, (Court Duty Solicitor session), PROH to PROJ, PROP to PROU or for work in the Appeals and Reviews, Prison Law and Associated CLS Classes of Work.

**Format**

5. The code consists of 4 characters. The first two letters indicate the specific class of work and the following two digits determine the individual outcome within the Class of Work.

6. The letter key is as follows:

CN = Criminal Investigations CP = Criminal Proceedings

7. It is important to note that the Outcome Codes are not interchangeable between Classes of Work, e.g. CP cannot be used for a Criminal Investigations claim and CN cannot be used for a Criminal Proceedings claim.

**Table of Outcome Codes**

<b>Code</b>	<b>Description</b>
<b>Criminal Investigation</b>	
CN01	No further instructions
CN02	Change of solicitor
CN03	Client not a suspect
CN04	No further action
CN05	Simple caution, reprimand, warning
CN06	Charge, summons or reported for summons
CN07	Conditional caution
CN08	Fixed penalty notice
<b>Criminal Proceedings</b>	
CP01	Arrest warrant issued/adjourned indefinitely
CP02	Change of solicitor
CP03	Representation order withdrawn
CP04	Trial: acquitted
CP05	Trial: mixed verdicts
CP06	Trial: convicted
CP07	Discontinued (before any pleas entered)
CP08	Discontinued (after please entered)
CP09	Guilty plea to all charges put – not listed for trial
CP10	Guilty plea to all charges put after case listed for trial
CP11	Guilty plea to substitute charges put – after case listed for trial
CP12	Mix of guilty plea(s) and discontinuance – Not listed for trial
CP13	Mix of guilty plea(s) and discontinuance – listed for trial
CP14	Committal: election <b>(Please note this code is defunct from 1 April 2010)</b>

CP15	Committal/transfer: direction <b>(Please note this code is defunct from 1 April 2010)</b>
CP16	Committal: discharged
CP17	Extradition
CP18	Case remitted from Crown to magistrates' court for sentencing
CP19	Deferred sentence
CP20	Granted anti-social behaviour order / sexual offences order / other order
CP21	Part-granted anti-social behaviour order/ sexual offences order / other order
CP22	Refused anti-social behaviour order/ sexual offences order / other order
CP23	Varied anti-social behaviour order/ sexual offences order / other order
CP24	Discharged anti-social behaviour order/ sexual offences order / other order
CP25	Committal: election (Representation order dated before 6 April 2010)
CP26	CP26 Committal/transfer: direction (Representation order dated before 6 April 2010)

## Application of Specific Codes

### Criminal Investigations

#### CN01 No further instructions

8. This code must be used when you are claiming because your client has not made any further contact with you even though the Matter has not concluded and you are not aware that their instructions have been transferred.
9. The UCC Specification stipulates that two months must pass since the last contact with the client before any claim can be made. (Part A, paragraph 24.1 (h)).
10. This code can only be used when claiming in accordance with 24.1 (h), i.e. where you have had no contact from your client for at least a month. It must not be used in relation to a claim where it is known that no further work will be undertaken for the client in the same matter, (Part A, paragraph 24.1 (g)).

#### CN02 Change of solicitor

11. This code must be used when you have been advised by your client(s) that they no longer wish to instruct you and the Matter has not been disposed of.

#### CN03 Client not a suspect

12. This code must only be used when free standing Advice and Assistance or Police Station Advice and Assistance has been given to a client who is not directly the subject of a criminal investigation but qualifies for Advice and Assistance e.g. a witness at risk of self incrimination.

#### **CN04 No further action**

13. This code should only be used when the client(s) has been released without a reprimand, warning, summons or charge.

#### **CN05 Simple caution, reprimand, warning**

14. This code should only be used when the client(s) has been released following a reprimand, warning or simple caution. Any level of assistance can have been given, namely Advice and Assistance, Police Station Telephone Advice, Police Station Attendance, Warrants of Further Detention and armed forces custody hearings.

#### **CN06 Charge, Summons or reported for summons.**

15. This code should only be used when the client(s) has been charged with or summoned for a criminal offence. Any level of assistance can have been given.

#### **CN07 Conditional Caution**

16. This code should only be used when the client(s) has received a conditional caution.

#### **CN08 Fixed Penalty Notice**

17. This code should only be used when the client(s) has received a fixed penalty notice.

### **Criminal Proceedings**

#### **General Guidance**

18. The Outcome Codes for criminal proceedings have been revised to give us more information on the actual outcome achieved for the client and the stage at which that outcome was reached.
19. Matters that are **committed to the Crown Court for sentence** or end with a **Newton Hearing** should be given the Outcome Code that represents the actual outcome of the Matter in the magistrates' court. For instance, a client who was convicted of some Matters but acquitted of others, before a committal for sentence or Newton Hearing, should have the Outcome Code CP05 – Trial: mixed matters
20. Matters that are **remitted back from the Crown Court** should be given the Outcome Code that represents the final outcome of the Matter in the magistrates' court.
21. When **deciding whether or not a case has been listed for trial**, (Outcome Codes CP07 to CP13), the definition used for standard fee purposes should be used. CRIMLA 41 provides that a case is to be treated as listed for trial whenever it is adjourned following a not guilty plea, irrespective of whether the court actually lists the trial date at that point or simply adjourns to a pre-trial review date.

#### **Additional Guidance in relation to committal for trial hearings**

Under current arrangements, on conclusion of committal hearings (which are held in the magistrates' court) claims are submitted through LSC online on the CDS6 and so paid at the conclusion of the magistrates' court element of the case.

Those matters are currently claimed for in LSC Online using the following outcomes codes which are valid with claim codes PROE, PROF, PROK and PROL:

CP14	Committal: election
CP15	Committal/transfer: direction
CP16	Committal: discharged

For matters featuring **representation orders dated on or after 6 April 2010, arrangements will change.**

Payment for committals will be made at the conclusion of the Crown Court case for which the client was committed, rather than at the conclusion of the magistrates' court element of the case. This means that for all such matters, bills should be submitted as part of the Litigator Graduated Fee Scheme claim using the LF1 at the conclusion of the Crown Court element of the case. Please see here for guidance on submitting those claims: [insert link]

For cases **reported** on or after 1<sup>st</sup> of April 2010, the outcome codes CP14 and CP15 are invalid. They cannot be used with any crime claim codes. Outcomes using these outcome codes will be flagged as invalid during the bulk load process and it will not be possible to upload them into LSC Online.

For cases where the first attendance date is on or after 6<sup>th</sup> of April 2010, CP16 is the only outcome code that can be used for claiming for committal hearings in LSC Online. This code has been preserved because **discharged committals should still be billed using the CDS6 form**. CP16 can only be used with PROE, PROF, PROK and PROL matters. There are no restrictions on the matter types that can be used with the Outcome Code CP16.

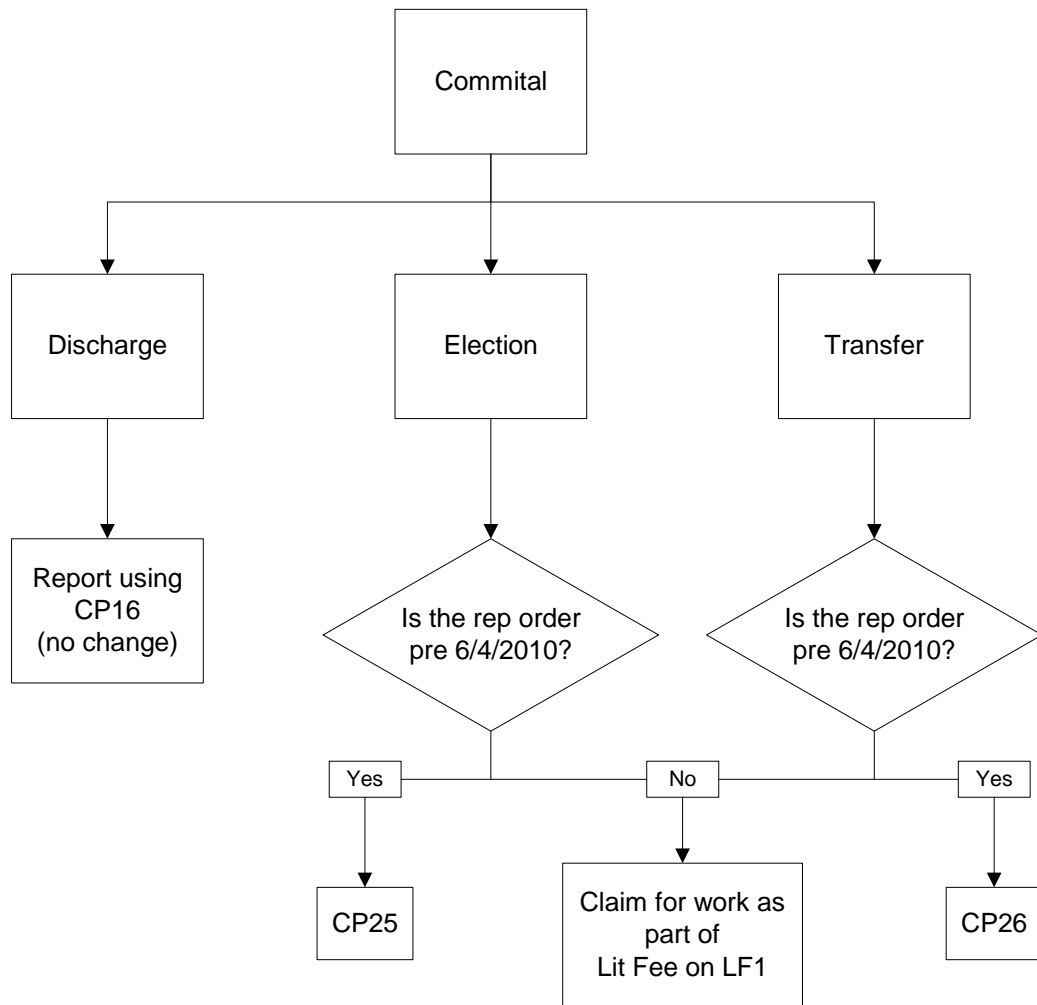
For cases **reported** on or after the 1<sup>st</sup> of April 2010, two new outcome codes will be introduced for committal cases where the representation order is dated before 6<sup>th</sup> of April 2010. These are:

CP25	Committal: election (Representation order dated before 6 <sup>th</sup> April 2010)
CP26	Committal/transfer: direction (Representation order dated before 6 <sup>th</sup> April 2010)

These codes replace the defunct codes CP14 and CP15. They can only be used for PROE, PROF, PROK and PROL matters where the date element of the UFN is **before the 6<sup>th</sup> of April 2010**.

If these outcomes are reported in conjunction with a UFN date on or after the 6<sup>th</sup> of April, they will be flagged as invalid during the bulk load process and it will not be possible to upload them into LSC Online.

The flow chart below outlines what providers should claim in what circumstances.



### CP01 Arrest warrant issued / adjourned indefinitely

22. This code must be used when you are claiming because an arrest warrant has been issued or the court has adjourned the Matter, without a decision, indefinitely. Note: where an arrest warrant has been issued, UCC Part C, Rule 1.2-1.5 states that a claim for costs shall be made not earlier than six weeks from the date of issue of the warrant.
23. This code can only be used when claiming in accordance with UCC Part A, paragraph 24.1 (h). It must not be used in relation to a claim where it is known that no further work will be undertaken for the client in the same matter or case (UCC Part A, paragraph 3.4.4(g)).

### CP02 Change of solicitor

24. This code must be used when you have been advised by your client(s) that they no longer wish to instruct you and the representation order is transferred to another provider.

### CP03 Representation order withdrawn

25. This code must be used when the representation order has been withdrawn or revoked before a conclusion to the case is reached.

#### **CP04 Trial: Acquitted**

26. This code must be used when the client is acquitted at trial of all contested Matters (whether or not there are other guilty pleas). This code also includes contested breach proceedings.

#### **CP05 Trial: mixed verdict**

27. This code must be used when the client is convicted at trial of some contested Matters but is acquitted of other contested Matters (whether or not there are other guilty pleas). This code also includes contested breach proceedings where the client is convicted of some breaches and acquitted of others in a separate information or charge.

#### **CP06 Trial: convicted**

28. This code must be used when the client is convicted at trial of all contested Matters (whether or not there are other guilty pleas). This code also includes contested breach proceedings. It should not be used for any other outcome.

#### **CP07 Discontinued (before any pleas entered)**

29. This code must be used when the proceedings have been discontinued and the Matter has not been listed for trial. This code also includes breach proceedings.

#### **CP08 Discontinued (after pleas entered)**

30. This code must be used when the proceedings have been discontinued after the Matter has been listed for trial. This code also includes breach proceedings.

#### **CP09 Guilty plea to all Charges put –not listed for trial**

31. This code must be used when guilty pleas have been entered to all Matters put where the Matter has not been listed for trial. This code also includes breach proceedings.

#### **CP10 Guilty plea to all Charges put after case listed for trial**

32. This code must be used when guilty pleas have been entered to all Matters put where the Matter has been listed for trial. This code also includes breach proceedings.

#### **CP11. Guilty Plea to substitute charges put – after case listed for trial.**

33. This code must be used when guilty pleas are entered to substitute charges where the matter has been listed for trial. This code includes breach proceedings.

#### **CP12 Mix of guilty plea(s) and discontinuance- not listed for trial**

34. This code must be used when a guilty plea has been entered to one or more Matters, one or more other Matters have been discontinued, or the Crown accepted a not guilty plea and formally offered no evidence, and the Matter has not been listed for trial. This code also includes breach proceedings.

#### **CP13 Mix of guilty plea(s) and discontinuance – listed for trial**

35. This code must be used when a guilty plea has been entered to one or more Matters, one or more other Matters have been discontinued, and the Matter has been listed for trial. This code also includes breach proceedings.

**CP14. Committal: election (Please note that this code is invalid from April 1 2010)**

36. This code must be used when the client has elected on at least one Matter to have the Matter tried at the Crown Court.

**CP15 Committal/transfer: direction (Please note that this code is invalid from April 1 2010)**

37. This code must be used when the court has declined jurisdiction to deal with the Matter and committed it to the Crown Court for trial.
38. This code does not include Committals to Crown Court for sentence. Cases that are committed for sentence should be given the outcome that relates to the actual outcome of the Matter in the magistrates' court. For example, if the client was convicted at trial of all contested Matters and was then committed to the Crown Court for sentence, the CP06 Outcome Code ' Trial: convicted' would be used.

**CP16 Committal: discharged**

39. This code must be used when committal proceedings (however those arose) have been discharged.

**CP17 Extradition**

40. This code must be used for extradition hearings.

**CP18 Case Remitted from Crown Court to magistrates' court for sentencing**

41. This code must be used when the matter has been passed back to the magistrates' court for sentencing.

**CP19 Deferred sentence**

42. This code must be used where a sentence has been deferred.

**CP20. Granted anti-social behaviour order/sexual offences order/other order.**

43. This code must be used where an application for an anti social behaviour or other order has been contested and the conditions proposed by the applicant agency are granted in full.

**CP21 Part granted anti social behaviour order/sexual offences order/other order.**

44. This code must be used where an application for an anti social behaviour or other order has been contested and the conditions proposed by the applicant agency are only granted in part.

**CP22 Refused anti social behaviour order/sexual offences/other order**

45. This code must be used where an application for an anti social behaviour or other order has been contested and the application is refused in full.

**CP23 Varied anti social behaviour order/sexual offence order/other order**

46. This code must be used where an application has been made to vary an anti social behaviour or other order whether the application was granted or not.

#### **CP24 Discharged anti social behaviour order/sexual offences order/other order**

47. This code must be used where an application has been made to discharge an anti social behaviour or other order whether the application was granted or not.

#### **CP25 Committal: election (Representation order dated before 6 April 2010)**

This code must be used when the client has elected on at least one Matter to have the Matter tried at the Crown Court and the magistrates' court representation order is dated before 6 April 2010.

#### **CP26 Committal/transfer: direction (Representation order dated before 6 April 2010)**

This code must be used when the court has declined jurisdiction to deal with the Matter and committed it to the Crown Court for trial and the magistrates' court representation order is dated before 6 April 2010.

#### **Breach of anti social behaviour order/sexual offences order/other order**

48. If the matter type is a breach of an anti social behaviour or other order then the matter type will be 14, 15 or 16, (see Matter code Type table below), but the Outcome Code will be one most suitable from the Outcome Code Table above, e.g. CP04, CP06, (but not CP020 to CP024).

#### **Issue of anti social behaviour order/sexual offences order/other order following a Criminal Matter.**

49. If an anti social behaviour order is issued following a criminal matter then the Matter Type will be the substantive charge from the Matter Code table below, (but not 14,15, or 16), and the Outcome Code will be the most appropriate from CP01 to CP19 in the Outcome Code Table above.

## SECTION 5

### Equal Opportunities Monitoring

Completion of the ethnic origin and disability fields is voluntary. However, where the client is willing to provide this information it is compulsory to report this and the information will greatly assist us in monitoring and researching access to LSC funded services in line with our commitment to promote equal opportunities, set out in our Equality Scheme (available on our website). This information will be treated in the strictest confidence and will be used purely for statistical monitoring and research.

Where a client does not wish to provide this information, please use code '99' for unknown.

Field	Use	Format
Ethnicity	Ethnicity of client The Commission for Racial Equality recommended categories to be used in this field are coded as follows:	00 Other 01 White British 02 White Irish 03 Black or Black British African 04 Black or Black British Caribbean 05 Black or Black British Other 06 Asian or Asian British Indian 07 Asian or Asian British Pakistani 08 Asian or Asian British Bangladeshi 09 Chinese 10 Mixed White & Black Caribbean 11 Mixed White & Black African 12 Mixed White & Asian 13 Mixed Other 14 White Other 15 Asian or Asian British Other 99 Unknown
Gender	Gender of client	Single letter: F – Female M – Male U - Unknown