

Immigration Duty Solicitor Scheme – Harmondsworth Fast Track Contracts

Reporting Requirements

Note: This is only to be used by firms who hold a specific Fast track Contract with the LSC from 1st June 2004 onwards

1. All cases undertaken within the fast track contract are from within a supplier's 'authorised matter starts' allocated under their General Civil Contract.
2. All matters started under this contract should be included in the Controlled Matter Start Form report of monthly matters started under the General Civil Contract.
3. Claims for Legal Help & CLR in relation to asylum fast track cases should be reported on the monthly Consolidated Matter Report Form (CMRF) in the normal way. However, stage-claiming arrangements do not apply, as the cases will only be open for a relatively short time. No fast track cases should be reported as stage claims – instead they should be reported only at the end of the case (in terms of Legal Help &/or CLR).
4. The 'standby payment' must not be claimed as part of the costs of the individual case on the CMRF.
5. Claims for 'Standby payment' should be made as a separate entry on your monthly CMRF. No separate payment will be made, but payment will be included as part of your Standard Monthly Payment, which is subject to reconciliation against your overall contract claims (including any claims for 'standby payment'). These claims will be included in your immigration claims reported on your financial statement.
6. An example of how to complete the CMRF for a 'standby claim' is attached. Each date's standby payment should be reported as a separate entry on the CMRF for the relevant month – for example if you undertook two standby days in one month you would report them on two separate lines on the CMRF. You must use the matter type part I of 'IASY', and matter type part II of 'FST'. The 'date opened' field should record the date for which the standby payment is being claimed. The amount of each standby payment is fixed at £39.95 (including VAT) and this should be recorded in the 'profit costs' field.

Immigration Duty Solicitor Scheme – Asylum Fast Track Contract
Reporting Requirements: Example CMRF claim for Asylum Fast Track standby payment

This Annex shows how you must complete a line on your CMRF form to claim for a standby payment under the asylum fast track Contract.

Each standby payment should be claimed on a separate line on the CMRF form.

All the fields must be completed as set out below (with the exception of 'Date Opened'). Failure to complete the CMRF record as set out below may lead to the form being rejected. The only field that should vary is 'Date Opened' which should record the date for which you are claiming the standby payment.

Case Ref	Client Name	*Gender	*Ethnic Origin	*Age	Postcode	Date Opened	*Part I	*Part II	Time (mins)	Profit costs (inc VAT)	Disbursements	Counsel	*End Point
IDSS	IDSS	REF	REF	A	IN IT	01/04/2003	IASY	FST	0	£39.95	£00:00	£00:00	T

Here you should enter the date for which you are claiming the standby payment. This will be the date assigned to you on the rota (unless you have changed it by prior agreement with the Commission). You may only claim the standby payment if you are available on that date.

The Standby Payment is a fixed payment of £39.95 (including VAT). This amount should be entered into the profit costs section of the CMRF.