

NfP CWRP Spreadsheet Guidance:

IF YOU ARE COMPLETING THE SPREADSHEET ELECTRONICALLY PLEASE COMPLETE THE YELLOW FIELDS ONLY, ALL WHITE FIELDS WILL UPDATE AUTOMATICALLY AND SHOULD NOT BE OVERTYPED.

IF YOU ARE COMPLETING THE FORM BY HAND PLEASE COMPLETE ALL APPROPRIATE FIELDS, INCLUDING THE WHITE FIELDS WHERE APPLICABLE.

The spreadsheet is split into the following sections:

- **Summary information:** including your pre October 07 hourly rate and whether you are VAT registered. The white field 'Total Claims' should contain the total value of all claims reported in the other sections below. If you are completing the spreadsheet electronically this will automatically update.
- **Category information:** broken down as follows:
 - **Fixed Fee Categories** (including all SWL categories)
 - **Immigration**
 - **Mental Health**
 - **Family**

YOU NEED ONLY COMPLETE THE FIELDS FOR THE CATEGORIES OF LAW IN WHICH YOU HAVE UNDERTAKEN WORK.

Each of these categories breaks down further from left to right as follows:

- **Fixed Fee Categories:**
 - **NMS information:** and number of cases reported (as you report on the CMSF)
 - **Pre October Cases:** Time spent and disbursements claimed on work done *after the 1st October 2007 on cases opened before the 1st October 2007.* (If you complete the form electronically, the calculator will use the Hourly rate and VAT information you completed in the summary to calculate the value of this work.) If not you must multiply the time spent by the hourly rate including VAT where appropriate.
 - **Post October cases:** and disbursements claimed.
 - ~ For **Fixed Fee cases** the spreadsheet asks for the *number* of cases claimed by category, and whether this was conducted as tolerance or as one of your contract categories. If you are completing the spreadsheet electronically the calculator will then use this information to establish the value of these claims. The rates are set out in 'Legal Aid Reform: the Way Ahead'
 - ~ If you have any **Exceptional Cases**, please report the total costs for these cases using the hourly rates in the payment Annex of the Unified Contract.

- **Immigration and Mental Health:**

- **NMS information:** and number of cases reported (as you report on the CMSF)
- **Work in Progress** should be reported only for cases opened before the 1st October 2007 (Immigration) and before the 1st January 2008 (Mental Health) each month, at your old hourly rate. If you complete the form electronically, the calculator will use the Hourly rate and VAT information you completed in the summary to calculate the value of this work.
- For **Immigration, Mental Health** post October cases are not claimed at a fixed fee rate, and may be subject to a graduated fee or hourly rates, we therefore ask for a summary of your claims for that month in those categories. For cases which attract Graduated Fees please record the value of any graduated fees claimed in the month plus any additional payments claimed in the month plus any VAT payable on those claims. For post October cases payable at hourly rates (including Exceptional Cases) please record the actual profit costs incurred plus the actual counsel fees incurred plus any VAT payable.
- **Disbursements** on pre-Oct (Immigration) & pre-Jan (Mental Health) cases may be claimed as they are incurred. On all other cases, disbursements should only be claimed when the case is reported on a CMRF. The disbursement figures recorded should include VAT if VAT is payable and you are VAT registered.
- In **Immigration**, only cases where the client is resident in the UK will attract VAT, therefore you must indicate how much VAT is applicable to pre October cases. Graduated Fee matters started on/after 1st October VAT should include VAT if VAT is payable and you are VAT registered. Hourly rates matters started on/after 1st October VAT should include VAT if VAT is payable and you are VAT registered.

- **Family:**

- **NMS information:** and number of cases reported (as you report on the CMSF)
- **Pre October Cases:** Time spent and disbursements claimed on work done *after the 1st October 2007 on cases opened before the 1st October 2007*. (If you complete the form electronically, the calculator will use the Hourly rate and VAT information you completed in the summary to calculate the value of this work.) If not you must multiply the time spent by the hourly rate including VAT where appropriate.
- **Post October cases:** are not claimed at a fixed fee rate, and may be subject to a graduated fee or hourly rates, we therefore ask for a summary of your claims for that month in this category including any exceptional cases.