

Stage 0 and Task List Completion Guidance

General guidance

The new stage 0 and task list forms should be used for all VHCC's contracted under the new panel arrangements. All suppliers will be required to use only these forms for task lists and billing. The forms have been designed to combine the stage planning and billing processes.

Once you have received the forms from the Complex Crime Unit, you should rename them in accordance with the name of your client(s), the appropriate stage and who the form covers, i.e. Brown stage 0 (Sols), or Smith stage 1 (Counsel).

The nominated Case Manager is the person responsible for the completion of each of the standard forms used by the CCU. Each of the forms contains cell comments which should be used as aides to completing the forms. Some of the work sheets contain drop down lists which you should use to select the appropriate option.

The Panel and Non Panel Advocate's task list and the Panel Member's task list only covers the work for two barristers/solicitor advocates at a time, if you have more than one defendant, you should use a new workbook for each set of barristers/solicitor advocates. You will need to complete the core details section for each workbook you use.

You only need one workbook for solicitor's work.

When entering in hours billed and hours for negotiation, you should only enter numerical data, so for example, if you was asking for 3 hours for a particular task, you would enter 3.0 and not 3 hours.

All forms should be completed electronically and sent to your Contract Manager by e-mail or CD rom. Due to the size of the documents, you may only be able to attach one copy to your e-mail at a time, so multiple e-mails may be required. You are also able to save your forms to disc (CD-R or CD-RW) and post this to your Contract Manager.

If your computer has the facility which enables you to 'zip' or 'compress' the workbook, you should do so before you e-mail the form to your Contract Manager, as this will reduce the size of the document and help conserve disk space.

There is no need to print copies of these forms off to send in separately, however, you are still required to send in your attendance notes separately.

Stage 0 form - Solicitors

This stage will be subject to an independent assessment by the CCU. The Case Manager should complete this workbook. This form contains macros which you should

enable when prompted to do so by the computer when opening this workbook. You should complete all sections of the first four worksheets (Core details, Solicitor, Sol Advo and Disbursement Form).

Core details

Below is a screen print of the core details form.

Stage 0 Panel Member Claim Form

The first 4 forms should be completed where applicable
Once completed, return via e-mail or CD and post your attendance notes to your Contract Manager

Section A. Supplier use only (all boxes should be completed in this section)		Section B. CCU office use only	
Client(s) surname and initial:		CSO (Initials only):	
Firm name:		Contract Manager:	
Fax number:		Case ID:	
Name of first solicitor advocate:		Contract Number:	CHCC/ /
Name of second solicitor advocate:		Stage Number:	
Solicitor supplier number:		Stage Dates:	to
Date Panel Contract signed:		Category:	
Date of 1st representation order:		Signatory:	
Date of last work claimed in this stage:		Date of audit:	
Number of defendants represented:		Notes to auditor	
T Number:			

Ready NUM

All sections in part A should be completed where applicable. **You are not required to complete part B which is for internal use only.**

You should enter the times worked by each fee earner in decimal hours, i.e. 1 hour 30 minutes equals 1.5 decimal hours, in the appropriate column.

Disbursement Form

Below is a screen print of the disbursement form.

The screenshot shows a Microsoft Excel spreadsheet titled "Stage 0 Panel Member claim form". The spreadsheet is divided into several sections:

- Header Section (Rows 1-6):** Contains fields for CASE ID (0), CONTRACT NUMBER (CHCC/ 0 / 0), CLIENT NAME (0), FIRM (0), and STAGE (0).
- Table Section (Rows 7-21):** A table with 5 columns: Invoice Date, Invoice Reference no., Disbursement details / Name of Payee, Net £, and VAT £. The table is currently empty.
- Total Section (Row 22):** A row labeled "TOTAL:" with values £0.00 in the Net £ and VAT £ columns.

The spreadsheet interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help), a toolbar with various icons, and a status bar at the bottom showing "Ready" and "NUM".

You will not need to complete any of the case/contract details at the top of the form as this will automatically be completed after you have completed the core details form. You will be required to complete the rest of form. You should use any invoices you have been given by external suppliers to complete the disbursement information. You will need to check the invoice to see if your supplier is VAT registered, if they are not, you will need to put a '0' in the VAT column for that disbursement row as VAT will automatically be generated when you enter in the net figure.

Stage 0 – Advocates

This stage will be subject to an independent assessment by the Complex Crime Unit. The Case Manager (or Advocate) should complete this workbook, and one workbook is required per instructed Advocate who is claiming for work which pre dates the start of stage 1. You should complete all sections of the first two worksheets (Core details and Summary). Once complete, this document should be sent to the Case Manager, who will then submit it for payment to the designated Contract Manager.

Core details

Below is a screen print of the core details form.

The screenshot displays the 'Stage 0 Panel Advocate Claim Form' in Microsoft Excel. The worksheet is titled 'Stage 0 Panel Advocate Claim Form' and contains the following sections:

- Section A: Supplier use only (all boxes should be completed in this section)**
 - Client(s) surname and initial:
 - Counsel name:
 - Counsel Role:
 - Chambers name:
 - Fax number:
 - Legal aid account number:
 - Date of 1st representation order:
 - Date of last work claimed in this stage:
 - T Number:
 - Name of court:
 - Please give the number of pages of prosecution evidence considered in this stage:

Statements	
Exhibits	
Interviews 'comment'	
Interviews 'no'	
- Section B: Office use only**
 - CSD (Initials only):
 - Contract Manager:
 - Case ID:
 - Contract Number: CHCC/ /
 - Stage Number:
 - Stage Dates: to
 - Category:
 - Case Manager:
 - Date of audit:
 - Notes to auditor

The Excel interface shows the 'Core Details' worksheet selected, with navigation buttons and a status bar at the bottom.

All sections in part A should be completed where applicable. You are not required to complete part B which is for internal use only.

Summary

Below is a screen print of the summary form.

The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Stage 0 Panel Advocate claim form". The active cell is A1, containing the text "Please enter your times in decimal hours, e.g 1.5 (=1 hour 30 minutes)". The spreadsheet is divided into several sections:

- Row 1:** Instructional text: "Please enter your times in decimal hours, e.g 1.5 (=1 hour 30 minutes)".
- Row 2-3:** Blank rows.
- Row 4:** Headers for the data table: "Date", "Advocate status", "Preparation and Hours Worked", "Advocacy Hours Worked", "Travel and Hours Worked", and "Travel Expenses Claimed".
- Row 5:** Data row with values: "0", "0", "0", "0".
- Row 6:** A large grey box for "Brief description of task (if using this to replace a work log)".
- Row 7:** A yellow row with the text "TOTALS".
- Row 8:** Summary row with values: "0.00", "0.00", "0.00", "£0.00".
- Rows 9-28:** Multiple blank rows for data entry.

The bottom of the screenshot shows the Excel interface with the "Summary" worksheet selected. The status bar at the bottom indicates "Ready" and "NUM".

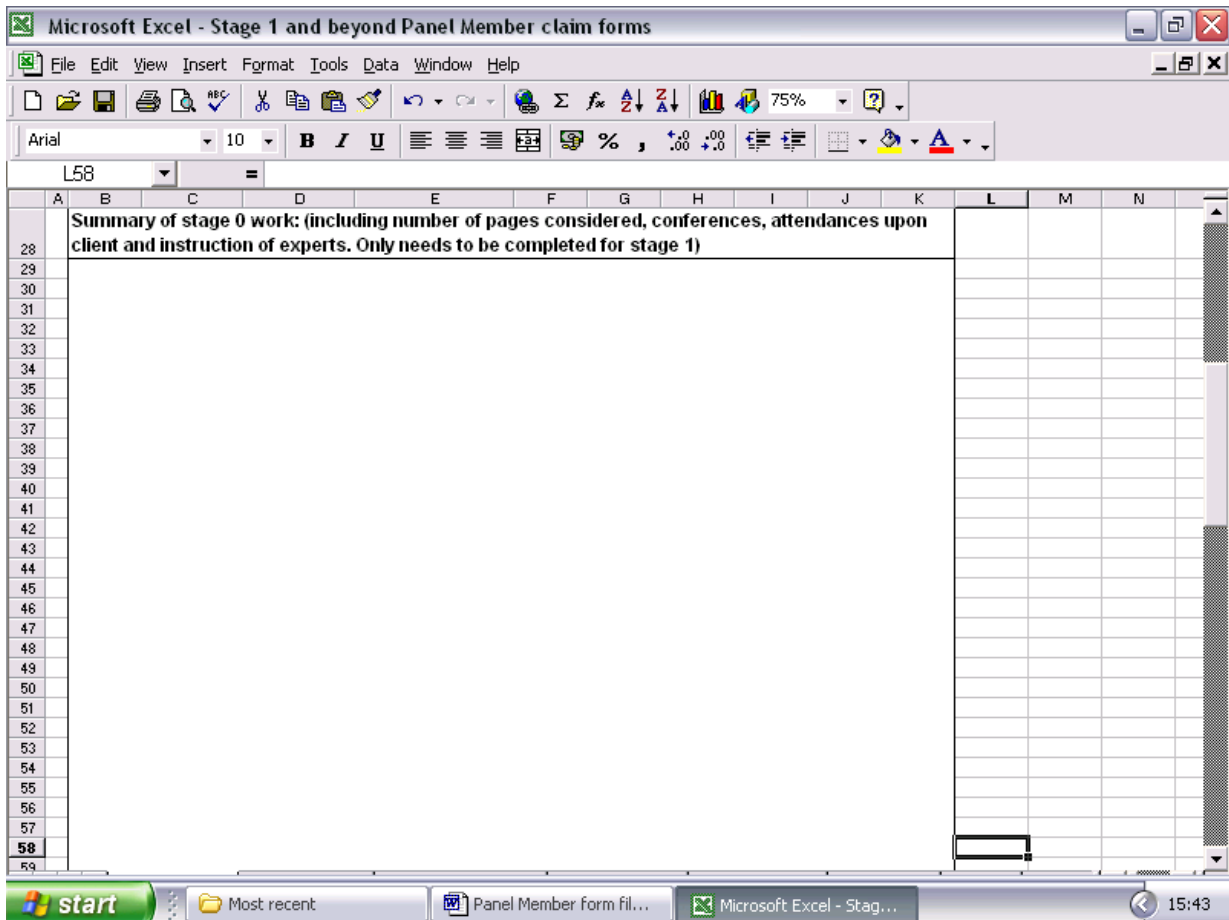
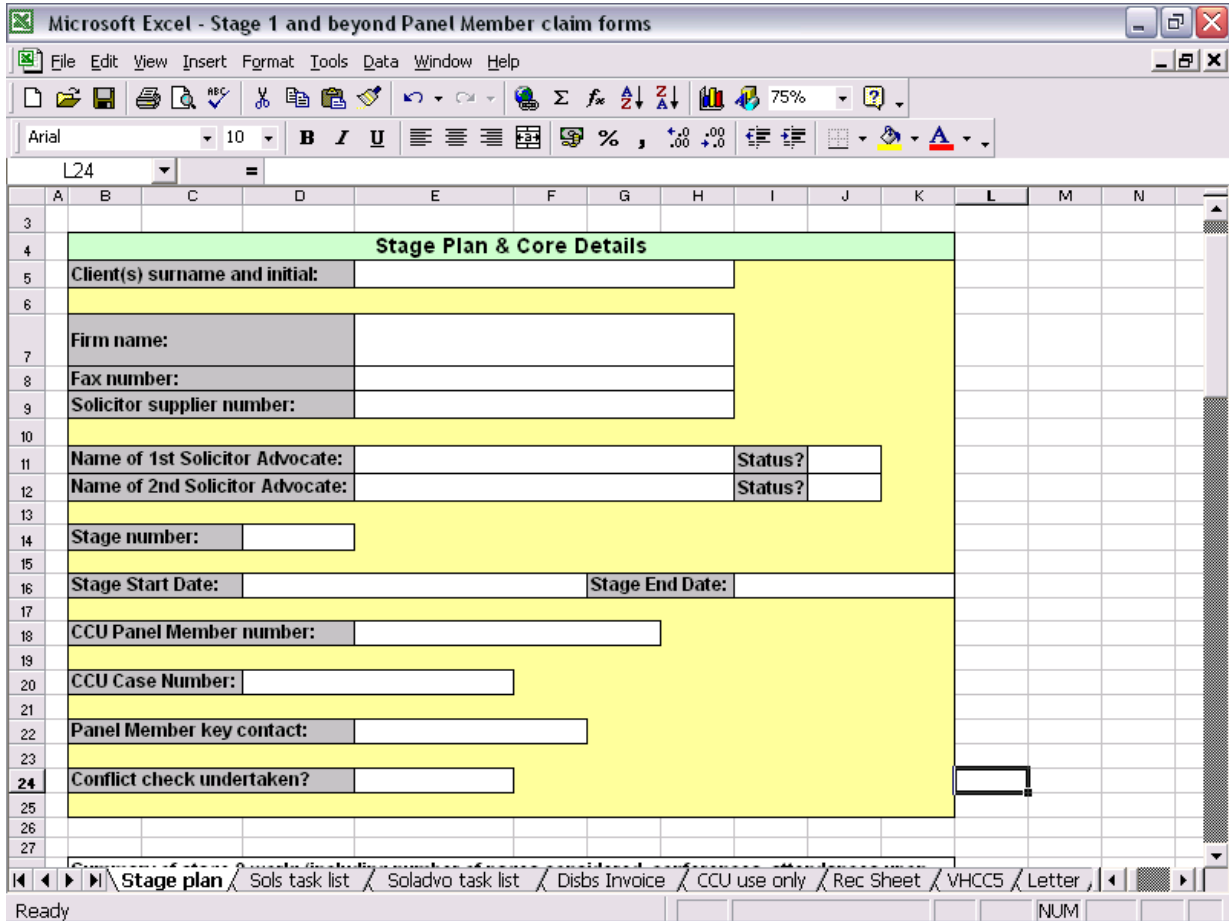
You are required to enter in all of the work which you are claiming for within stage 0. This sheet is split into preparation and attendance, advocacy, travel and waiting and travel related disbursements. Under each of these headings is the status of Advocate. These fields will be automatically completed when the core details have been filled in on the first worksheet. The times worked by each Advocate should be entered in decimal hours, i.e. 1 hour 30 minutes equals 1.5 decimal hours.

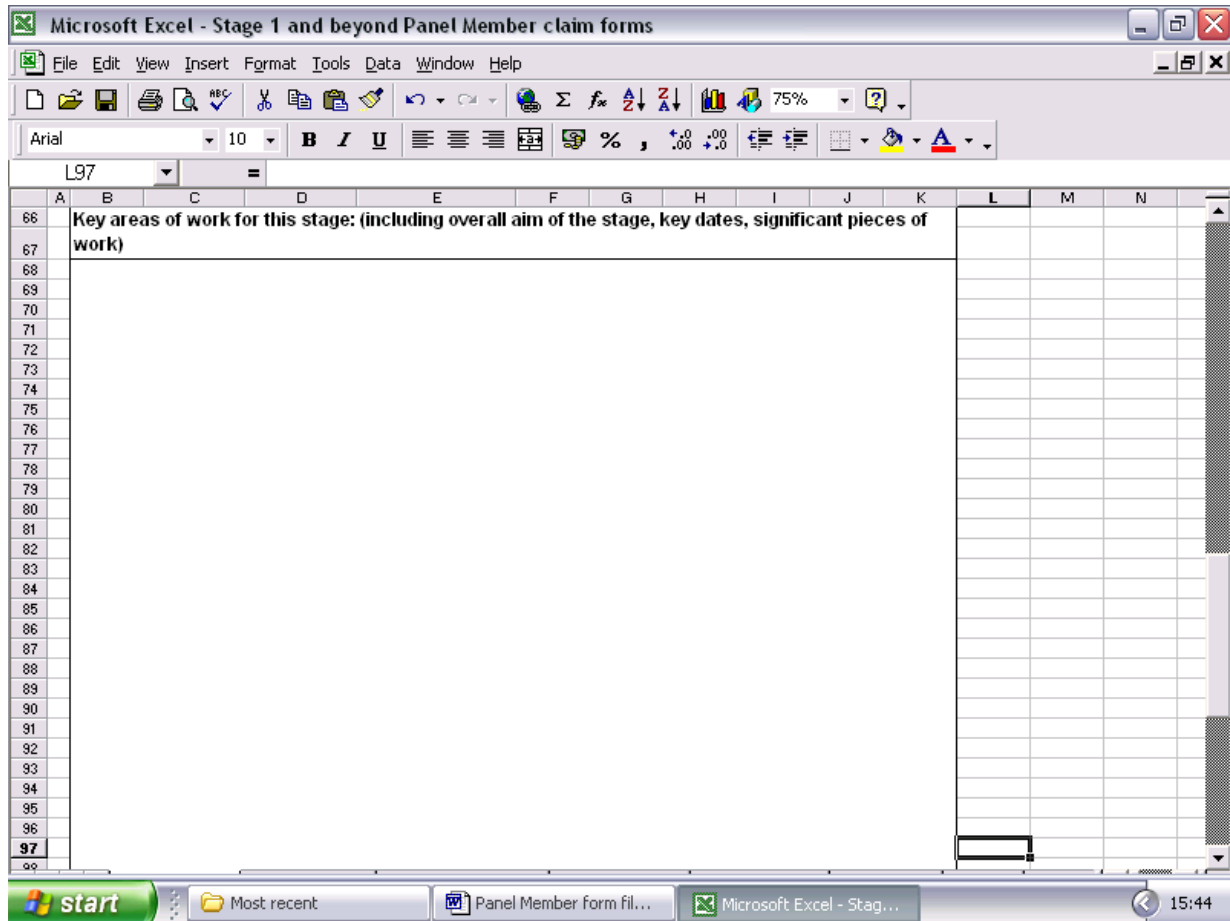
Stage 1 and beyond form – Solicitor

The Case Manager should complete this workbook. This form contains macros which you should enable when prompted to do so by the computer when opening this workbook. You should complete all sections of the first four worksheets (Stage Plan, Solicitor task list, Solicitor Advocate task list (if necessary) and Disbursement Form). A new version of this workbook should be used for each new stage, and you should rename it in the appropriate way as described in the general notes above.

Stage plan

Below is a screen print of the stage plan.





All sections should be completed where applicable. You will also need to enter text into the summary of stage 0 box and the key areas of work box. To do this you simply double click your cursor in the box and type. As you are required to send your stage 0 forms to your Contract Manager within **20 working days of stage 1 commencing**, you should only provide a very brief outline of the work done in that stage here. This box also only needs to be completed for stage 1. A Word version of the stage plan is also available should you prefer to use this. This form will also be available on our website.

Solicitor task list

Below is a screen print of the Solicitor task list.

Solicitor task list																	
Please enter your times in decimal hours, e.g 1.5 (=1 hour 30 minutes)																	
Task No.	Task	Preparation and attendance time agreed						Actual preparation and attendance time						Attendance at court time agreed			Actual
		A	A str	B	B str	C	C str	A	A str	B	B str	C	C str	A	B	C	
TOTALS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1																	
2																	
3																	
4																	
5																	
6	1																
7	2																
8	3																
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22	15																
23	16																
24	17																
25	18																
26	19																
27	20																
28	21																

You will note that the form is split into agreed and actual columns for preparation and attendance, attendance at court, travel and waiting and travel related disbursements. Under each of these headings are the levels of fee earners who you propose will undertake each task. You and the Contract Manager also have the option of agreeing for certain tasks to be undertaken at standard rates. You should enter the times proposed/agreed for each fee earner and task in decimal hours, i.e. 1 hour 30 minutes equals 1.5 decimal hours.

If you have a task where you propose to use more than one fee earner of the same grade, you will need to amalgamate the hours under one grade. You should use the task box to outline the proposed breakdown of fee earners, for example, task 1 – reading core material (200 pages at 2 mins per page) x2 grade Bs.

All fee earner travel and waiting time and travel related disbursements should be amalgamated in the appropriate column.

When the stage has ended, you will need to enter all of the time used in the actual columns. You will note that, if you enter time which is greater than that agreed, the cell will turn red. This informs both yourself and your Contract Manager that time may have been exceeded without prior agreement.

If you have obtained prior agreement, you should amend your agreed time accordingly before you send it to your Contract Manager for payment.

If any of your tasks/agreed times are revised throughout the stage, you should keep an accurate dated record of the same in your file and also evidence this in the

comments column at the end of your task list, for example, 'additional 2 hours agreed by contract manager 28/1/08'.

If you need additional task rows, simply right click your cursor on the number of the last row and select 'insert' from the menu.

Solicitor Advocate task list

Below is a screen print of the Solicitor Advocate task list.

		Solicitor advocate task list														
		Prep & AttTime Agreed		Actual Prep & AttTime		Court Time Agreed		Actual Court Time		Travel & Waiting Time Agreed		Actual Travel & Waiting Time		Agreed Travel Disbs		Actual Dis
Task No.	TASK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		TOTALS:														
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1																
2																
3																
4																
5																
6	1															
7	2															
8	3															
9	2															
10	3															
11	4															
12	5															
13	6															
14	7															
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22	15															
23	16															
24	17															
25	18															
26	19															
27	20															

You should follow the same guidance for the solicitor task list as it is the same. If you have instructed more than two solicitor advocates, you will need to complete additional workbooks, i.e. one workbook per 2 advocates.

Disbursement form

Please refer to the above guidance on how to complete this form.

Stage 1 and beyond forms – Panel and Non Panel Advocates

The Case Manager (or Advocate) should complete this workbook. This workbook contains macros which you should enable when prompted to do so by the computer upon opening. You should complete all sections of the first two worksheets (Core details and Advocate task list). A new version of this workbook should be used for

each new stage, and you should rename it in the appropriate way as described in the general notes above. If you have instructed more than two barristers on your case, you will need to complete additional workbooks, i.e. one workbook per 2 barristers.

Core details

Below is the screen print of the core details form.

	A	B	C	D	E	F	G	H	I	J	K	L	
4		Advocates Core Details											
5		Client(s) surname and initial:											
6													
7		Leading Advocate Name:							Status?				
8		Legal aid account number:											
9		Name of Chambers:											
10		Fax number:											
11													
12		Junior Advocate Name:							Status?				
13		Legal aid account number:											
14		Name of Chambers:											
15		Fax number:											
16													
17		Stage number:											
18													
19		Stage Start Date:					Stage End Date:						
20													
21		CCU Panel Member number:											
22													
23		CCU Case Number:											
24													
25		Panel Member key contact:											
26													
27		Please can you give the name of any temporary replacement							Status?				
28													

All applicable sections should be completed.

Barrister task list

Below is a screen print of the Barrister task list.

Microsoft Excel - Stage 1 and beyond Panel Advocate claim forms

Please enter your times in decimal hours (i.e 1 hour 30 mins=1.5 hours)

Task No.	TASK	TOTALS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1														
2														
3														
4														
5														
6														
7	1													
8	2													
9	3													
10	4													
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26	20													
27	21													
28	22													

Core details | Advocate task list | CCU use only | Rec Sheet | VHCC5 | Letter

You will note that the form is split into agreed and actual columns for preparation and attendance, advocacy, travel and waiting and travel related disbursements. Under each of these headings are the levels of Advocates who you propose will undertake each task. You should enter the times proposed/agreed for each fee earner and task in decimal hours, i.e. 1 hour 30 minutes equals 1.5 decimal hours.

When the stage has ended, you will need to enter all of the time used in the actual columns. You will note that, if you enter time which is greater than that agreed, the cell will turn red. This informs both yourself and your Contract Manager that time may have been exceeded without prior agreement.

If you have obtained prior agreement, you should amend your agreed time accordingly before you send it to your Contract Manager for payment.

If any of your tasks/agreed times are revised throughout the stage, you should keep an accurate dated record of the same in your file and also evidence this in the comments column at the end of your task list, for example, 'additional 2 hours agreed by contract manager 28/1/08'.

If you need additional task rows, simply right click your cursor on the number of the last row and select 'insert' from the menu.