

Immigration Reporting:

Additional guidance on use of Matter Type 1, Stage Reached and Outcome Codes

This guidance is not a replacement for the [Guidance for Reporting Controlled Work](#) or the [Civil Codes Guidance](#) but is simply an aid to summarise several of the key points of each for providers.

This document is also designed to address the most common of case types encountered by providers.

Matter Type 1 (MT1) Codes:

These codes are crucial in ensuring that providers are paid under the correct fee scheme and for identifying not only whether the matter is paid at hourly rates or under the Standard Fee Scheme but also whether the stage reported is Legal Help or CLR.

Quick guide to identifying the correct MT1 code:

Each MT1 code is made up of 4 letters, each of which relates to the category, type, stage and fee scheme applicable:

E.g. IALH, IAXL, IALB, IAAP, IAXC, IACA, IACB, IMLH, IMXL, IMLB, IMAP, IMXC, IMCA and IMCB.

- The first two codes detail the category of law and type of matter

First half of code	1 st letter	2 nd letter
IA	Immigration Category:	Asylum matter
IM	Immigration Category:	Non-asylum matter

- The last two letters detail the applicable fee scheme and level of funding

Second half of code	3 rd letter	4 th letter
LH	Pre-Oct 07 hourly rates:	Legal Help
AP	Pre-Oct 07 hourly rates:	CLR
XL	Post Oct-07 hourly rates:	Legal Help
XC	Post Oct-07 hourly rates:	CLR
LB	Standard Fee Scheme:	Legal Help
CA	Standard Fee Scheme:	CLR Stage 2a
CB	Standard Fee Scheme:	CLR Stage 2b

In deciding which MT1 code is most appropriate, providers should determine:

- Whether the matter is asylum (A) or non-asylum (M)
- Whether the matter is payable under the Standard Fee Scheme or hourly rates
- Whether the stage being reported is Legal Help or CLR.

Working through these three questions will narrow the selection of codes down to 1 or 2 choices.

Stage Reached codes:

There are two types of Stage Reached codes: those for completed matters, and those for stage bills.

Stage Bills:

These codes indicate that the matter has reached a particular stage and funding has been granted to advise on the next applicable stage of a matter.

The most frequent stage bills will occur:

- Following a negative decision from UKBA on an asylum/entry clearance application where CLR has been granted for an appeal
- Following a determination from the First Tier Tribunal, where funding continues to be granted to advise on an application for permission to appeal to the Upper Tribunal

In those scenarios, the relevant codes to be used would be:

Level of funding	Scenario	One of the MT1 codes available		Outcome Code	Stage Reached code
		Asylum	Non-Asylum		
Legal Help	Negative decision from UKBA; CLR granted for appeal	IALB IALH IAXL	IMLB IMLH IMXL	--	IR
CLR	Determination from FTT; Funding for onward appeal granted	IACB IAAP IAXC	IMCB IMAP IMXC	--	IO

Completed claims:

These claims are made when no further work is to be undertaken on the matter, either as an application has been successful, has been unsuccessful but there is no appeal brought, or any further work would not meet the sufficient benefit or merits tests. A completed claim stage reached code will indicate at which stage the matter completed.

There are four Completed Claim Stage Reached Codes which would be used in the majority of situations:

IE	Legal Help completed, CLR not considered
IF	Legal Help completed, CLR refused
IH	Determined after substantive FTT / Bail hearing
IK	Determined after Upper Tribunal Hearing

The most common scenarios are set out below, along with the applicable MT1, Outcome and Stage Reached codes:

Level of funding	Scenario	One of the MT1 codes available		Outcome Code	Stage Reached code
		Asylum	Non-Asylum		
Legal Help	Positive decision from UKBA; No further advice required	IALB IALH IAXL	IMLB IMLH IMXL	IA-ID	IE
	Negative decision from UKBA; CLR refused	IALB IALH IAXL	IMLB IMLH IMXL	IE	IF
	Negative decision from UKBA; CLR not considered as client not to appeal	IALB IALH IAXL	IMLB IMLH IMXL	IE	IE
CLR	Positive determination from FTT; No further advice required	IACB IAAP IAXC	IMCB IMAP IMXC	IA-IC	IH
	Negative determination from FTT; CLR refused	IACB IAAP IAXC	IMCB IMAP IMXC	IE	IH
	Positive determination from Upper Tribunal; No further advice required	IAAP IAXC	IMAP IMXC	IA-IC	IK
	Negative determination from Upper Tribunal	IAAP IAXC	IMAP IMXC	IE	IK

Other Key points:

- **The detention travel costs field is only applicable in Standard Fee matters using MT2 codes IIRC, IFST and IRVL**

In hourly rates matters, all adviser travel and waiting time should be claimed in the Profit Costs field.

In Standard Fee matters, this field will only credit additional costs where the correct MT2 code has been entered.

- **Home Office Interview, CMRH, Adjourned Hearing & Substantive Hearing fields need only be completed in Standard Fee matters**

These fields need to be completed in Standard Fee matters to ensure any relevant additional payments are credited.

In Hourly rates matters these fields need not be completed or the default value entered.