

**LSC reporting guidance for ELAP matters:**

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 the key points of each in relation to ELAP cases.

**Key points to note:John Facey**

As per the **2010 Standard Civil Contract section 8.166:**

- Legal Help undertaken in relation to ELAP Matters is subject to Hourly Rates as set out at Table 7(d) in the Payment Annex.
- CLR is remunerated under the Standard Fee Scheme

Table 1 below summarises the valid code combinations that can be used when submitting a claim for costs under Legal Help in each of the scenarios given. This guidance is based on that published in the Civil Codes Guidance.

**Table 1**

<b>Claim type</b>	<b>Scenario</b>	<b>Matter Type I</b>	<b>Matter Type II</b>	<b>Outcome Code</b>	<b>Stage Reached</b>
Legal Help	Refugee Status obtained, no further work	IAXL	IEAP	IC	IE
	Application refused, CLR granted for appeal	IAXL	IEAP	--	IR
	Application refused, CLR considered and refused	IAXL	IEAP	IE	IF
	Application refused, client not to appeal	IAXL	IEAP	IE	IE
	HP or DL granted, client not to appeal	IAXL	IEAP	IB	IE
	HP or DL granted, client to appeal, CLR granted	IAXL	IEAP	--	IR

Table 2 below summarises the valid code combinations that can be used when submitting a claim for costs under CLR in each of the scenarios given. This guidance is based on that published in the Civil Codes Guidance.

**Note:**

From April 2011, Matter Type II code IEAP will be applicable under CLR instead of IGOL, until then IGOL should be used in relation to all First Tier Tribunal appeals under ELAP.

**Table 2**

<b>Claim type</b>	<b>Scenario</b>	<b>Matter Type I</b>	<b>Matter Type II</b>	<b>Outcome Code</b>	<b>Stage Reached</b>
CLR	Appeal allowed, no further work	IACB	IGOL	IA/IC	IH
	Appeal allowed, UKBA appeal and CLR continues to be granted	IACB	IGOL	--	IO
	Appeal dismissed, client does not seek to appeal further	IACB	IGOL	IE	IH
	Appeal dismissed, funding granted for further appeal	IACB	IGOL	--	IO
	Appeal dismissed, funding refused for further appeal	IACB	IGOL	IE	IH
	UKBA Withdraw decision	IACB	IGOL	IG	IG
	CLR Withdrawn prior to hearing	IACA	IGOL	IU	IG

The Guidance for Reporting Controlled Work and the Civil Codes Guidance can be downloaded from:

Home > Community Legal Service (CLS) > Civil forms > Controlled Work forms

[http://www.legalservices.gov.uk/civil/forms/7451\\_7527.asp](http://www.legalservices.gov.uk/civil/forms/7451_7527.asp)

The 2010 Standard Civil Contract Section 8 can be downloaded from:

Home Community Legal Service (CLS) Civil contracts 2010 Standard Civil Contract

<http://www.legalservices.gov.uk/civil/8758.asp>

If you have any questions on the above, please contact

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