

Sovereign LAW – LSC Update – Stage 2 – 31st October 2007

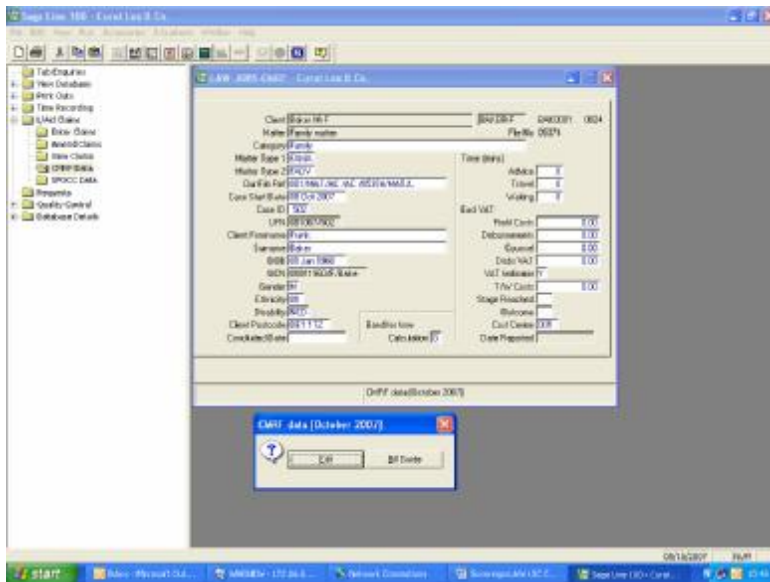
One of the most important aspects of the LSC October 2007 update is the increased use of IT (information technology) systems to record and submit your firm's LSC data directly to LSC online. For example, your Sovereign LAW system can be used to automatically calculate the figures required on the monthly CMRF report based on your time recording.

In accordance with the new LSC schedule, Curat Lex Help Desk has implemented the following updates to your Sovereign LAW system:

1. Civil Contract - New CMRF data screens (to replace the old SPAN data screens)

The new CMRF data screen is accessed immediately after creating or amending a new File Record (via Database Details) or by selecting the L/A Claims – CMRF Data option (Level 20) or via the Bills – Claims – CMRF Data option (Level 60).

The new CMRF data screen includes all of the latest fields for LSC reporting on monthly CMRF report.



For example, when opening a new Family Help matter (ie. using category L - Legal Aid, and a specific CMRF band), you will note that the new “CMRF data” screen includes additional fields. Initially, you will need to complete the left hand side of the new CRMF screen but obviously you will leave the Date Concluded box (at bottom of screen) blank at this stage. All previous SPAN matters opened during October have been automatically updated to the new CMRF screen.

When completing the matters, you will need to update the CRMF screen again. Enter the Date Concluded as appropriate. You can then prompt Sovereign LAW to calculate the times (mins) and charge figures based on the time recording entered on the file. (Note that you can now also print a CMRF billing guide time print to assist with completing CW1 form). For calculation purposes, the system will default to the band mask as set on the file. However, if you enter the band mask as ? then the system will read all previous unbilled time entries. The system will calculate the Advice, Travel & Waiting (mins) totals for you together with net profit costs and travel/waiting costs (excl VAT) since the date of the UFN. This is the new data that is required for the monthly CMRF report to LSC. You can print the new CMRF data as before.

The revised monthly report is still located in Management info -Reports – Civil Contract. This now prints a summary page showing the new matter starts and concluded matters but also print outs the CMRF data screen for each matter start and concluded matter for checking purposes. If the reported date option is selected then this date is written back to the CMRF data screen for each matter. No bulk download data option is available at this stage.

2, Criminal Contract - Updated SPOCC data screen for Criminal CDS6 matter reporting

The SPOCC data screen has been updated to include the revised fields as required (eg. disability monitoring codes, new Police Station codes etc).

Technical details (for those who are interested!)

Civil Contract – new CMRF data

The new data table is LAW-JOBS-CMRF. This can be imported into MS Excel or MS Access for more detailed reporting purposes.

As far as the automatic calculation of Advice, Travel and Waiting time is concerned (Mins and Charge) on the CMRF report, then the system makes use of new time recording activity categories:

NA Non-Advocacy/Normal advice
NT Normal Travel
NW Normal Waiting

AA Advocacy (and advice in connection with advocacy)
AT Advocacy Travel
AW Advocacy Waiting

Each time recording activity code in the system is assigned to one of the above groupings. These are set using the option Utilities – Module Parameters – Activity Codes & L/A Rates –Amend Codes. For example, you may set your time recording activities as follows:

Activity

Code	Description	Grouping
1	Letter Out	NA
2	Letter In	NA
3	Telephone Out	NA
4	Telephone In	NA
C	Attendance Client	NA
D	Dictating/Drafting	NA
E	Email/Letter (timed)	NA
H	Hearing with Counsel	NA
O	Attendance Other	NA
P	Preparation/Consideration	NA
R	Review with/by Supervisor	NA
T	Telephone Attend (timed)	NA
V	Travel (not to court)	NT
W	Waiting (not at court)	NW
A	Advocacy/Hearing	AA
J	Journey time to Court	AT
U	Waiting at Court	AW

Then, as far as the CMRF report is concerned, the 3 groupings would then be:

Advice (mins and charge) - all NA activities

Travel (mins and charge) - all NT activities

Waiting (mins and charge) - all NW

Crime Contract – updated SPOCC data

There has been no change to the Crime data table - this is still LAW-JOBS-SPOCC. However, it has been updated to include additional fields.

If you require any further assistance then please contact the Curat Lex Help Desk (Tel: 01332 298881 or Email: support@curatlex.co.uk).

Curat Lex Help Desk
31st October 2007