

Special Children Act Cases Top Tips for Billing:

Paper Billing Tips:

- *Joined Parties and changing status – if a client obtains Parental Responsibility they can attract the higher Parent Fee (the clients funding status also changes to non means non merits which is often overlooked). This only applies during the case if at the end this provision does not apply.*
 - Page 23; Section 4.1 Electronic Handbook on 'Joined Party' guidance
 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/433164/legal-aid-electronic-handbook.pdf
- *Apportioning of Disbursements ensuring this is done correctly and reported on the Claim 1 (A) with a detailed invoice*
 - Page 53; Section 10.4 Electronic Handbook on 'Apportioning Disbursements'
 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/433164/legal-aid-electronic-handbook.pdf
 - <https://www.gov.uk/guidance/expert-witnesses-in-legal-aid-cases>
- *Change of Solicitor – Where the successor firm ensuring the Costs are adequate and being aware that we expect the initial firm to bill first*
 - Page 76; Section 13.2 Electronic Handbook on 'Rights of Assessment'
 - Page 26; Section 4.3 Electronic Handbook on 'Change of Solicitor' guidance
 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/433164/legal-aid-electronic-handbook.pdf
- *Having regard to Costs and reporting to High Cost if case likely to exceed the High Cost Threshold*
 - Page 104; Section 20 Electronic Handbook on 'High Cost Cases'
 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/433164/legal-aid-electronic-handbook.pdf
- *Understanding Counsel Fees under FAS before billing*
 - Page 80; Section 13.5 Electronic Handbook on 'Counsel Fees and the Solicitors Bill'
 - [Link to Counsel Fee Matrix](#)
 - <https://www.gov.uk/government/publications/counsel-matrix-details-of-counsel-claims-paid-to-date>
 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/433164/legal-aid-electronic-handbook.pdf

CCMS Billing Tips:

- *Cases need to be linked in CCMS with one case designated the 'lead' for billing purposes at the application stage:*
 - *Quick guide to 'Special Children Act Applications'*
 - http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0003/7167/CCMS-Provider_Special-Children-Act-v0.2.pdf
- *Should the 'lead' case be transferred to a new provider; one of the other cases must be then allocated the new 'lead'*
 - *Quick guide to 'Linking Cases' on CCMS*
 - http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0015/7152/CCMS-Provider_Linking-Cases-V1-0.pdf
- *All bills and Payments on Account requests should be submitted on the 'lead' case*
 - *Quick guide to 'Submitting Payments on Account' and 'Assessed Bill's on CCMS*
 - http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0005/7574/Submit_Bill_v1_5.pdf
 - http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0020/4268/Payment-on-Account-v1.1.pdf
- *Outcomes and Nil bills need to be submitted at the conclusion of proceedings to close down the non-lead linked cases:*
 - *Quick Guides to 'Recording Outcomes' and Submitting 'Nil Bills' on CCMS*
 - http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0010/4222/Recording-Outcome-and-Discharge-v1.1.pdf
 - http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0011/4403/Submit-Nil-Bill-v1.1.pdf