

Oldham Citizens Advice Bureau
Finance Department Procedures

Exceptional Cases

The finance department needs to know when cases over x3 standard hours worked are referred to the Civil Exceptional Cases Unit for costing using the EC-CLAIM 1 form.

These payments are calculated and claimed back directly from the LSC and not through the case-track reports.

- A completed EC-CLAIM 1 needs to be handed in to finance for checking and to ensure any disbursement(s) paid out by CAB are being claimed back before sending the form to the LSC, this also enables finance to keep a central record to monitor any income due from the LSC
- The EC-CLAIM 1 form will then be given to the Director of Operations to submit to the Legal Service Commission
- Please forward a copy of the LSC letter authorised in full **or** reason for not authorising to finance when received to help monitor payments due

See below on how to complete the monetary section of the EC-CLAIM 1 form

Exceptional Case Claim Form for EC-CLAIM 1 Version 4 November 2009		
Ref:	Title	Details
A	Profit Costs net	Travel and waiting have to be deducted from Time Analysis total to get Net Profit Costs (VAT not included)
B	Travel net	Travel has to be deducted from Time Analysis Total
C	Waiting net	Waiting has to be deducted from Time Analysis Total
D	Total net	Total = Profit Cost + Travel + Waiting should be the same as Time Analysis Total
E	Disbursements net	Disbursements (VAT not included)
F	Date level of worked closed	Please note: 20% VAT applies to cases closed on or after 4 th January 2011, 17.5% VAT rate applies to cases closed on 1 st January 20 10 to 3 rd January 20 11 and 15% VAT from 1 st December 20 08 to 31 st December 20 10 and (do not apply to disbursements - see Ref K under Details for further information)
G	Profit Costs inc VAT	VAT has to be applied - (see Ref F - Details)
H	Travel inc VAT	VAT has to be applied - (see Ref F - Details)
I	Waiting inc VAT	VAT has to be applied - (see Ref F - Details)
J	Total inc VAT	Total inc VAT = Profit Costs inc VAT + Travel inc VAT + Waiting inc VAT (see Ref F - Details)
K	Disbursements inc VAT	Please note: Disbursements - invoices need to be checked to see if VAT charged and at what rate 15%, 17.5% or the new rate of 20% not all disbursements have VAT on e.g. most Medical Reports
ACCOUNT NUMBER: OL5 O5U		
Note: Month claimed on SMS - (provided by Director of Operations) date when exceptional case has been uploaded onto LSC's online system after date level of work closed on case-track		

Claims for work on cases started on or after 1 October 2007

These claims will be credited with the fixed fee appropriate to the category of law.

However **exceptional cases (those where the cost of the time spent on the case calculated at solicitor's hourly rates is at least three times the fixed fee)** will be **credited** with the **time spent at hourly rates** - rather than the fixed fee or the NfP's individual hourly rate. The solicitor rates are currently set out in the schedule to the General Civil Contract (Solicitors) and will be included in the specification of the new contract. **Exceptional claims will be liable to cost assessment.**

Signed

Dated