

CLAIMABLE TIME

| Work Undertaken | Claimable? |
|--|--|
| Administrative / file opening procedures | No |
| Duplicative letters | No |
| Multiple letters during the course of one day when could have been in same letter | No |
| Letters arising from the oversight of a fee earner | No |
| Receiving / responding to CCMS messages | Yes (Letter in / out) |
| Text messages | Yes as a Routine Telephone Call |
| Routine reminder calls to clients re appointments which have already been confirmed in writing | No |
| Routine calls from oversight of fee earner | No |
| Initial unsuccessful attempt to make a telephone call | Yes |
| Repeated further attempts (no justification re urgency) | No |
| Repeated further attempts (file note justifying urgency and importance of the call) | Yes (if fully justified) |
| Call made but person unavailable or message left | Yes |
| Time spent on hold on non-routine call | Yes (but time on hold claimed at waiting rate) |
| Scanning / copying documents | No |
| Identifying documents to be scanned / copied | Yes |
| Time spent on typed attendance notes (if reasonably lengthy and detailed) | Yes |
| Review following change of fee earner | No |
| Review following change of fee earner (if urgent work required whilst usual fee earner is justifiably unavailable) | Yes (if fully justified) |
| Considering merits and exercising delegated functions | Yes |



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| Work Undertaken | Claimable? |
|--|--|
| Applying for funding, amending funding and POAs | Yes |
| Research generally | No |
| Research on novel, developing or unusual point of law (with evidence available on file of research undertaken and reasons) | Maybe (if fully justified & evidenced) |
| Research on established law or procedural rules (with reasons evidenced on file note) | Maybe (if fully justified & evidenced) |
| Travel time to see client generally | No |
| Travel time to see client (if client unable to attend at offices e.g. In prison or hospital) | Yes |

| Items of work undertaken within CCMS | Costs Assessment Guidance – guideline time claimable |
|---|--|
| Non merits tested application for legal aid | 30 minutes |
| Merits tested application for legal aid | 48 minutes |
| Additional time for inputting means info into CCMS (without client present) | 30 minutes |
| Allocating counsel | 12-18 minutes |
| Other amendments to legal aid certificate | 24-30 minutes |
| Payments on account | 12 minutes |
| Recording the outcome (no costs or statutory charge to report) | 12 minutes |
| Recording the outcome (with costs or statutory charge to report) | 24 minutes |
| Message sent / received in CCMS | Routine letter out / in |
| Hourly rates LAA assessed bill | 24-30 minutes per 10 items |



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