



Legal Aid Management System (LAMS) Supplier Manual – COVID–19 Interim Payment Scheme

Table of Contents

<u>1.0</u>	<u>Documentation Guidance</u>	3
<u>2.0</u>	<u>Filter to find Cases and Requests</u>	4
<u>2.1</u>	<u>Good Practice when Filtering</u>	5
<u>2.2</u>	<u>Clear Filters</u>	6
<u>3.0</u>	<u>Add a Barrister to a Case</u>	7
3.1Add Barrister to a Civil case where level of representation was granted pre 14 June 2019	9
<u>4.0</u>	<u>Submit a Payment Request – Interim Payment</u>	11
<u>5.0</u>	<u>Help & Support</u>	20

1.0 Documentation Guidance

- This guide is designed to assist you in your role as a solicitor or barrister when submitting payment requests under the COVID-19 Interim Payment Scheme.
- It is impossible to cover every scenario in which you might find yourself but the guide is sufficiently representative that you will find enough information to relate to the particular piece of work you need to do.
- This guide was produced using the non-live test system so some screenshots may differ slightly from what you see in the live environment. These minor discrepancies will not detract from the guide's applicability and usefulness.
- All names, addresses and other personal data used in the guide are fictitious.
- Information you see in screenshots is in no way meant to represent real life and is for illustration purposes only.
- This guide is a dynamic document that will be edited and updated in light of experience.

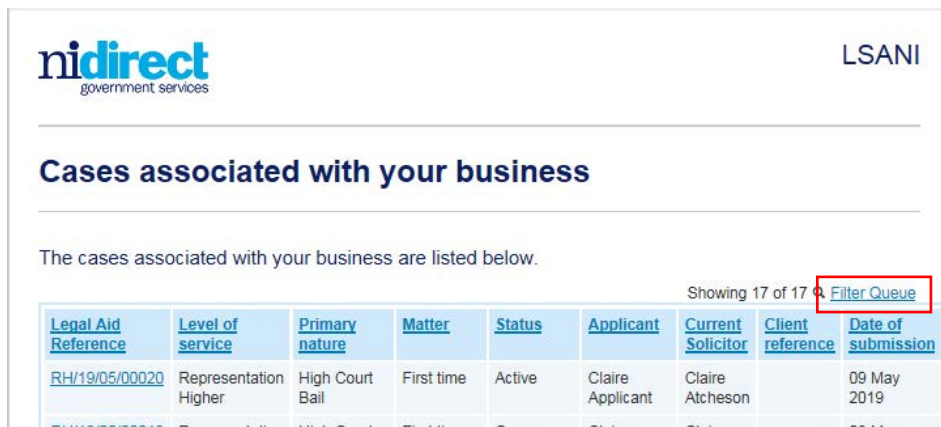
2.0 Filter to find Cases

This section will assist you with finding the case that you want to submit a COVID-19 Interim Payment Request against.

Filtering allows you to search based on particular criteria and so reduces the number of results you get.

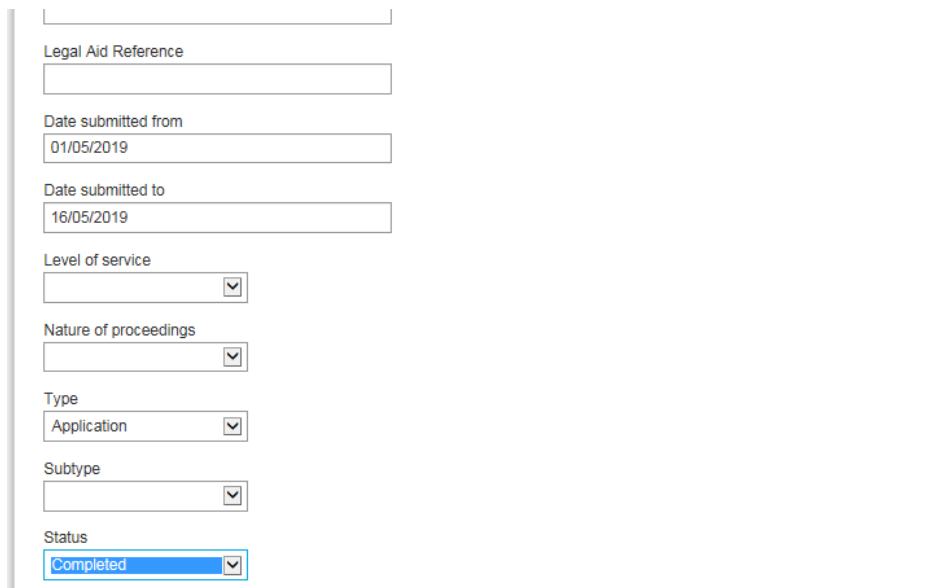
You can also watch the instructional video on **Searching and Filtering** [here](#).

In the case list, click **Filter Queue** as indicated below:



The screenshot shows the nirect LSANI interface. At the top left is the nirect logo (government services) and at the top right is the text 'LSANI'. Below this is a heading 'Cases associated with your business'. Underneath, it says 'The cases associated with your business are listed below.' To the right of this text, it says 'Showing 17 of 17' and a 'Filter Queue' button is highlighted with a red box. Below this is a table with the following columns: Legal Aid Reference, Level of service, Primary nature, Matter, Status, Applicant, Current Solicitor, Client reference, and Date of submission. The first row of data shows: RH/19/05/00020, Representation Higher, High Court Bail, First time, Active, Claire Applicant, Claire Atcheson, and 09 May 2019.

Populate whatever filters you need to find the case you are looking for.



The screenshot shows a filter criteria form with the following fields:

- Legal Aid Reference: [Empty text box]
- Date submitted from: 01/05/2019
- Date submitted to: 16/05/2019
- Level of service: [Dropdown menu]
- Nature of proceedings: [Dropdown menu]
- Type: Application
- Subtype: [Dropdown menu]
- Status: Completed

The filter criteria shown above would find *Application requests* submitted by your business between *01/05/2019* and *16/05/2019* and processed to *completion* by LSANI.

Requests for your business

Requests

Showing 3 of 3 [Filter Queue](#)

Request ID	Nature of proceedings	Type	Subtype	Status	Outcome	Applicant	Submitted by	Date
RH/19/05/00018-001	Children Order Articles 7 - 41	Application	None	Completed	Refused	Janet Jones	Claire Atcheson	08 May 2019
RH/19/05/00017-001	Children Order Articles 7 - 41	Application	None	Completed	Granted	Susan Smith	Claire Atcheson	07 May 2019
RH/19/05/00015-001	Children Order Articles 7 - 41	Application	None	Completed	Refused	Claire Applicant	Claire Atcheson	02 May 2019

Examples:


You could filter/search for:

- A case based on its Legal Aid reference
- A case based on the applicant's name, client reference, ICOS ref number
- All cases being handled by a particular solicitor

etc.

2.1 Good Practice when Filtering

- In the Applicant first name, Applicant's last name, Solicitor's first name and Solicitor's last name, you need minimum 2 characters to filter. For example, the screenshot below will return cases with applicant's named Clare Smyth, Claire Smith, Clarence Smythe, Clara Smiley etc.


LSANI

Cases associated with your business

The cases associated with your business are listed below.

Showing 17 of 17 [Filter Queue](#)

Applicant's first name

Applicant's last name

Solicitor's first name

- The more filter criteria you provide the more accurate your results will be however...

If you provide a large number of criteria and any one of those does not apply then you will get no results.

You need to find a balance between too few and too many criteria.

2.2 Clear Filters

When you want to apply another filter to find a different case or group of cases, good practice is to clear the filter criteria you used the last time.

1. Click **Filter Queue**.

nirect government services LSANI

Requests for your business

Requests

Showing 3 of 3 [Filter Queue](#)

Request ID	Nature of proceedings	Type	Subtype	Status	Outcome	Applicant	Submitted by	Date
RH/19/05/00018-001	Children Order Articles 7 - 41	Application	None	Completed	Refused	Janet Jones	Claire Atcheson	08 May 2019
RH/19/05/00017-001	Children Order Articles 7 - 41	Application	None	Completed	Granted	Susan Smith	Claire Atcheson	07 May 2019
RH/19/05/00015-001	Children Order Articles 7 - 41	Application	None	Completed	Refused	Claire Applicant	Claire Atcheson	02 May 2019

2. Scroll to the bottom of the criteria list.
3. Click **Clear**.

Type: Application

Subtype:

Status: Completed

Outcome status:

Unread messages:

Request ID	Nature of proceedings	Type	Subtype	Status	Outcome	Applicant	Submitted by	Date
------------	-----------------------	------	---------	--------	---------	-----------	--------------	------

4. Type your new filter criteria.
5. Click **Search**.

3.0 Add a Barrister to a Case

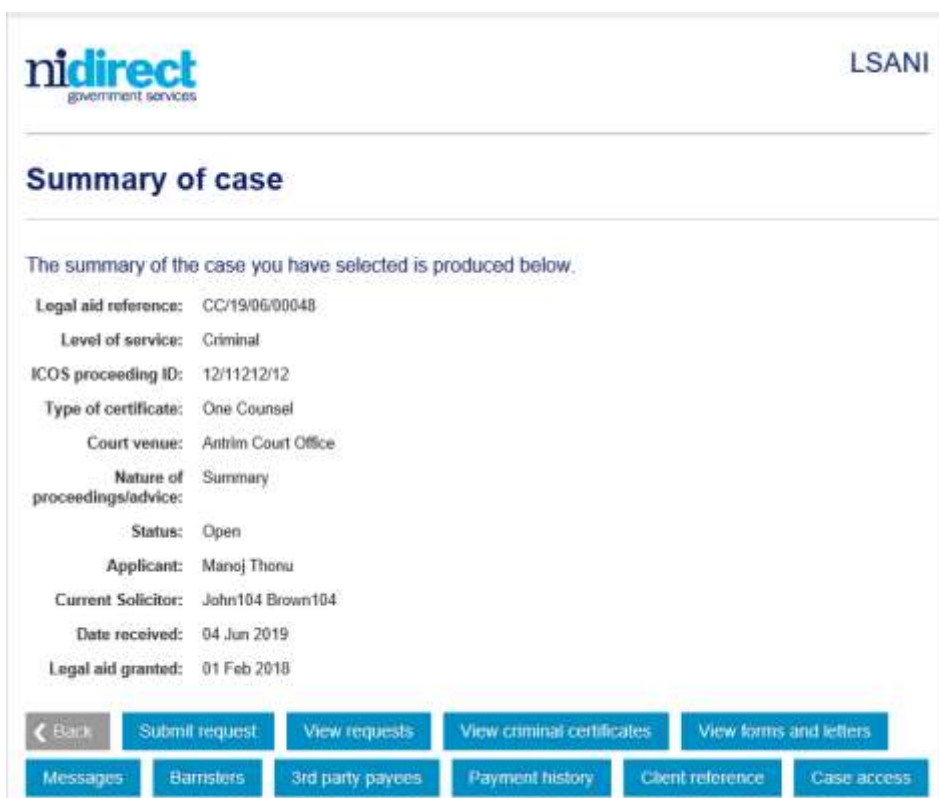
Where a Certificate is granted with an authorised level of representation, all of the Barrister/s who have been instructed by the solicitor/business to work on the case, must be attached to the case prior to the Solicitor submitting their COVID-19 Interim Payment Request.

Solicitors will be able to add Barristers to all Criminal cases but will only be able to add Barristers to **Civil** cases in LAMS were the Authority for Counsel **was authorised in LAMS (post 14 June 2019)**. See *Section 3.1* below for how to attach Barristers to civil cases pre 14 June 2019.

You can also watch the instructional video on **Adding a Barrister** [here](#).

To add a barrister to a case:

1. Open the case to which you wish to add a barrister.
See *Section 0 2.0 Filter to find Cases* for more information.
2. Click **Barristers**.



The screenshot shows the 'nidirect government services' interface with the 'LSANI' logo in the top right. The main heading is 'Summary of case'. Below this, a message states: 'The summary of the case you have selected is produced below.' The summary details are as follows:

Legal aid reference:	CC/19/06/00048
Level of service:	Criminal
ICOS proceeding ID:	12/11212/12
Type of certificate:	One Counsel
Court venue:	Antrim Court Office
Nature of proceedings/advice:	Summary
Status:	Open
Applicant:	Manoj Thonu
Current Solicitor:	John104 Brown104
Date received:	04 Jun 2019
Legal aid granted:	01 Feb 2018

At the bottom of the summary, there are two rows of navigation buttons. The first row contains: '< Back', 'Submit request', 'View requests', 'View criminal certificates', and 'View forms and letters'. The second row contains: 'Messages', 'Barristers', '3rd party payees', 'Payment history', 'Client reference', and 'Case access'.

3. Click **Add barrister**.
This button is only available when you have been granted the authority to engage counsel (either at the application stage or later if an authority request is submitted and approved).
4. Enter the barrister's **Supplier reference number** and **Last name**.
The barrister him/herself will need to supply you with his/her reference number.

nidirect
government services

LSANI

Add barrister

Choose a barrister that is already registered with the LSANI.

Enter at least two characters of the surname to search.

* Supplier reference number
1000351

* Last name
Brown

[← Back](#) [Search](#)

- Click **Search**.
A matching barrister appears.

nidirect
government services

LSANI

Add barrister

Choose a barrister that is already registered with the LSANI.

Enter at least two characters of the surname to search.

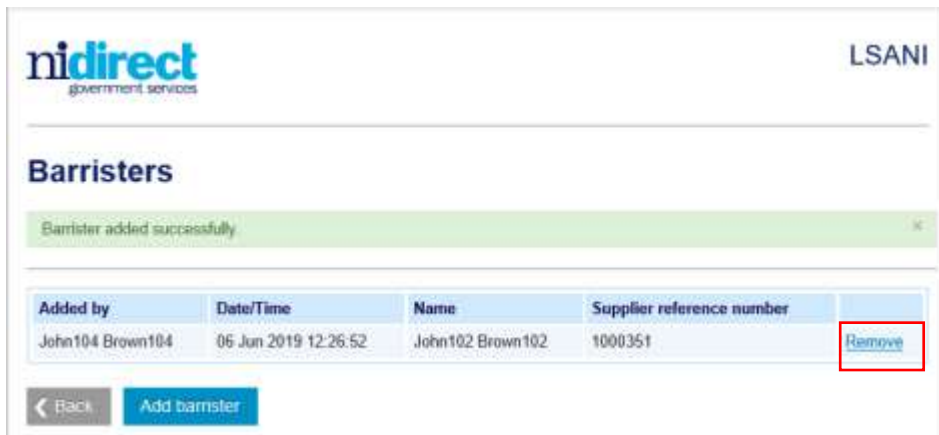
* Supplier reference number
1000351

* Last name
Brown102

[← Back](#) [Search](#)

Reference number	First name	Last name	
1000351	John102	Brown102	Select

- Click **Select**.
The barrister is now attached to this case and payments can be requested by you or him/her at the appropriate time.



Note:

- More than one barrister can be added to a case.
- Barristers can be removed from a case. See the **Remove** link as shown above.
- In a case with multiple assisted persons, e.g. a Children Order case, the barrister should be attached to the “lead case” only, e.g., the eldest child. Counsel should then make a payment request only in respect of that child. The solicitor should then submit a report on case on all certificates with the full bill against the lead case and use the “claimed under other certificate” expense against the others. “Claimed under other certificate” is a disbursement type expense set at a rate of £0.00. In the notes box for this fee line, enter the Case ID where the full expenses have been claimed.
- In cases where counsel has not been certified but counsel stands in for the solicitor, the solicitor claims travel on behalf of counsel under the “uncertified counsel travel” expense code which is included in the lists of civil and criminal expenses.

[3.1 Add Barrister to a Civil case where Level of Representation was granted pre 14 June 2019](#)

LSA will only attach barristers to civil cases where counsel has been certified **on or before 14 June 2019**. Prior to submitting their COVID -19 Interim Payment, in these case types, solicitors must complete the form that can be found [here](#) and submit their request by email to attachbarrister@lsani.gov.uk. NB: Solicitors must attach barristers to criminal cases where counsel was certified prior to 14 June 2019.

Priority will be given to attachment requests submitted to facilitate submission of a COVID-19 interim payment requests. To enable LSA to identify these requests you should ensure that you include COVID-19 Interim Payment in the subject of your email.

LSA will not complete attachments where the appropriate form and mandatory information has not been provided.

When submitting your COVID-19 interim payment request on LAMS you should upload a copy of your completed form as a supporting document.

When the Barrister is attached s/he will be presented with a case summary. This summary will include the Legal Aid reference number; instructing solicitor firm; instructing solicitor; level of service; nature of proceedings and court tier details.

From this summary screen a Barrister will have the ability to:

- submit a COVID-19 interim payment request (where appropriate), LAMS will pay barristers directly providing a barrister is certified on the case, the instructed barrister has a digital account and is attached to the case by the instructing solicitor business.
- view requests s/he has submitted
- view the certificates in force for the case
- view any forms or letters / messages to and from LSANI to them
- view their payment history (Claimed v Assessed values) in the case they are attached to
- withdraw from the case

4.0 Submit a Payment Request – Interim Payment

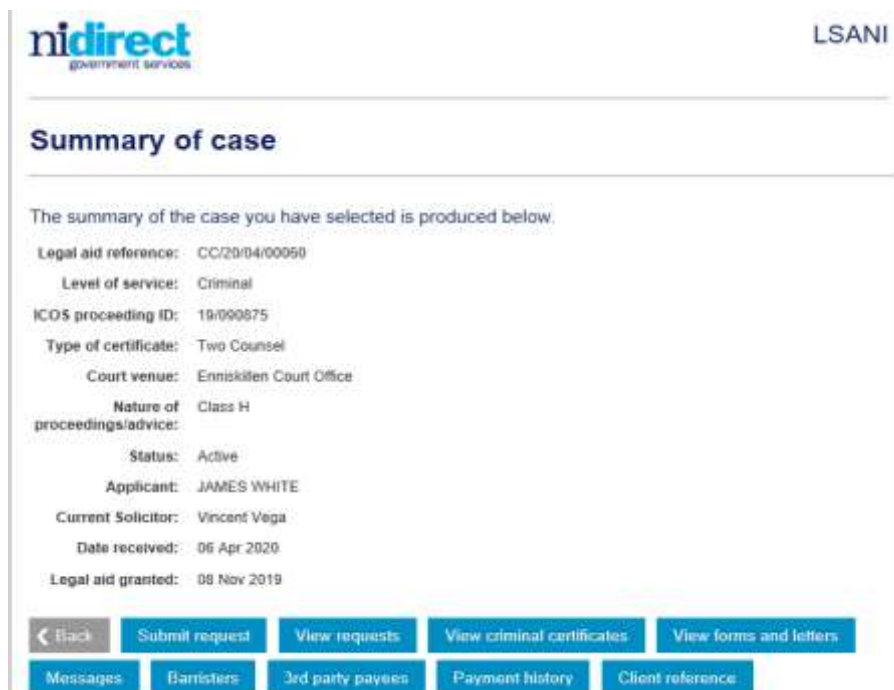
No claim should be submitted for a case if the case has been settled and no report on case has issued to the Agency. Should you have such a case you should submit a report on case to the Agency indicating that the case is closed and there is no further claim on the fund. If you have not reimbursed the Agency for an interim payments previously paid in such a case you should also draw this to the attention of the Agency.

Solicitors can watch the instructional video on **Requesting payment on a case** [here](#)

Barristers can watch the instructional video on **Submitting a request for payment** [here](#)

1. Click the **Case Management** link in the top bar.
2. Click **View cases** for my business.
3. Search for and open the case to which the amendment relates.

See *Section 0 2.0* *Filter to find Cases* for information on finding cases.



The screenshot displays the 'nidirect' government services portal. The top right corner shows the user 'LSANI'. The main heading is 'Summary of case'. Below this, a message states: 'The summary of the case you have selected is produced below.' The case details are as follows:

Legal aid reference:	CC/20/04/00050
Level of service:	Criminal
ICOS proceeding ID:	19/000875
Type of certificate:	Two Counsel
Court venue:	Enniskillen Court Office
Nature of proceedings/advice:	Class H
Status:	Active
Applicant:	JAMES WHITE
Current Solicitor:	Vincent Vega
Date received:	06 Apr 2020
Legal aid granted:	08 Nov 2019

At the bottom, there are two rows of navigation buttons. The first row includes: '< Back', 'Submit request', 'View requests', 'View criminal certificates', and 'View forms and letters'. The second row includes: 'Messages', 'Barristers', '3rd party payees', 'Payment history', and 'Client reference'.

4. Click **Submit request**.
5. Choose Primary request type = Payment.
6. Choose Secondary request type = Interim Payment.

Choose request type

* Indicates a required field

You have chosen the option to submit another request against the case listed below.

Legal aid reference: CC/20/04/00060

Level of service: Criminal

Nature of proceedings: Class H

Applicant: JAMES WHITE

Current Solicitor: Vincent Vega

Choose the request type you wish to submit by selecting the appropriate primary and secondary type from the lists below

The application will ensure you cannot select an invalid combination:

* Primary request type

Payment

* Secondary request type

Interim Payment

< Back

Next >

7. Click **Next**.

8. Complete the information as required.

NB: As shown in the screen shot you should select no to the question 'Are you requesting an interim payment under the DOJ Interim Payment scheme?'

Payment request

* Indicates a required field

Prelude questions

[LINK TO GUIDANCE](#)

* Are you requesting an interim payment under the DOJ Interim Payment scheme?

Yes

No

* Outline the reason for requesting an interim payment

I am applying for an Interim Payment under the COVID-19 Interim Payment Scheme.

< Back

Next >

Save and return

9. Click **Next**.

Add line items to the request

10. Click the **Add another row** link.

ni direct
government services

LSANI

1 2 3 4 5

Payment request

Add expense claim

Date	Description	Quantity claimed	Total (£)	Total claimed (£)
Add another row				

	Solicitor	Counsel
Profit costs (£)	£0.00	£0.00
Adjustment (%)	<input type="text"/>	<input type="text"/>
Profit costs adjusted total (£)	£0.00	£0.00
Profit cost VAT (£)	£0.00	£0.00
Disbursements (£)	£0.00	£0.00
Gross claimed (£)	£0.00	£0.00

[Back](#) [Next](#) [Save and return](#)

11. Complete the required information for the payment item.

Payment request

* Indicates a required field

Add expense claim

* Date

The date must be in the form DD/MM/YYYY

* Level of representation

* Expense type

* Description

* Quantity

* Rate (£)

Adjustment (+/- %)

Note:

i. *Date field:*

Must be entered in the format dd/mm/yyyy.

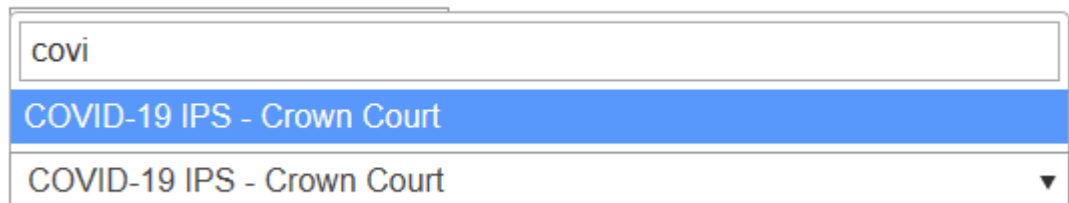
If the date is entered incorrectly, the dropdown list for Description will not populate correctly.

To solve this you will have to start the fee line again – click Back and click Add another row.

ii. *Description field:*

To populate this field, click and type COVID-19. The list narrows to display those items that match what you have typed, for example,

* Expense type



The image shows a screenshot of a software interface. At the top, there is a text input field containing the text 'covi'. Below this input field is a dropdown menu. The dropdown menu is currently open and displays two search results, both of which are 'COVID-19 IPS - Crown Court'. The first result is highlighted with a blue background. A small downward-pointing triangle is visible at the bottom right corner of the dropdown menu.

iii. *Rate field:*

This is populated for you in the case of a Profit Cost. This rate depends on the general details of the case, for example, level of service, level of representation etc.

iv. *Notes field:*

You should use the notes box to capture your declarations as detailed in LSA Circular 05/2020 Annex A.

Date	Description	Quantity claimed	Total (£)	Total claimed (£)	
05 May 2020	COVID-19 IPS - Crown Court	1	£740.00	£740.00	Actions ▾
Date: 05 May 2020 Level of representation: Solicitor		Expense type: Profit costs Description: COVID-19 IPS - Crown Court Quantity: 1 Total: £740.00 Adjustment (+/- %): 0.00% Adjusted total: £740.00			
Notes: I confirm that in making this application I accept the terms of the Scheme, including my consent to any recoupment being made directly from my payments as soon as possible and that if I am no longer doing legal aid work, to pay any recoupment directly to the LSA within one week of notification. I confirm I have made no previous interim payment claim(s) for professional fees nor is any such application pending in respect of this case. I consent to the sharing of information contained within this application with other government bodies for the purposes of detection of fraud in relation to other Covid-19 business support schemes I confirm that I have requested that the barristers instructed in this case should be attached on LAMS and have uploaded my request					

12. Click **Save**.

Delete a fee line

If you make a mistake in entering a fee line, you can delete it.

13. In the draft payment request, click **Actions...Remove**.

The screenshot shows the 'ni:direct government services' interface. At the top right, it says 'LSANI'. Below the logo is a progress indicator with five steps, where step 2 is highlighted. The main heading is 'Payment request' with a sub-heading 'Add expense claim'. Below this is a table with the same data as the first table in the previous block. An 'Actions' dropdown menu is open, showing options: 'Edit', 'Show/hide details', 'Remove', and 'Copy'.

The original details appear.

14. Click **Delete** to confirm the deletion

ni direct
government services

LSANI

Payment Request

Confirm remove expense claim

Please confirm that you wish to remove the Letters and telephone calls- Solicitor claim.

Cancel Delete

Continue to Submission

Once the fee line has been added to the payment request, you are ready to continue to submission of the request.

15. Click **Next**.

Payment request

Add expense claim

Date	Description	Quantity claimed	Total (£)	Total claimed (£)	
05 May 2020	COVID-19 IPS - Crown Court	1	£740.00	£740.00	Actions +

[Add another row](#)

	Solicitor	Counsel
Profit costs (£)	£740.00	£0.00
Adjustment (+/- %)	<input type="text"/>	<input type="text"/>
Profit costs adjusted total (£)	£740.00	£0.00
Profit cost VAT (£)	£148.00	£0.00
Disbursements (£)	£0.00	£0.00
Gross claimed (£)	£888.00	£0.00

Prior to starting this application, you should have scanned all relevant papers, and stored them somewhere on your machine or network. Please refer to para 15 -17 of COVID-19 Interim payment Scheme.

You can upload documents of the following types:

- i. pdf
- ii. Text – doc, docx, txt, rtf, map
- iii. Spreadsheet – xls, xlsx, wks
- iv. Presentation – ppt, pptx
- v. Picture formats – jpg, jpeg, bmp, gif, png, tiff, psp, ait

- vi. Multimedia – mov, au, qt, ra, wav, avi
- vii. Database – mdb, dbf
- viii. Apple MAC – mac, hqz

Maximum size of each document is 25MB (with no cumulative maximum size)

16. Click **Add document** if you need to upload a copy of your attach barrister request form.

The screenshot shows the 'nidirect government services' interface. At the top right, it says 'LSANI'. Below the logo is a progress indicator with five steps, where step 3 is highlighted. The main heading is 'Payment request'. Underneath is a section titled 'Supporting documents'. It contains a table with two columns: 'Received date' and 'Description'. The table is currently empty with the text 'No documents uploaded'. Below the table is a blue 'Add document' button. At the bottom of the section are three buttons: '< Back', 'Next >', and 'Save and return'.

17. Here you will browse through your drives to locate a document and categorise it.

The screenshot shows the 'nidirect government services' 'Attach file' form. It includes a legend: '* Indicates a required field'. The form has several fields:

- '* Select file': A text box containing 'C:\Users\2341789\Docum' and a 'Browse...' button.
- '* Document category': A dropdown menu with 'Payment' selected.
- '* Document description': A dropdown menu with 'Attach barrister request' selected.
- 'Received from': An empty text box.

Note: Received from and Received date are not required fields

18. Click **Confirm**.

nirect
government services

LSANI

1 2 3 4 5

Payment request

Supporting documents

Received date	Description	
23 Apr 2019	invoice	View Remove

[Add document](#)

[Back](#) [Next](#) [Save and return](#)

Note:

Only upload documents relevant to this case. (Refer to GDPR guidelines.)

Remember: Documents stored in LAMS are discoverable under the Freedom of Information Act.

19. Click **Add document** again and repeat for as many documents as you wish to attach.
20. Click **Next**.
21. Read the declaration text and tick the checkbox to confirm your understanding.

nirect
government services

LSANI

1 2 3 4 5

Payment request

* Indicates a required field

Declaration

I hereby apply for an interim payment on account for profit costs and / or disbursements incurred in connection with this case. I undertake to:

Submit a bill to the Legal Services Agency Northern Ireland within the statutory timeframe from the date the case has concluded. Repay the Legal Services Agency Northern Ireland any amount by which an interim payment(s) made to me on account exceed the costs to which I am entitled to receive in respect of this case when such costs are determined.

I understand that:

If the amount of the interim payment(s) made to me on account exceeds the costs to which I am entitled, the Agency will deduct the difference from such sums otherwise payable in this case. Failure to submit a payment claim within the statutory timeframe at the conclusion of this case may result in the interim payment being recouped by the Legal Services Agency Northern Ireland.


I undertake to provide such other information which may be requested by the Agency in respect of this case and to respond in a timely manner to any enquires the Legal Services Agency Northern Ireland may have regarding the status of this case if prompted to do so.


* By ticking this box, you are agreeing to the above declaration

[Back](#) [Next](#) [Save and return](#)

22. Click **Next**.
The payment request has now been submitted to LSANI.
A message appears confirming that your request has reached LSANI and providing

a reference number so that you can monitor the request's progress.

LSANI



Payment request

Confirmation

LSANI has received your payment request.

It has been given the reference RH/19/04/00001-015.

You can view the current status of the request using the case management option on your homepage.

[Continue](#)

23. Click **Continue**.

5. Help and Support

If, having consulted the manual and/or watched the relevant video, you are unable to perform any of the actions detailed above on LAMS, telephone support is available on **028 9040 8888** between 8.30am and 5.30pm Monday to Friday (excluding Bank and Public Holidays).

If the issue cannot be resolved, details will be logged and the issue escalated to the LAMS Support Team. You should provide the LAMS case reference number and details of the issue you are facing. The Support Team will prioritise issues referred to them and will contact you by telephone or email to assist you resolve the issue.