



CCMS Provider: Family High Cost Case – Case Plan Process & Billing for Event Model Cases

When a family case reaches the point where the costs are estimated to exceed £25,000, or prior authority for QC/two Counsel has been granted the case will be considered high cost and dealt with under a single case High Cost Contract.

For single advocate cases a Case Enquiry should be submitted through CCMS to notify the LAA that the matter will be high cost. Please note that the default position is to apply the events model, if you wish to plan using Hourly rates you **MUST** set out your request for “exceptionality” at this point. If granted you will follow the Detailed (fully costed) family case plans process as set out [here](#).

For two counsel cases an application should be made for Prior Authority through CCMS.

1

Once the provider has submitted the enquiry or applied for prior authority the LAA will send a case plan action. Click on the **Case Plan** link to access it.

Overview [Refine Search](#)

Please find a list of your most recent actions and/or notifications below. Any overdue actions or notifications are listed at the top.

Your search has returned 2 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table.

Date Assigned	Subject	Due Date	Assigned To	Status	LAA Ref	Provider Ref
05/11/2015	Documents Required	12/11/2015	ANNE	Pending	3000000	
05/11/2015	Case Plan	31/12/2015	ANNE	Required	3000000	

2

Case Plan [Return to Notification Search Results](#)

Date Assigned 05/11/2015 Due Date 31/12/2015 Status Required Assigned To ANNE

LAA 05/11/2015 14:28
Please upload your case plan

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
3000000		Helen	

Attachments

Description	Action
None	

[Provide Documents or Evidence](#)

Notification Response
* indicates required field

* Response
Please Select

Message To LAA

[Back](#)

At the outset of the process you are required to [download](#), sign and submit the High Cost Contract and CAF(s).

Click on the **Provide Documents or Evidence** link to upload the contract and CAF(s).

You must also select a Notification Response from the dropdown list.

Then click **Submit**.



CCMS Provider: Family High Cost Case – Case Plan Process & Billing for Event Model Cases

3

You can now apply for a cost increase immediately to:

- Single counsel - £32,500
- Two counsel - £60,000

This allows access to funds for you and counsel pending submission of a final case plan.

Click **Amend Case**.

Available Actions

Action	Description
Amend Case	Create an amendment for this application
Amend Client	View or update the client details
Billing	View financial details and Bills/POAs for this case
Submit Case Query	Create a service request related to this case
View Case or Application	Open a read-only version of this case or application
View Case Notifications	View all notifications belonging to this case
View Outcome	View the outcomes for this case
Amend Provider Details	Amend Provider Details
Amend Correspondence Address	Amend Correspondence Address
Allocate Cost Limit	Allocate Cost Limit
Complete Means Reassessment	Complete Means Reassessment

Please note:

There is a High Cost Case POA quick guide available if you need to submit any POAs. Please follow the guidance in 'Claiming 100% Payment on Account for the Very High Cost Care Case Fee Scheme' quick guide.

If you are instructing counsel in the case, please follow the guidance in the 'Allocate Costs to Counsel' quick guide.

These can be found in the 'Managing Live Cases' section of the Provider Quick Guides.

4

Overview

[Refine Search](#)

Please find a list of your most recent actions and/or notifications below. Any overdue actions or notifications are listed at the top.

Your search has returned 2 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table.

Date Assigned ▶	Subject ▶	Due Date ▶	Assigned To ▶	Status ▶	LAA Ref ▶	Provider Ref ▶
05/11/2015	Documents Required	12/11/2015	ANNEBRENT	Pending	300000047493	
05/11/2015	Case Plan	31/12/2015	ANNEBRENT	Required	300000047493	

Should you require more funds than the cost limit granted, or at the conclusion of the case you will submit a **Case Plan**.



CCMS Provider: Family High Cost Case – Case Plan Process & Billing for Event Model Cases

5

Click on the **Provide Documents or Evidence** link to upload the case plan and associated evidence (refer to the interim/final checklists available on the website for details).

Once the case plan is uploaded, provide a response to the action and click **Submit**.

Case Plan [Return to Notification Search Results](#)

Date Assigned 05/11/2015 Due Date 31/12/2015 Status Required Assigned To ANNEBRENT

LAA 05/11/2015 14:28
Please upload your case plan

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000047493		Helen Watkins	

Attachments

Description	Action
None	
Provide Documents or Evidence	

Notification Response

* indicates required field

* Response
Please Select

Message To LAA

[Back](#)

6

Available Actions

Action	Description
Amend Case	Create an amendment for this application
Amend Client	View or update the client details
Billing	View financial details and Bills/POAs for this case
Submit Case Query	Create a service request related to this case
View Case or Application	Open a read-only version of this case or application
View Case Notifications	View all notifications belonging to this case
View Outcome	View the outcomes for this case
Amend Provider Details	Amend Provider Details
Amend Correspondence Address	Amend Correspondence Address

Before being able to bill you will need to have a final contract agreement which will always require the submission of a final case plan (may be the only plan submitted) and a possible further cost increase and allocation of funds to counsel in line with the final agreement.

Click **Amend Case**.

7

When the final agreement has been reached, and, before you bill, you should upload the Outcome(s) so the final bill option is available to select on the Billing screen. Please see the Recording Outcome & Discharge quick guide for more information.



CCMS Provider: Family High Cost Case – Case Plan Process & Billing for Event Model Cases

8

Once a final agreement is made you should submit your bill. Follow steps 1-4 of the Submit an LAA Assessed Bill quick guide.

You will then see this question. If you are billing for pre-contract work answer Yes. If you are billing for post-contract work answer No. You will be billing events and must answer this question with **No**.

Click **Next**.

Claiming Your Costs Pre High Cost Case Contract

* indicates required field

* Are you claiming costs for work done prior to your case being subject to a High Cost Case Contract?

Yes

No

Please answer 'yes' if you wish to claim for costs/work completed before a High Cost Case plan was agreed. These costs will be calculated using the appropriate fee scheme rules and rates. Please note if you answer 'yes', this claim should only contain costs that are not covered by the High Cost Case Plan.

Next

9

* Activity Date

* Activity Type

Please Select

* Aspect of Work

Please Select

Please choose the Aspect of Work that applies to this bill line.

* Do you wish to escape the standard fixed fee for any reason other than the amount of your actual profit costs exceeding the fixed fee threshold or your client being a child (e.g. the acting solicitor has been instructed by the client for less than 24 hours overall, and their involvement in the case has concluded)?

Yes

No

If you answer 'yes' to this question then you will escape the standard fee and be able to claim under the relevant hourly rates scheme.

* Actual Net Profit Costs for this Aspect of Work

£

Please enter your actual profit costs for this aspect of work only.

* VAT %

Please Select

To input your bill using the event model activity types, follow the High Cost Billing Guide in the Advanced Billing section of the Closing Cases and Submitting Bills section of the Provider Quick Guides.