

## LSC Forms Update November 2010.

| REF  | VERSION DATE | DESCRIPTION OF CHANGE   | MANDATORY DATE                                      |
|------|--------------|---|---|
| APP1 | October 2010 | <p><b>Page 1</b> – Version control. Version 13.</p> <p><b>Page 5</b> – Note under Type of case has been amended to read contract in place of SQM.</p> <p><b>Page 14</b> – A clause has been added to the Data Protection Act statement (2<sup>nd</sup> paragraph) regarding use of details with regard to fraud prevention.</p> <p>The contract references in the final paragraph of the solicitor's certification have been updated to reflect the new civil and crime contracts.</p> <p><b>Page 15</b> – Version control.</p> | <p><b>15<sup>th</sup><br/>November<br/>2010</b></p> |

| REF  | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                                      |
|------|--------------|--|---|
| APP6 | October 2010 | <p><b>Page 1</b> – Version control. Version 8.</p> <p>Point (iv) in the solicitor's certification has been updated to reflect the new civil and crime contracts.</p> <p><b>Page 5</b> – Version control.</p> | <p><b>15<sup>th</sup><br/>November<br/>2010</b></p> |

| REF  | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                                      |
|------|--------------|--|---|
| APP7 | October 2010 | <p><b>Page 1</b> – Section 2 has been moved to page 2.</p> <p>Version control. Version 9.</p> <p><b>Page 2</b> – Parts (i), a &amp; b have been removed from the start of Section 2. Domestic Abuse is now part (i) and parts (iii) a &amp; b and (iv) a &amp; b have been removed. Bankruptcy is now part (ii) and the subsequent parts (iii), (iv), (v) &amp; (vi). The reference in part (v) has been amended to refer to s2 (i-v).</p> <p><b>Page 3</b> – Version control.</p> | <p><b>15<sup>th</sup><br/>November<br/>2010</b></p> |

| REF   | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE  |
|-------|--------------|--|---|
| APP 8 | October 2010 | <p><b>Page 1</b> – Version control.</p> <p><b>Page 5</b> – Fields added for: Expert Costs to date, Future Experts Costs and Experts Costs to trial. All disbursement fields amended to read ‘Other Disbursements’ or Disbursements (Other).</p> <p><b>Page 9</b> – Type/Status of expert field removed and replaced by separate fields for Expert Group and Expert Type.</p> <p>Field added for Other expert costs below Travel-hourly rate.</p> <p><b>Page 10</b> – The contract references in the final paragraph of the solicitor’s certification have been updated to reflect the new civil and crime contracts.</p> <p>Version control.</p> | <p style="text-align: center;"><b>15<sup>th</sup><br/>November<br/>2010</b></p> |

| REF    | VERSION DATE | DESCRIPTION OF CHANGE   | MANDATORY DATE  |
|--------|--------------|---|---|
| MEANS1 | October 2010 | <p><b>Page 1</b> – The note below the title has been expanded.</p> <p>Version control. Version 11.</p> <p><b>Page 3</b> – The notes below questions 1 &amp; 2 have been amended.</p> <p><b>Page 4</b> – Notes have been added to questions 4 &amp; 5.</p> <p><b>Page 11</b> – Question 8 has been amended to request further details on housing benefit.</p> <p><b>Page 12</b> – The National Savings Accounts option in question 1 has been amended to National Savings / Post Office Accounts.</p> <p><b>Page 17</b> – A question regard criminal legal aid contributions has been inserted at the bottom of the page.</p> <p><b>Page 19</b> – A clause has been added to the Data Protection Act statement.</p> <p><b>Page 20</b> – Version control.</p> | <p><b>15<sup>th</sup></b><br/><b>November</b><br/><b>2010</b></p> |

| REF      | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE  |
|----------|--------------|--|---|
| MEANS 1A | October 2010 | <p><b>Page 1</b> – Version control. Version 4.</p> <p><b>Page 4</b> – Question 14 has been added (previously on page 5).</p> <p><b>Page 5</b> – A clause has been added to the Data Protection Act statement which has been moved from page 6 and placed above the Declaration.</p> <p>Version control.</p> <p><b>Page 6 has been deleted.</b></p> | <p><b>15<sup>th</sup></b><br/><b>November</b><br/><b>2010</b></p> |

| REF             | VERSION DATE        | DESCRIPTION OF CHANGE   | MANDATORY DATE                       |
|-----------------|---------------------|---|--------------------------------------|
| <b>MEANS 1B</b> | <b>October 2010</b> | <p><b>Page 1</b> – Version control. Version 4.</p> <p><b>Page 6</b> – A clause has been added to the Data Protection Act statement.</p> <p>Version control.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF             | VERSION DATE        | DESCRIPTION OF CHANGE   | MANDATORY DATE                       |
|-----------------|---------------------|---|--------------------------------------|
| <b>MEANS 1C</b> | <b>October 2010</b> | <p><b>Page 1</b> – Version control. Version 4.</p> <p><b>Page 7</b> – A clause has been added to the Data Protection Act statement.</p> <p>Version control.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF           | VERSION DATE        | DESCRIPTION OF CHANGE  | MANDATORY DATE                       |
|---------------|---------------------|--|--------------------------------------|
| <b>MEANS2</b> | <b>October 2010</b> | <p><b>Page 1</b> – Income-<b>based</b> Employment and Support Allowance has been changed to Income-<b>related</b> Employment and Support Allowance in the benefits stated below the form title.</p> <p>A note has been inserted below the form title regarding the repayment of legal costs and the consequences of making a false declaration. The wording next to the field for the LSC reference number has been amended.</p> <p>Income-<b>based</b> Employment and Support Allowance has been changed to Income-<b>related</b> Employment and Support Allowance in the question asking which benefit is being received.</p> <p>Version control. Version 7.</p> <p><b>Page 2</b> – A clause has been added to the Data Protection Act statement.</p> <p><b>Page 3</b> – The Declaration and authority by applicant has been re-written.</p> <p>Version control.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF    | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                 |
|--------|--------------|--|--------------------------------|
| MEANS3 | October 2010 | <p><b>Page 1</b> – Version control. Version 7.</p> <p><b>Page 10</b> – The National Savings Accounts option in question 1 has been amended to National Savings / Post Office Accounts.</p> <p><b>Page 15</b> - A question regarding criminal legal aid contributions has been inserted at the bottom of the Extra information section and a clause has been added to the Data Protection Act statement.</p> <p><b>Page 18</b> – Version control.</p> | 15 <sup>th</sup> November 2010 |

| REF    | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                 |
|--------|--------------|--|--------------------------------|
| MEANS4 | October 2010 | <p><b>Page 1</b> – A clause has been added to the Data Protection Act statement which has been moved from page 2.</p> <p>Version control. Version 3.</p> <p><b>Page 2</b> – A: Declaration and authority has been moved from page 1.</p> <p>Version control.</p> | 15 <sup>th</sup> November 2010 |

| REF    | VERSION DATE | DESCRIPTION OF CHANGE   | MANDATORY DATE                 |
|--------|--------------|---|--------------------------------|
| MEANS5 | October 2010 | <p><b>Page 1</b> - Version control. Version 3.</p> <p><b>Page 3</b> - A clause has been added to the Data Protection Act statement.</p> <p>Version control.</p> | 15 <sup>th</sup> November 2010 |

| REF                   | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                 |
|-----------------------|--------------|--|--------------------------------|
| MEANS1<br>"The Guide" | October 2010 | <p><b>Page 1</b> – Income-based Employment and Support Allowance has been changed to Income-related Employment and Support Allowance in line 3 below 'When do I need to fill in Form CLSMEANS1?' and in line 2 of the first bullet point and line 5 of the fourth.'</p> <p>Version control. Version 9.</p> | 15 <sup>th</sup> November 2010 |

| REF                   | VERSION DATE | DESCRIPTION OF CHANGE   | MANDATORY DATE                       |
|-----------------------|--------------|---|--------------------------------------|
| MEANS1<br>"The Guide" | October 2010 | <p><b>Page 2</b> – A3, the wording has been amended to include wage slips.</p> <p><b>Page 3</b> – A6, the final sentence has been amended to request form P11D (benefits in kind).</p> <p>A7, Income-<b>based</b> Employment and Support Allowance has been changed to Income-<b>related</b> Employment and Support Allowance in the second bullet point.</p> <p><b>Page 7</b> – C1 a reminder to attach bank statements has been added.</p> <p><b>Page 9</b> – Step 2, Income-<b>based</b> Employment and Support Allowance has been changed to Income-<b>related</b> Employment and Support Allowance.</p> <p><b>Step 4</b>, Additional wording regarding Criminal Legal Aid contributions has been added before the final sentence.</p> <p><b>Page 10</b> – Version control.</p> | 15 <sup>th</sup><br>November<br>2010 |

| REF     | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                       |
|---------|--------------|--|--------------------------------------|
| CLC CK3 | October 2010 | <p><b>Page 1</b> – Point 5 amended to advise that wage slips are also required.</p> <p>Version control. Version 4.</p> <p><b>Page 2</b> – CLSMEANS1 Category B. An additional instruction has been added at number 9 and the subsequent questions re-numbered.</p> <p>Income-<b>based</b> Employment and Support Allowance has been amended to Income-<b>related</b> Employment and Support Allowance in the wording next to CLSMEANS 2.</p> <p><b>Page 3</b> - CLSMEANS3 Category B. An additional instruction has been added at number 11 and the subsequent question re-numbered.</p> <p><b>Page 4</b> – Version control.</p> | 15 <sup>th</sup><br>November<br>2010 |

| REF  | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                               |
|------|--------------|--|--|
| POA1 | October 2010 | <p><b>Page 1</b> – Field for supplier name inserted below Supplier/Counsel No at the top of the page. Column titled Reason (A-G) has been amended to Reason (A-H) and the wording in the notes column on the far right and below the table has been amended to reflect the use of code H.</p> <p>Version control. Version 4.</p> <p><b>Page 2</b> – A line for Code H with a description has been inserted below code G.</p> <p>Version control.</p> | <p>15<sup>th</sup><br/>November<br/>2010</p> |

| REF | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE                               |
|-----|--------------|--|--|
| CW1 | October 2010 | <p><b>Page 1</b> – A note regarding false declaration has been inserted below the title.</p> <p>Version control. Version 17.</p> <p><b>Page 2</b> - Income-based Employment and Support Allowance has been changed to Income-related Employment and Support Allowance in the first and third sentences in the Financial Eligibility section.</p> <p>The first sentence in Part A has been amended to refer to Equity in any property.</p> <p><b>Page 4</b> - A clause has been added to the Data Protection Act statement.</p> <p><b>Page 5</b> – The final point in the Client's Declaration has been amended.</p> <p><b>Page 7</b> – Reference to the Unified Contract Specification in the first paragraph of the note at the bottom of the page has been replaced.</p> <p>Version control.</p> | <p>15<sup>th</sup><br/>November<br/>2010</p> |

| REF                      | VERSION DATE | DESCRIPTION OF CHANGE   | MANDATORY DATE  |
|--------------------------|--------------|---|---|
| CW1&2<br>(Mental health) | October 2010 | <p><b>Page 1</b> – A note regarding false declaration has been inserted below the title.</p> <p>Version control. Version 5.</p> <p><b>Page 2</b> – The contract reference in the Matter Type section has been amended and MRHT changed to MHT in the options below.</p> <p>Income-<b>based</b> Employment and Support Allowance has been changed to Income-<b>related</b> Employment and Support Allowance in the first and second sentences in the Financial Eligibility section.</p> <p>The first sentence in Part A has been amended to refer to Equity in any property.</p> <p><b>Page 3</b> – Reference to the Unified Contract Specification the Evidence section has been replaced.</p> <p><b>Page 5</b> - A clause has been added to the Data Protection Act statement.</p> <p>Wording has been amended in the final point in the Client's Declaration.</p> <p>MRHT changed to MHT in Terms of Grant at the bottom of the page.</p> <p><b>Page 6</b> – MRHT changed to MHT throughout the page.</p> <p>Reference to the Unified Contract Specification in the note at the bottom of the page has been replaced.</p> <p>Version control.</p> | <p style="text-align: center;"><b>15<sup>th</sup><br/>November<br/>2010</b></p> |



| REF              | VERSION DATE        | DESCRIPTION OF CHANGE  | MANDATORY DATE                       |
|------------------|---------------------|--|--------------------------------------|
| <b>CW2 (IMM)</b> | <b>October 2010</b> | <p><b>Page 1</b> – A note regarding false declaration has been inserted below the title</p> <p>Version control. Version 8.</p> <p><b>Page 2</b> – Income-<b>based</b> Employment and Support Allowance has been changed to Income-<b>related</b> Employment and Support Allowance in the first and third sentences in the Financial Eligibility section.</p> <p>The first sentence in Part A has been amended to refer to Equity in any property.</p> <p><b>Page 4</b> – Reference to the Unified Contract in question 1 has been replaced.</p> <p><b>Page 7</b> - A clause has been added to the Data Protection Act statement.</p> <p><b>Page 9</b> - Reference to the Unified Contract Specification in the note at the bottom of the page has been replaced.</p> <p>Version control.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF                        | VERSION DATE        | DESCRIPTION OF CHANGE  | MANDATORY DATE                       |
|----------------------------|---------------------|--|--------------------------------------|
| <b>CWC (Mental Health)</b> | <b>October 2010</b> | <p><b>Page 1</b> – MRHT changed to MHT in the Matter Type field.</p> <p>Version control. Version 2.</p> <p><b>Page 2</b> – Reference to the Unified Contract Specification in the note at the top of the page has been replaced.</p> <p>Version control.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF         | VERSION DATE        | DESCRIPTION OF CHANGE   | MANDATORY DATE                       |
|-------------|---------------------|---|--------------------------------------|
| <b>CW3A</b> | <b>October 2010</b> | <p><b>Page 1</b> – The contract references and wording below the title have been amended and the sentence in bold removed.</p> <p>Version control. Version 5.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF | VERSION DATE | DESCRIPTION OF CHANGE   | MANDATORY DATE |
|-----|--------------|---|----------------|
|     |              | <p><b>Page 2</b> – The note in section 4 regarding Home Office interviews has been removed.</p> <p><b>Page 3</b> – Version control.</p> |                |

| REF         | VERSION DATE        | DESCRIPTION OF CHANGE   | MANDATORY DATE                              |
|-------------|---------------------|---|---|
| <b>CW3B</b> | <b>October 2010</b> | <p><b>Page 1</b> - The contract references and wording below the title have been amended and the sentence in bold removed.</p> <p>Version control. Version 5.</p> <p><b>Page 2</b> – Version control.</p> | <p><b>15<sup>th</sup> November 2010</b></p> |

| REF         | VERSION DATE        | DESCRIPTION OF CHANGE   | MANDATORY DATE                              |
|-------------|---------------------|---|---|
| <b>CW3C</b> | <b>October 2010</b> | <p><b>Page 1</b> - The contract references and wording below the title have been amended and the sentence in bold removed.</p> <p>Version control. Version 5.</p> <p><b>Page 2</b> – Version control.</p> | <p><b>15<sup>th</sup> November 2010</b></p> |

| REF   | VERSION DATE        | DESCRIPTION OF CHANGE  | MANDATORY DATE  |
|---|---------------------|--|---|
| <b>Guidance for Reporting Controlled Work</b> | <b>October 2010</b> | <p>Version control. Version 7.</p> <p>In pages 1 – 24 the references to the Unified Contract have been changed to 2010 Standard Civil Contract, LSC Online has been changed to CWA (Contracted Work and Administration) to reflect the update to the system and links to the LSC website contract pages have been updated as follows:</p> <p><b>Contract references</b><br/> <b>Page 1</b> – first sentence and point 3 below Guidance on reporting.<br/> <b>Page 2</b> – Point 4.<br/> <b>Page 19</b> – last sentence in the ‘Attendance at a Home Office interview’ field.<br/> <b>Page 21</b> – first sentence in ‘JR/Form-filing’.<br/> <b>Page 23</b> – point c) and the paragraph below.</p> <p><b>CWA (Contracted Work and Administration)</b><br/> <b>Page 2</b> – ‘Reporting submissions’. In 1. and the three points below.<br/> ‘How to report controlled matter starts’ twice in the first sentence and in the sentence between the website links.<br/> <b>Page 3</b> – in the last sentence of the first section.</p> <p><b>Website link</b><br/> <b>Page 1</b> – Above ‘Why we ask for this data’ and in point 3 at the bottom of the page.</p> <p>All other changes:</p> <p><b>Page 6</b> – Two new fields for Procurement Area and Access Point have been inserted between UFN and Client forename.</p> <p><b>Page 8</b> – Two new fields for Eligible and non eligible client and Court location added below Outcome for Client.</p> <p><b>Page 32</b> – Code GDDA Discrimination in the provision of goods and services added at the top of the Matter Type 1 table.</p> | <p style="text-align: center;"><b>15<sup>th</sup><br/>November<br/>2010</b></p> |

| REF   | VERSION DATE        | DESCRIPTION OF CHANGE  | MANDATORY DATE                       |
|---|---------------------|--|--------------------------------------|
| <b>Guidance for Reporting Controlled Work</b> | <b>October 2010</b> | <p><b>Page 40</b> – The second paragraph below the page title has been extended.</p> <p><b>Page 42</b> – The second paragraph in Outcome for Client has been extended and the description of code FD in the table has been amended to include settlement at mediation.</p> <p><b>Page 49</b> – The wording below the page title 'Housing' has been extended to explain the new codes.<br/>Codes HPPO, HPWA and HPCO have been added at the bottom of the Matter Type 1 table.</p> <p><b>Page 50</b> – An explanation has been added below the Matter not concluded table.</p> <p><b>Page 63</b> – Version control.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF                        | VERSION DATE        | DESCRIPTION OF CHANGE   | MANDATORY DATE                       |
|----------------------------|---------------------|---|--------------------------------------|
| <b>Civil Code Guidance</b> | <b>October 2010</b> | <p><b>Page 1</b> – Version control. Version</p> <p>The following changes have been made throughout the Immigration section starting on page 63:</p> <p>Graduated Fees now <b>Standard Fees</b></p> <p>Graduated Fee Scheme or GFS now <b>Standard Fee Scheme</b></p> <p>Immigration Specification or Unified Contract now <b>2010 Standard Civil Contract Specification section 8.</b></p> <p>All other changes:</p> <p><b>Page 65</b> – The paragraph references in codes IALB and IACB have been amended.</p> <p><b>Page 66</b> – The paragraph references in codes IMLB, IMCA &amp; IMCB have been amended.</p> <p><b>Page 67</b> – The paragraph references in codes IAXL IAXC have been amended.</p> | <b>15<sup>th</sup> November 2010</b> |

| REF | VERSION DATE | DESCRIPTION OF CHANGE  | MANDATORY DATE |
|-----|--------------|--|----------------|
|     |              | <p><b>Page 69</b> – The code description for IEAP has been updated and the paragraph reference in IFFL amended.</p> <p><b>Page 74</b> – The paragraph references in the STAGE CLAIMS section have been amended.</p> <p><b>Page 75</b> – The paragraph reference in the COMPLETED MATTER CLAIMS section has been amended.</p> <p><b>Page 80</b> – The paragraph references in the BAIL CLAIMS section have been amended.</p> <p><b>Page 86</b> – Version control.</p> |                |