

How to produce the forms for the Legal Services Commission (Criminal)

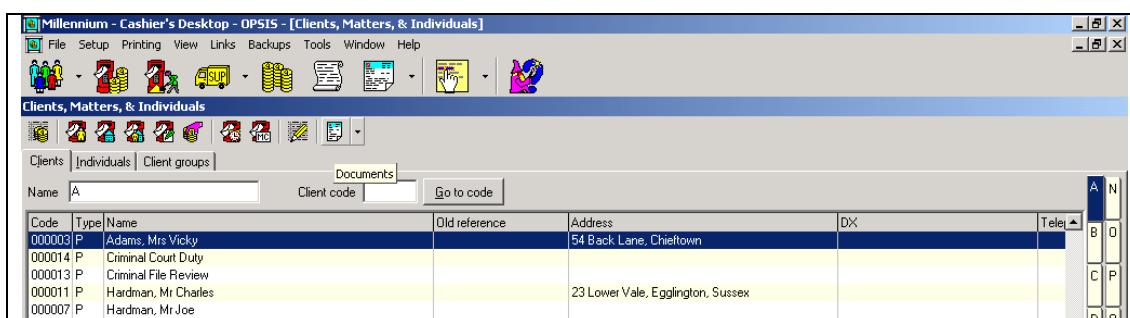
Within Millennium you can produce the following form(s) for the *Legal Services Commission*.

- Criminal CDS1
- Criminal CDS6
- Criminal CDS11

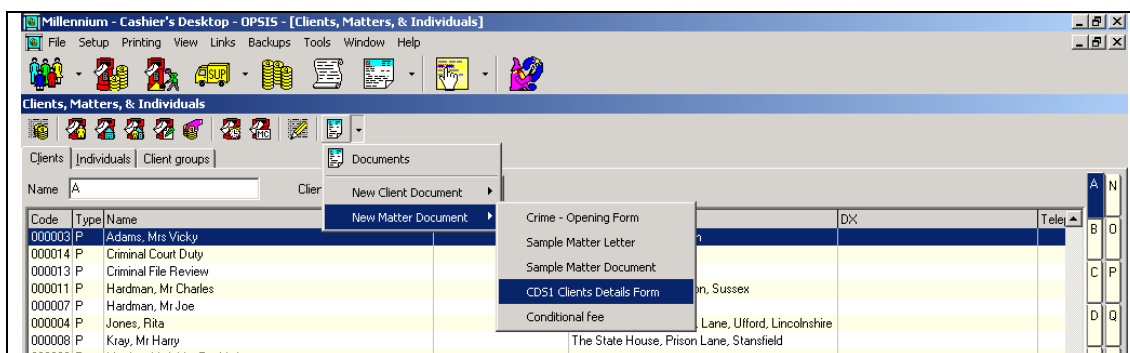
CDS1

To generate the **CDS1** (*Clients Details Form*)

On the clients & matters screen (F6), there is a document icon



Click on the 'little arrow' beside the document



By clicking on the 'CDS1 Clients Details Form', this will take you into the document production:-

Client code: [] Go to code

Document Assembly Information

Name & address

Name & address

Client's name & address

Individual at the client's address

Individual at their own address

Mrs V. Adams
54 Back Lane
Cheltenham

Select the individual from below

Linked to	Name	Description	Address
Client	Mrs V. Adams		54 Back Lane, Cheltenham

? Help X Cancel < Back Next >

Click on 'NEXT'

Client code: [] Go to code

Document Assembly Information

Title & Author

Document title: []

Document from name: Maria Walker

Job title: Trainer

? Help X Cancel < Back Next >

Click on 'NEXT'

Client code: [] Go to code

Document Assembly Information

Storage information

Store in the document management system

Description: CDS1 Clients Details Form

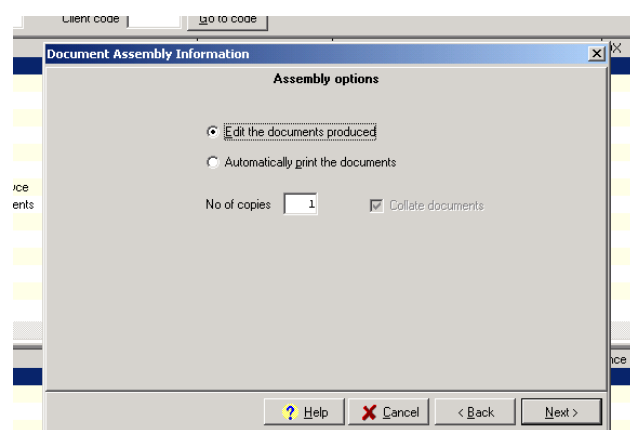
Category: []

Filename: CDS1 Clients Details Form

Notes: []

? Help X Cancel < Back Next >

Click on 'NEXT'



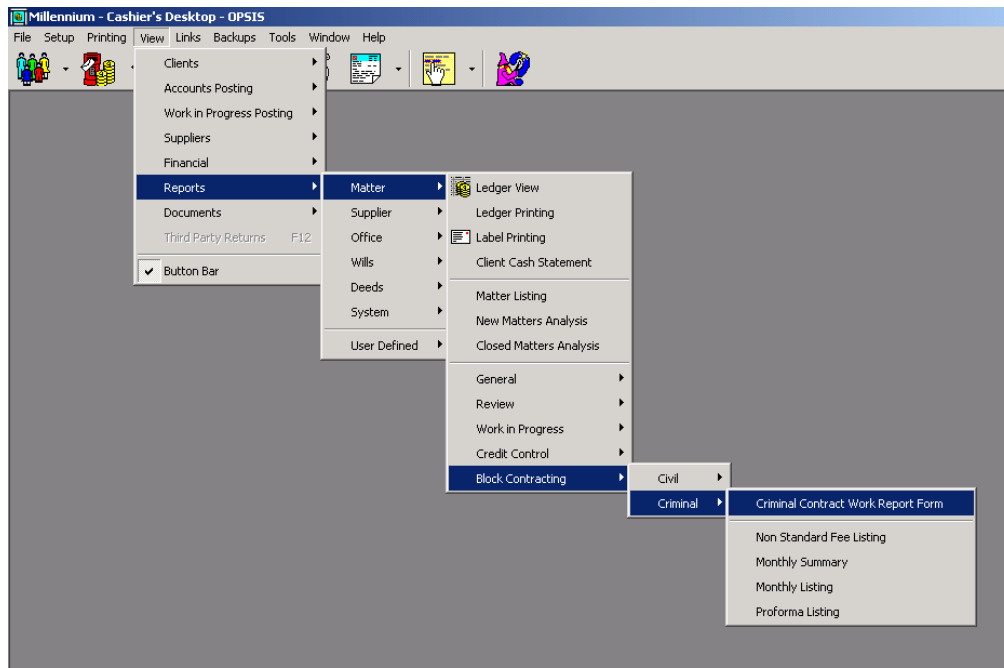
Click on '**NEXT**'

The '**CDS1**' will open up in '**Microsoft Word**' so that some of the details can be amended. Once the entries have been made in the template, this can be printed out and placed on the file.

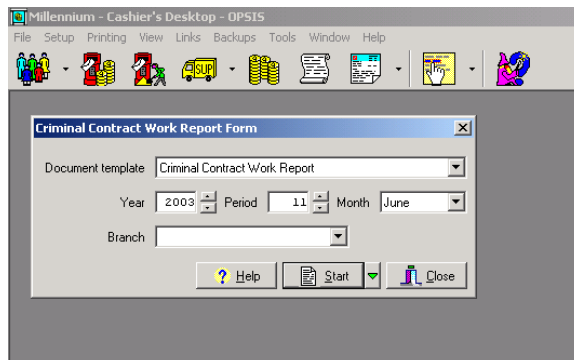
CDS6

To generate the **CDS6** (*Criminal Contract Work Report Form*)

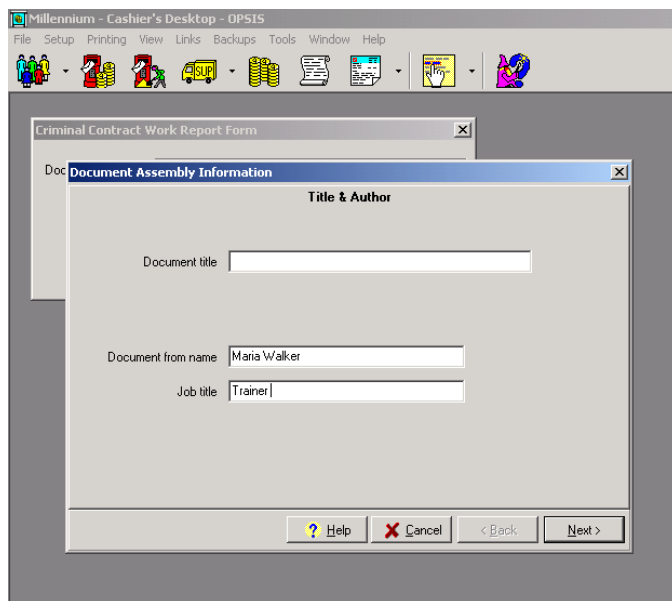
Go to **‘View > Reports > Matter > Block Contracting > Criminal > Criminal Contract Work Report Form’**



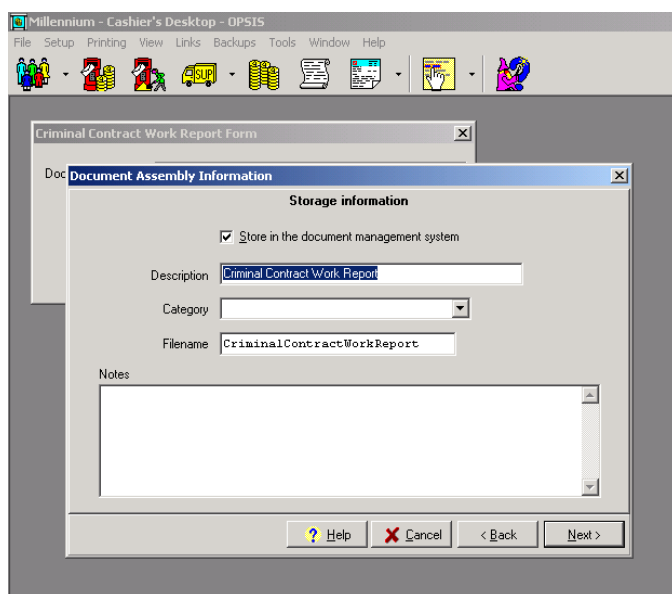
This will open up the following screen :-



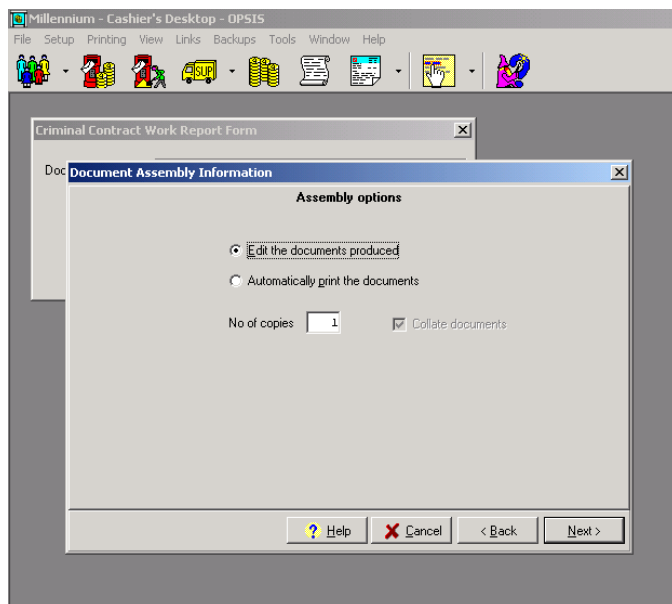
The report set up will always default to your last closed period. If you want to look at the report for your current month, change the period number accordingly. Then click on **‘Start’**



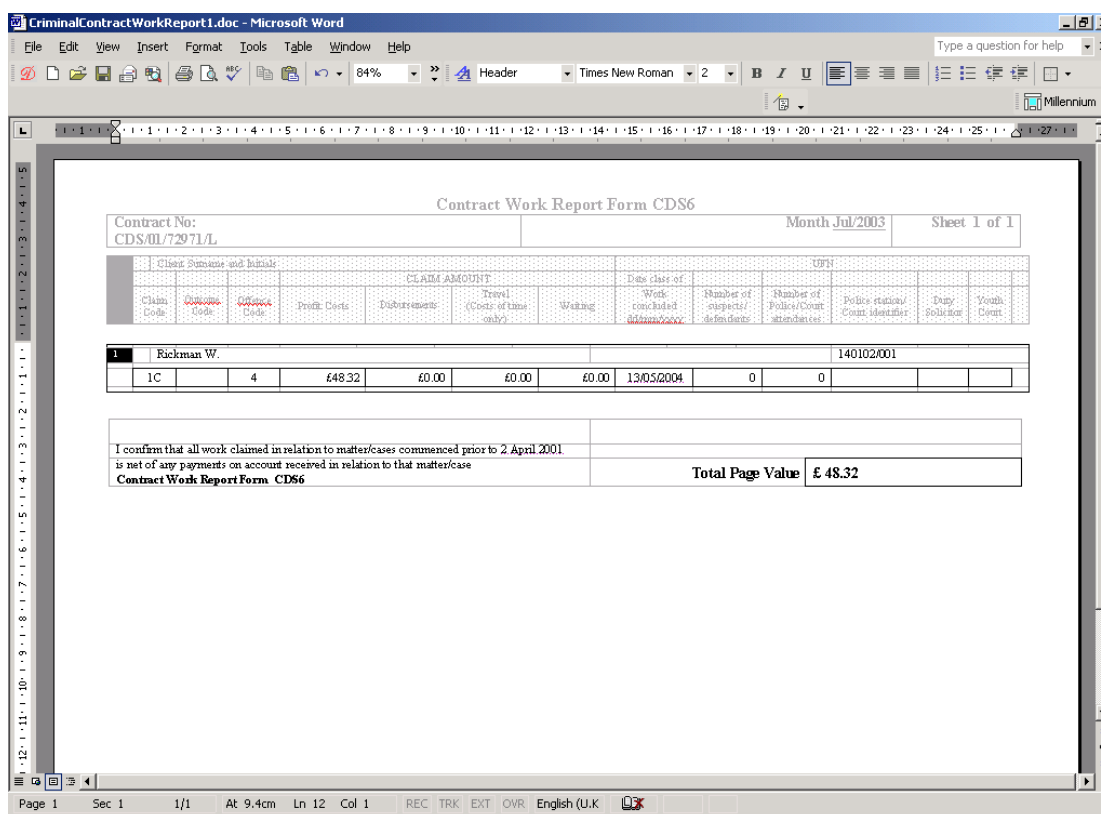
Click on 'Next'



Click on 'Next'



Click on ‘Next’
This will now start production of the CDS6 form



The form can now be printed out by clicking on the ‘printer’ along the icons at the top.

CDS11

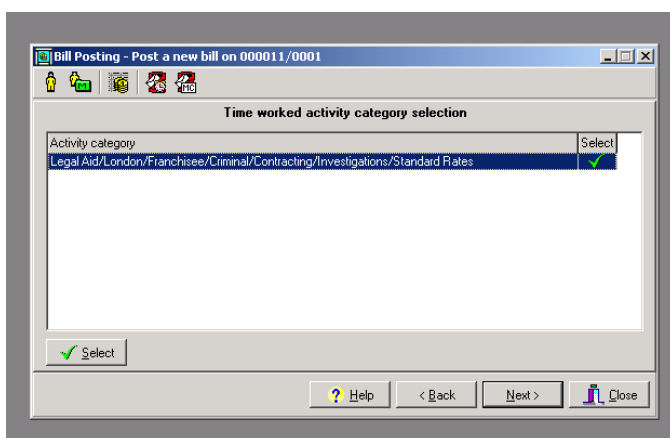
To generate the CDS11 (

Select the **Bill Posting** icon  from the ledger card, or from the **Client, Matters and Individuals** screen or go to the **Accounts Posting** icon and select **Bills**:

Check the date and period are correct. Use the Torch to locate the matter that you are billing. Then click on the **Next** button.

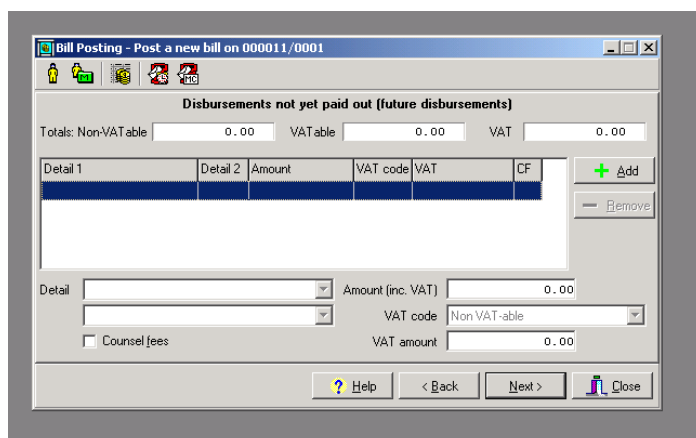
On the **Criminal claim information** screen, enter the **work finished date**, the **Claim code**, the **Offence code**, the **Outcome code** and the **Standard fee category**. Then enter the number of suspects, the number of court/police station attendances and the Court/police station code. **Duty solicitor** should be selected if a duty solicitor was used and **Youth court** should be selected if it was a youth court:

Then click on the **Next** button.



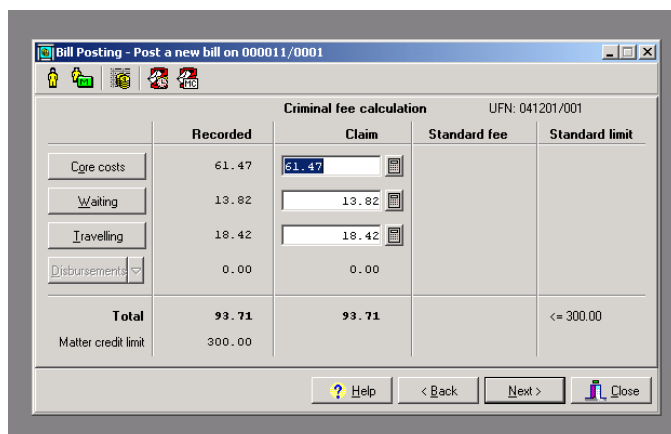
Check that the activity category is correct and then click on the **Next** button.

Use the following screens to include any miscellaneous charges, office and client payments. Select them by highlighting them and clicking on the **Select** button.



Future disbursements (Disbursements billed but not paid out by firm) can be added by clicking on the **Add** button and entering the appropriate details. Then click on the **Next** button.

Check that the Criminal fee calculation is correct:



Then click on the **Next** button

	Claim	VAT	Total
Core costs	61.47	10.76	72.23
Waiting	13.82	2.42	16.24
Travelling	18.42	3.22	21.64
Disbursements	0.00	0.00	0.00
Total	93.71	16.40	110.11

Check that the Criminal bill summary is correct and then click on the **Next** button.

Code	Name	Share
AJG	A. J. Grabbit	93.71

Check that the fee earner allocation is correct and then click on the **Next** button.

Enter a bill number and then click on the **Next** button.

Bill Posting - Post a new bill on 000011/0001

Summary

Bill total 110.11

Notes

Batch totals

Bills 110.11 Proformas 0.00 Credit notes 0.00

This is the end of the batch so clear these totals after posting

Produce a bill document Confirm this posting is correct

Help Back Post Close

Check that the bill total is correct. Click on **‘Produce a bill document’** and **‘Confirm this posting is correct’**, then click on **‘Post’**.

By clicking on produce a bill document, when you then post the entry, the bill will appear on the ledger card and also the **‘Bill Document Production’** will open up :-

Bill Document Production

Matter 000011/0001 Hardman, Mr Charles: Assault

Bill type Draft bill Existing bill (select from below)

Use document template

Document template Criminal form CDS11

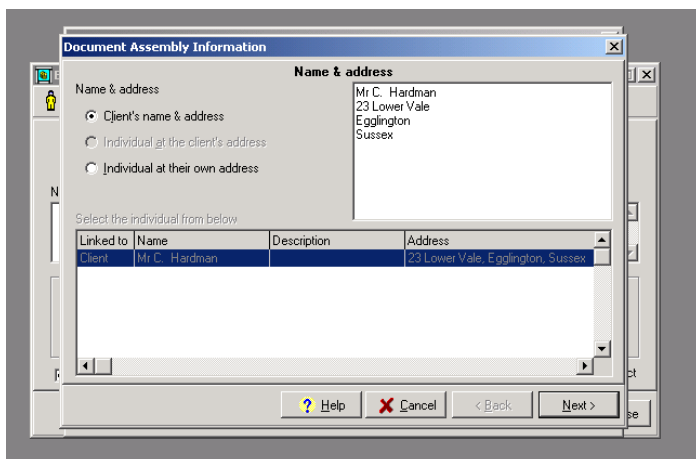
Bill title FEE for professional services rendered.

Existing bills

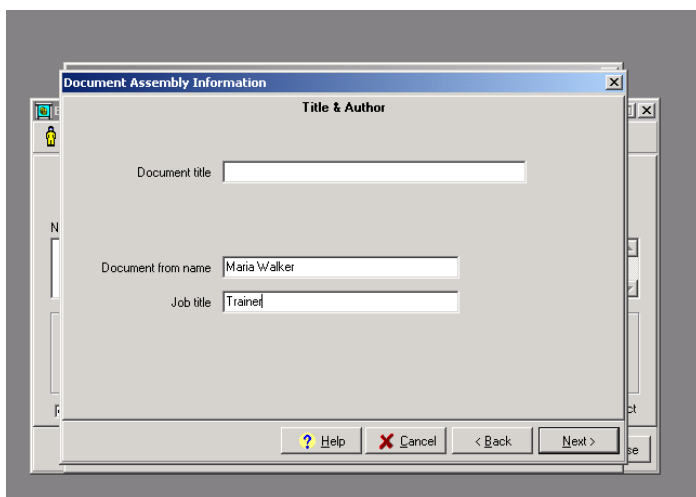
Bill No.	Type	Date	Description 1	Total
AJG004003	Bill	16/06/2004	2A: Free standing advice and a	110.11

View bill Help Start Close

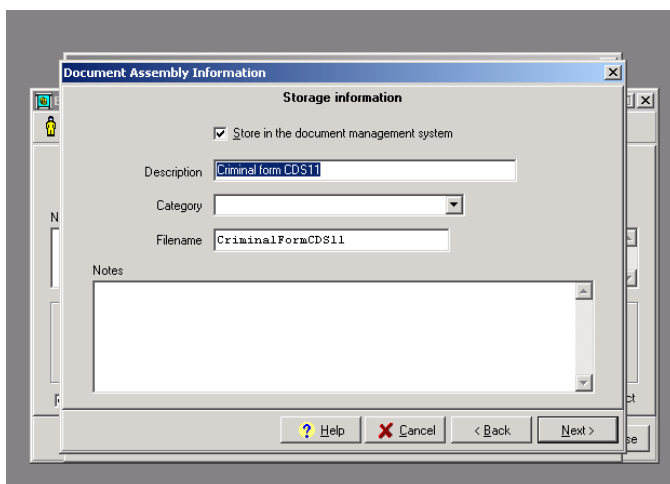
Click on **‘Start’**



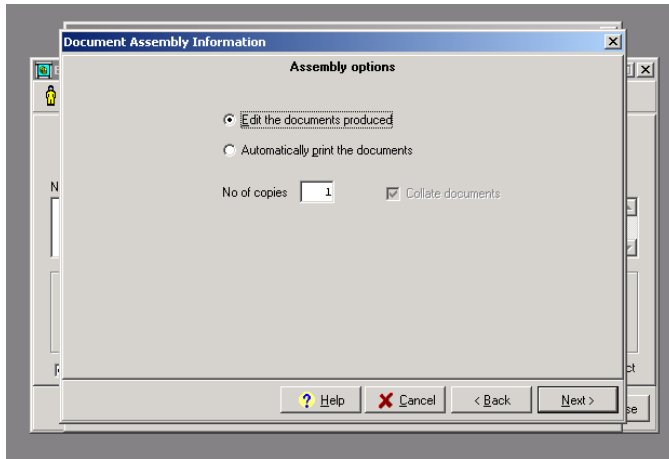
Click on 'NEXT'



Click on 'NEXT'



Click on 'NEXT'



Click on 'NEXT'

Your CDS11 will now open up 'Word', which you can then print out and place on your file.

