



Osprey Approach: CRM6 and CRM7 checklist

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The latest version is always online at
<https://support.ospreyapproach.com/?p=1896>




If matter requiring billing on the CRM6 or CRM7 is not appearing on the list of matters awaiting billing then you can follow this process.

The reason for this is because some essential information is missing or has been incorrectly set; check that each of the following are set up correctly for the matter:

- **The matter has a UFN** (you need to select matter type Legal Aid and then select the appropriate Franchise Category in order for the UFN field to be available)

Work Type:	Crime	
Private Or La:	Legal Aid	
Unique File No:	100919/001	10/09/2019 

- **The time postings have been entered using an appropriate Remuneration Type**, and that any other disbursements you have incurred have been posted to the client ledger. If you print the Billing Guide report it will show the Remuneration Type for each posting:
 - Prison Law use PRISAA or PRISADV
 - Investigations Class use CRIMAA, CRIMAAP or CRIMWFD
 - Proceedings Class use CRIMAASCRO, CRIMAAMC, CRIMCDS, CRIMRMC, CRIMRHC
 - Appeals & Reviews use ARAA or ARRDC

 **TIME RECORDING** —

Prospect Time Recording

Time Sheets +

Time Billing —

Create Bill Template

Print Bills

View Billed Time

Billing Guide

Practice Name: Broom & Broom Ltd Year: 1 Period: 5 Accounting Date:

Client: H00001 Dionne Hawkins

Matter: 1 Intent to supply

Matter Fee Earner: Mitzi Broom

Work Type: Crime

Remuneration	Activity	Units	Time
CRIMAAP	Attendance – Own or Duty Solicitor	0	
		0	
		Units	Time
Total Work in Progress:		0	
Total Unbilled Disbursements:			
Total WIP + Disbursements:			

- Ensure that the Personal Data page is filled in from Case Management > Contract Work Forms:

CONTRACT WORK ▼

Select Form Required: [Edit](#)

Age	<input type="text" value="A"/>	Ethnic Origin	<input type="text" value="01 - White British"/>
Client Date of Birth	<input type="text" value="22/03/1970"/>	Gender	<input type="text" value="Male"/>
Disability Monitoring	<input type="text" value="NCD Not considered dis:"/>		

- Ensure that you have correctly filled the appropriate page depending on the class of work. Case Management > Contract Work Forms > Investigations/Proceedings/Prison Law etc. You should ensure that an Outcome code has been selected, if the LAA do not require an Outcome code (e.g. Duty Solicitor) select 'None'

CONTRACT WORK

Select Form Required:   Edit

Class	<input type="text" value="Investigation"/>	Stage Reached	<input type="text" value="INVC - Police station: att"/>
Outcome Code	<input type="text" value="CN02 - Change of soliciti"/>	Offence Code	<input type="text" value="10 - Drugs"/>
Number of Suspects	<input type="text" value="1"/>	No Police/Court Attendances	<input type="text" value="2"/>
Police/Court Ident	<input type="text" value="BR102 - Cinderford"/>	Duty Solicitor	<input type="text" value="No"/>
Youth Court	<input type="text" value="No"/>	Scheme ID	<input type="text" value="2015 - Gloucester"/>
DSCC Number	<input type="text" value="9300293944"/>		

- **Ensure that on the Class Completion page, the date is entered against the appropriate Class** and the Reporting status is set to No (this will be set to Yes automatically when the CRM6 report is run).
Case management > Contract Work Forms and select Class Completion:

CONTRACT WORK

Select Form Required:   Edit

Inv Completed	<input type="text" value="No"/>	Date Concluded	<input type="text" value="28/02/2021"/>
Proc Completed	<input type="text" value="No"/>	Date Concluded	<input type="text"/>
Apps/Rev Completed	<input type="text" value="No"/>	Date Concluded	<input type="text"/>
Prison Completed	<input type="text" value="No"/>	Date Concluded	<input type="text"/>
CLS Completed	<input type="text" value="No"/>	Date Concluded	<input type="text"/>

- **The CRM6 report is run by branch** - ensure that you are selecting the same branch as the matter is set up for.

REPORT PARAMETERS

Run |
 Run Validation

Report:	CRM 6 & CRM 11 - Contract Work Reports ▼
Start Date:	10/09/2019
Branch:	Malvern vat:559557390 ▼
Currency:	Pound Sterling ▼
Class:	All ▼

- Tick Show Unavailable Matters** - If a Proceedings Class matter exceeds the higher limit for Standard Fees there will be a memo entry on the list of matters for CRM6 when Show Unavailable Matters is ticked, showing the matter flagged for CRM7. You will need to run the CRM7 report from Reports > Miscellaneous > Contract Work Reports in order to report this matter.

Run |
 Close

Disbs:	0.00
Mileage:	0.00

Show unavailable matters.

CLIENT	MATTER	F/E	UFN	SURNAME	INITIALS	CLASS	CAT	CAT VALUE	DISB VALUE	MILEAGE VALUE	SELECT <input type="checkbox"/>
DU00000001	2	MAB	050522/001	Duritz	A	REPRES	CDS?	0.00	0.00	0.00	<input checked="" type="checkbox"/>
DU0001	693	MAB	190321/001	Duty		REPRES	N/A	0.00	0.00	0.00	<input type="checkbox"/>
JO0001	1	MAB	091120/001	Johnson	AN	REPRES	Sending Hearing Fixed Fee	181.40	0.00	0.00	<input type="checkbox"/>
TH0001	8	014	071122/001	Thompson		INVEST	N/A	0.00	0.00	0.00	<input type="checkbox"/>