

# LEGAL AID - CIVIL

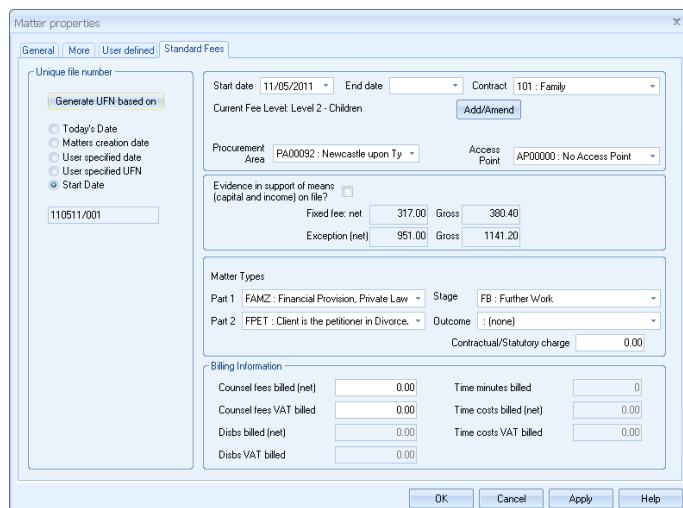
Partner for Windows comes fully compliant with Legal Aid as standard for any type of contract

Practices that have any type of legal aid contract will understand the need to have software that is fully compliant and up-to-date with the LSC regulations. It also needs to take care of the complex administrative processes and be easy to use for all staff. With Partner for Windows Legal Aid, firms can capture every minute that can be claimed, at the current rate for the case whilst increasing profitability with simplified business processes.

With the new LSC civil contracts and further changes pending, electronic time recording and billing is becoming a necessity for all types of work, even for fixed fee matters. Partner for Windows makes it easy to note any disbursement liabilities, whether invoiced or not, and promotes good risk management in your business processes ensuring such costs aren't overlooked when making claims. As a result, you can reduce the administration on legally-aided matters from becoming a chore, boosting the profitability of your firm.

Partner for Windows Legal Aid is an efficient and comprehensive IT system (which is kept up-to-date as part of your ongoing maintenance) and makes it easy to:

- **Set up any legal aid matter** – whatever the civil contract – with all the variations on the required data for each case type



Family: Standard Fee Matter

- **Time record** – manual, 'silent' or automatic
- **Account for disbursements and expenses**
- **Automatically apportion costs** appropriately for all work which can be manually adjusted if required
- Adjustments to and **reconciliation of all CLS claims** made easy
- Run a **comprehensive list of reports** (and provides for easy creation of your own reports) which can be stored, printed, emailed or the data sent to another application

## ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.

## CONTACT

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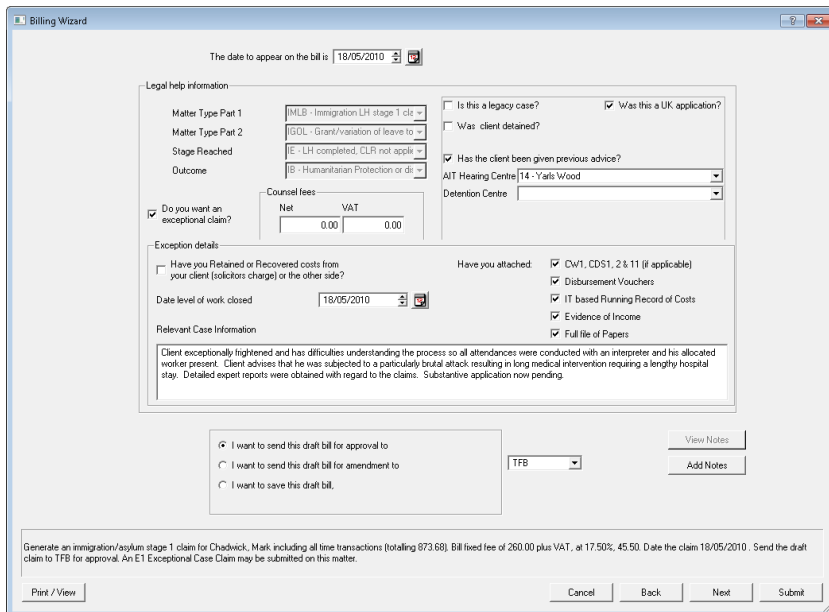
**Web:** [www.tikittfb.com](http://www.tikittfb.com)

### Postal Address:

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Solent Business Park  
Fareham  
Hampshire  
PO15 7AG

## A PARTNER FOR WINDOWS FACT SHEET

- **Easily create all claims** from fixed fee and consolidated monthly claims to all types of CLS and VHCC Claims



The date to appear on the bill is: 18/05/2010

**Legal help information**

Matter Type Part 1: IMLB - Immigration LH stage 1 clc  
 Matter Type Part 2: IGDL - Grant/variation of leave to  
 Stage Reached: E - LH completed, CLR not apply  
 Outcome: B - Humanitarian Protection or ds

Do you want an exceptional claim?

Counsel fees: Net 0.00, VAT 0.00

Exception details:

Have you Retained or Recovered costs from your client (solicitors charge) or the other side?

Date level of work closed: 18/05/2010

Relevant Case Information:

Client exceptionally frightened and has difficulties understanding the process so all attendances were conducted with an interpreter and he allocated a worker present. Client advises that he was subjected to a particularly brutal attack resulting in long medical intervention requiring a lengthy hospital stay. Detailed expert reports were obtained with regard to the claims. Substantive application now pending.

Is this a legacy case?  Was this a UK application?

Was client detained?

Has the client been given previous advice?

AIT Hearing Centre: 14 - Yaris Wood  
 Detention Centre: [dropdown]

Have you attached:  Cw1, CDS1, 2.4.11 (if applicable)  
 Disbursement Vouchers  
 IT based Running Record of Costs  
 Evidence of Income  
 Full file of Papers

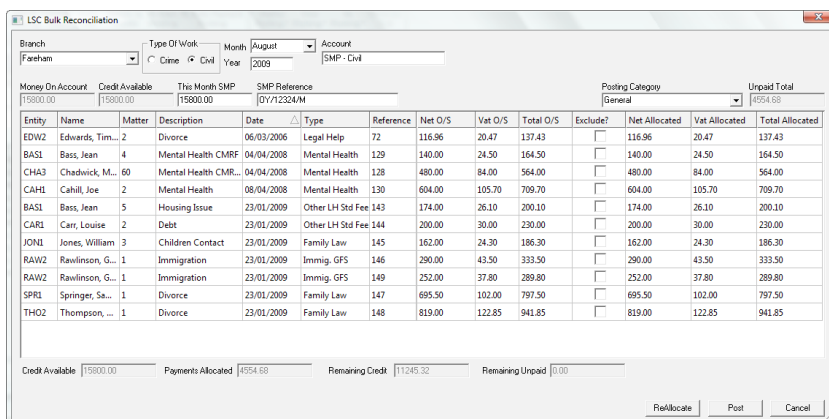
I want to send this draft bill for approval to:   
 I want to send this draft bill for amendment to:   
 I want to save this draft bill:

TFB [dropdown]

Generate an immigration/asylum stage 1 claim for Chadwick. Mark including all time transactions (totaling 873.68). Bill fixed fee of 260.00 plus VAT, at 17.50%. Date the claim 18/05/2010. Send the draft claim to TFB for approval. An E1 Exceptional Case Claim may be submitted on this matter.

Immigration Matter: Standard Fee and Exception Claim Billing Wizard

- **Run a bulk upload**, as well as a bulk reconciliation programme, to allow for easy uploading of monthly claims and reconciliation of accounts



LSC Bulk Reconciliation

Branch: Fareham | Type Of Work: [dropdown] | Month: August | Account: SMP - Civil

Money On Account: 15800.00 | Credit Available: 15800.00 | This Month SMP: 15800.00 | SMP Reference: 01/7/2324/M

Entity	Name	Matter	Description	Date	Type	Reference	Net O/S	Vat O/S	Total O/S	Exclude?	Net Allocated	Vat Allocated	Total Allocated
EDW2	Edwards, Tim...	2	Divorce	06/03/2006	Legal Help	72	116.96	20.47	137.43	<input type="checkbox"/>	116.96	20.47	137.43
BAS1	Bass, Jean	4	Mental Health CMRF	04/04/2008	Mental Health	129	140.00	24.50	164.50	<input type="checkbox"/>	140.00	24.50	164.50
CHA3	Chadwick, M...	60	Mental Health CMR...	04/04/2008	Mental Health	128	480.00	84.00	564.00	<input type="checkbox"/>	480.00	84.00	564.00
CARL	Cahill, Joe	2	Mental Health	08/04/2008	Mental Health	130	604.00	105.70	709.70	<input type="checkbox"/>	604.00	105.70	709.70
BAS1	Bass, Jean	5	Housing Issue	23/01/2009	Other LH Std Fee	143	174.00	26.10	200.10	<input type="checkbox"/>	174.00	26.10	200.10
CAR1	Carr, Louise	2	Debt	23/01/2009	Other LH Std Fee	144	200.00	30.00	230.00	<input type="checkbox"/>	200.00	30.00	230.00
JON1	Jones, William	3	Children Contact	23/01/2009	Family Law	145	162.00	24.30	186.30	<input type="checkbox"/>	162.00	24.30	186.30
RAW2	Rawlinson, G...	1	Immigration	23/01/2009	Immig. GFS	146	290.00	43.50	333.50	<input type="checkbox"/>	290.00	43.50	333.50
RAW2	Rawlinson, G...	1	Immigration	23/01/2009	Immig. GFS	149	252.00	37.80	289.80	<input type="checkbox"/>	252.00	37.80	289.80
SPR1	Springer, Sa...	1	Divorce	23/01/2009	Family Law	147	695.50	102.00	797.50	<input type="checkbox"/>	695.50	102.00	797.50
THO2	Thompson, ...	1	Divorce	23/01/2009	Family Law	148	819.00	122.85	941.85	<input type="checkbox"/>	819.00	122.85	941.85

Credit Available: 15800.00 | Payments Allocated: 1454.68 | Remaining Credit: 11245.32 | Remaining Unpaid: 0.00

LSC Bulk Reconciliation Screen

## ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

## OTHER SOLUTIONS THAT ARE COMPATIBLE WITH LSC REQUIREMENTS IN PARTNER FOR WINDOWS ARE:

- Accounting Partner** for legal accounts and desktop environment
- Case Manager** for case and document management
- PartnerMail** for email management
- pdfDocs** for management and security of PDF documents
- Postroom Partner** for document scanning and allocation
- SMS Text Messaging** for quick and discrete client communication

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