



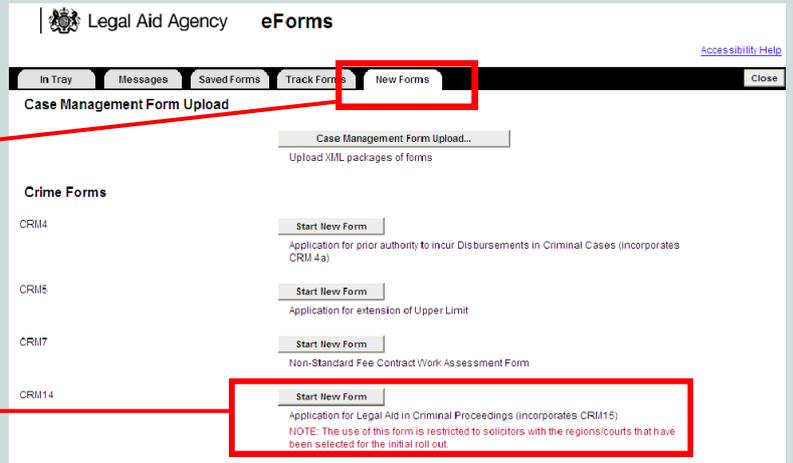
General Notes

- In the Early Adopter phase, if your application requires evidence at point of application, you will not be able to submit it via the eForm. You can either complete online, print and send in with the appropriate evidence or revert to the existing paper process.
- The **USN** (*unique submission number*) is unique to each form you create. This number is used to track the application and you will need to record this number on the Mandate form.
- The red **?** help symbol will provide further information where applicable.

1. Selecting the CRM14 Form

Click on **New Forms**.

Select **Start New Form**



2. Navigating the CRM14

You can navigate around the form using the page list on the left or by using the next and back buttons.

Any sections marked with a * are mandatory and must be completed

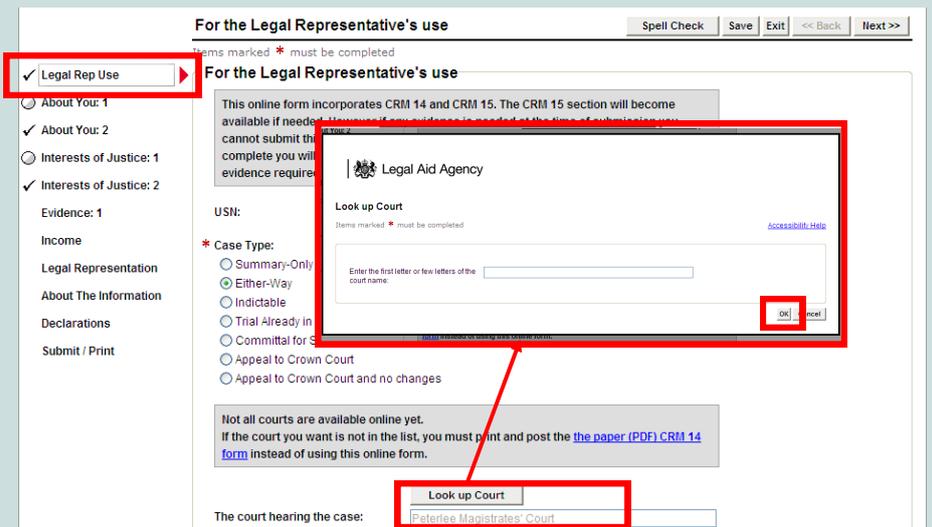
Note: Your progress through the form is indicated by a tick or part-completed symbol. ✓ ○



3. Legal Rep Use

The legal representative must fill in the details of the case, court and also note if the case is a priority.

To use the look up court function, click the **Look up Court** button and type the first few letters and press ok. Leaving this cell blank will bring back all available courts.



4. About You (Client)

This section contains basic information about the client and their partner, including name, address and contact details.

Note:

Once both of the **About You** sections 1 & 2 and the Legal Representatives details are completed, you can then obtain a date stamp on the second **About You** page (excluding CC trials).

Legal Aid Agency

CRM14: Application for Legal Aid in Criminal Proceedings

Accessibility Help

About You

Items marked * must be completed

Legal Rep Use

About You: 1

About You: 2

Interests of Justice: 1

Interests of Justice: 2

Evidence: 1

Income

Legal Representation

About The Information

Declarations

Submit / Print

* Are you under 18 years old?

Yes

No

* Do you have a partner?

Yes

No

* You are:

Single

Widowed

Divorced

Separated

Separated

Prefer not to say

Get Date Stamp

Spell Check Save Exit << Back Next >>

5. Interests of Justice 1

Enter Charges -

Use the **Add a Charge** button to enter all charges.

Then select the relevant options on the remainder of the page regarding co-defendants and other charges in progress.

Information for the Interests of Justice test

Items marked * must be completed

Legal Rep Use

About You: 1

About You: 2

Interests of Justice: 1

Interests of Justice: 2

Evidence: 1

Income

Legal Representation

About The Information

Declarations

Submit / Print

Charge

Date of Offence

s18 GBH

On

3/1/2013

Affray

On

3/1/2013

Add a Charge...

* The type of offence with which you are charged:

Class A: Homicide and related grave offences

Class B: Offences involving serious violence or damage, and serious drugs offences

Class C: Lesser offences involving violence or damage, and less serious drugs offences

Class D: Sexual offences and offences against children

Class E: Burglary etc.

Class F: Other offences of dishonesty (specified offences and offences where the value is £30,000 or less)

Class G: Other offences of dishonesty (specified offences and offences where the value involved exceeds £30,000 but does not exceed £100,000)

Class H: Miscellaneous other offences

Class I: Offences against public justice and similar offences

Class J: Serious sexual offences

Class K: Other offences of dishonesty (high value: if the value involved exceeds £100,000)

* Charge

Affray

* Date of Offence:

On

Before

After

Between

On or about

On or before

* this date

3 January 2013

Spell Check Add Add & Close Close

6. Interests of Justice 2

Why do you require legal aid? -

Tick any boxes that apply, and justify your decision.

Note: once a reason box is ticked, you must record why you have chosen it.

If the reason is no longer relevant, then you must deselect the reason

Legal Rep Use

About You: 1

About You: 2

Interests of Justice: 1

Interests of Justice: 2

Evidence: 1

Income

Legal Representation

About The Information

Declarations

Submit / Print

Why do you want legal aid?

1 to 9 are possible reasons. Complete one or more reasons. For each reason you choose, say why you have chosen it. Mention any evidence that supports your choice of a reason.

1 It is likely that I will lose my liberty if any matter in the proceedings is decided against me.

2 I have been given a sentence that is suspended or non-custodial. If I break this, the court may be able to deal with me for the original offence.

3 It is likely that I will lose my livelihood.

4 It is likely that I will suffer serious damage to my reputation.

5 A substantial question of law may be involved (whether arising from legislation, judicial authority or other source of law).

6 I may not be able to understand the court proceedings or present my own case.

7 Witnesses may need to be traced or interviewed on my behalf.

8 The proceedings may involve expert cross-examination of a prosecution witness (whether an expert or not).

9 It is in the interests of another person (such as the person making a complaint or other witness) that I am represented.

10 Any other reason

Spell Check Add Add & Close Close

7. Evidential Requirements

These questions determine whether the applicant or partner has to provide evidence.

- Has a Court remanded the client in custody (this excludes those in Police Custody)?
- If the Court has remanded the client in custody a further question will appear asking if the case will be heard in the Magistrates' Court.

8. Income - Passported benefits or under 18

If the client or the partner of the client is in receipt of one of the listed benefits then the client's means will be treated as passported.

A 'real time' link to the **DWP** benefits checker will confirm the Passported Benefit status within a few moments.

If **DWP** result is returned as **NO** or **undetermined** you have the following options:

- Check the information submitted and amend and resubmit if errors have been made.
- If you have evidence of your clients benefit complete the application online, print and submit with the evidence to the Court.
- Complete further information in relation to your clients income in the next part of the form and they can be assessed on a non passported basis.

If the client is under 18 they will be treated as passported through the means test.

If the applicant or partner is confirmed as passported, go to the step 13 (Legal Representation)

9. Income - Self Employed applicants (not Passported)

If the client or partner is self-employed then the **CRM15** will expand in the next section.

If the applicant or partner is Self Employed, go to the step 12 (CRM15)

10. Income below threshold (excluding Self-Employed and Passported applicants)

If the client or partner is not self-employed but earns below **£12,475** then the **CRM14** will expand below and a **CRM15** is not required (unless you have capital and equity in a Either Way or Indictable case, or you have assets subject to a restraint or freezing order).

Are you or your partner self-employed, employed in a business partnership, or employed as either a company director or a shareholder in a private company?

* You Yes No

* Your Partner Yes No

* Do you or your partner, together, in a year have a total income from all sources before tax or any other deduction, of more than £12,475 (£239.90 a week)?

Yes No

Sources of income for you and your partner. Please give details in the table:

	You		Your Partner	
Employment (wage or salary)	amount	<input type="text"/>	amount	<input type="text"/>
	every	<input type="text"/>	every	<input type="text"/>
		<input type="radio"/> Before tax <input type="radio"/> After tax		<input type="radio"/> Before tax <input type="radio"/> After tax
Child Benefit	amount	£0	amount	£0
	every	<input type="text"/>	every	<input type="text"/>
Working Tax Credits and Child Tax Credits	amount	£0	amount	£0
	every	<input type="text"/>	every	<input type="text"/>
Universal Credit	amount	£0	amount	£0
	every	<input type="text"/>	every	<input type="text"/>
Total of other benefits	amount	<input type="text"/>	amount	<input type="text"/>
	every	<input type="text"/>	every	<input type="text"/>
Maintenance income	amount	£0	amount	£0

If the Income is below £12,475, go to step 13 (Legal Representation)

11. Income above threshold (excluding Self-Employed and Passported applicants)

If the client or partner is not self-employed but earns over **£12,475** then the **CRM15** will expand in the next section.

Your Income and Your Partner's Income

Items marked * must be completed

Your Income and Your Partner's Income

* Do you or your partner receive any of the benefits listed here?

Yes No

You

Income Support

Income-Related Employment and Support Allowance (ESA)

Guarantee State Pension Credit

Income-Based Jobseeker's Allowance (JSA)

Your Partner

Income Support

Income-Related Employment and Support Allowance (ESA)

Guarantee State Pension Credit

Income-Based Jobseeker's Allowance (JSA)

Are you or your partner self-employed, employed in a business partnership, or employed as either a company director or a shareholder in a private company?

* You Yes No

* Your Partner Yes No

* Do you or your partner, together, in a year have a total income from all sources before tax or any other deduction, of more than £12,475 (£239.90 a week)?

Yes No

If the Income is above £12,475, go to step 12 (CRM15)

12a. The CRM15

When required, the **CRM15** will automatically open up as shown.

There will now be additional questions regarding Income, Outgoings, Land & Property, Savings and Evidence.

Note: depending upon the options selected, the form will automatically expand or reduce

For example you will only be prompted for Capital & Equity details on an Indictable, Trial Already in the CC, or Either Way cases

Your Income and Your Partner's Income

Do you or your partner receive the State Pension or any of the Benefits listed here?

- State Pension
- Child Benefit
- Working Tax Credit or Child Tax Credit
- Universal Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Contribution-based Job Seekers Allowance
- Other Benefits (except Housing Benefit)

* You Yes No

* Your Partner Yes No

You:

State Pension	amount	<input type="text"/>	every	<input type="text"/>
Child Benefit	amount	£0	every	<input type="text"/>
Working Tax Credit or Child Tax Credit	amount	£0	every	<input type="text"/>
Universal Credit	amount	£0	every	<input type="text"/>
Incapacity Benefit	amount	<input type="text"/>	every	<input type="text"/>
Industrial Injuries Disablement Benefit	amount	<input type="text"/>	every	<input type="text"/>
Contribution-based Job Seekers Allowance	amount	<input type="text"/>	every	<input type="text"/>
Other Benefits (except Housing Benefit)	amount	<input type="text"/>	every	<input type="text"/>
	The benefit:	<input type="text"/>		

Your Partner:

State Pension	amount	<input type="text"/>	every	<input type="text"/>
Child Benefit	amount	£0	every	<input type="text"/>
Working Tax Credit or Child Tax Credit	amount	£0	every	<input type="text"/>

12b. CRM 15 continued

The form has validation built into it to prevent you from missing key information, however we advise care when completing figures and frequency.

You will also be prompted to enter the number of bank accounts & assets held.

The 'Add Account' or 'Add Row' button will appear when further detail is required, simply complete the pop up box and click 'ok'.

The screenshot shows the CRM 15 form with several sections highlighted in red boxes. The 'Interests of Justice: 2' section has 'Evidence: 1' and 'Income' checked. The 'Income' section has 'Income: 1', 'Income: 2', 'Outgoings', 'Land & Property 1', and 'Land & Property 2' checked. The 'Bank accounts?' section has 'You' checked and a value of '1' entered. The 'Building society accounts?' section has 'You' checked and a value of '1' entered. The 'Cash ISAs?' section has 'You' checked and a value of '1' entered. The 'National Savings or Post Office Accounts?' section has 'You' checked and a value of '1' entered. The 'Any other cash investments?' section has 'You' checked and a value of '1' entered. The 'Do you or your partner pay childcare live with you?' section has 'Yes' selected. The 'What is the total amount that you and your partner, together, pay for the rent or mortgage, after taking away housing benefit?' section has 'amount' set to '£3,000' and 'frequency' set to 'Month'. The 'For your usual home address, what is the total amount that you and your partner, together, pay for Council Tax?' section has 'amount' set to '£100' and 'frequency' set to 'Month'. The 'Legal Aid Agency' pop-up box is also visible, showing fields for 'Name of bank, building society or other holder of the savings', 'Sort code or branch', 'Account Number', 'Account Type', 'Balance', 'Overdrawn', and 'Account Holder'. The 'Add Account...' button is highlighted in red.

12c. CRM 15 continued

The **Evidence 2** section highlights the evidence that is required for this application to be considered.

The **CRM14** pilot is currently only accepting online applications where there is no evidence required at the point of application.

If this section of the form flags that evidence is required then you will need to complete the form, print and submit along with the necessary evidence to the relevant Magistrates' Court

The screenshot shows the 'Evidence: 2' section of the CRM 15 form. The 'Evidence: 2' section is highlighted in red. The 'Your Evidence' section is also highlighted in red and contains a checklist of evidence to be provided: 'Wage slips', 'Rental, tenancy agreement or mortgage statement', 'Proof of childcare costs', and 'Restraint or Freezing Order'. The 'Legal Rep Use' section is checked. The 'About You: 1' and 'About You: 2' sections are checked. The 'Interests of Justice: 1' and 'Interests of Justice: 2' sections are checked. The 'Evidence: 1' section is checked. The 'Income' section is checked. The 'CRM 15 Details' section is checked. The 'Legal Representation' section is checked. The 'About The Information' section is checked. The 'Declarations' section is checked. The 'Submit / Print' button is visible.

13. Legal Representation

If your firm has multiple offices, you will need to select which office you are applying from. Once selected the form will auto complete with your office details.

Note: You must complete the declaration on this page to proceed.

If an office you are expecting is not there, or changes are required. Then in the first instance speak with your firms LAA administrator, the **Customer Services Team** can also assist if required.

The screenshot shows the 'CRM14: Application for Legal Aid in Criminal Proceedings' form. The 'Legal Representation' section is highlighted in red. The 'Office from which solicitor is applying' dropdown menu is highlighted in red and shows '1R721N,717 HIGH ROAD'. The 'Legal Representation' section contains a checklist of information to be provided: 'Office from which solicitor is applying', 'The solicitor who you want to act for you', 'LAA Account Number', 'Title', 'Full name', 'Name of the solicitor's firm', 'Address line 1', 'Address line 2', 'Address line 3', 'Postcode', 'Telephone (land line)', 'Mobile phone', 'Document Exchange (DX)', 'Fax', 'Email address', and 'Firm Administrator's email address'. The 'Declaration by the Legal Representative' section is also highlighted in red and contains two radio button options: 'I represent the applicant. I confirm that I am authorised to provide representation under a contract issued by the Legal Aid Agency (LAA).' and 'I represent the applicant. I confirm that I have been instructed to provide representation by:'. The 'Submit / Print' button is visible.

14. Client Information

Please enter information regarding the client's gender, disability and ethnic origin.

15. Declarations

The client, the client's partner (where applicable) and the Legal Representative will need to make a declaration.

The client and their partner (where applicable) must confirm that they have read the Fraud Notice.

The Legal Representative must keep a copy of the signed paper mandate form on file.

16. Submit/Print/Delete

Once you have completed the application, you have 3 options.

- 1) Submit to HMCTS - if any sections require further attention e.g. mandatory fields are incomplete, then you will be prompted as shown.
- 2) Print the form and send as a paper application - because you need to submit evidence at the point of application.
- 3) Delete will abandon the application, however a record will remain for audit purposes.