

## ACL Bill Reference Sheets

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### Task Codes

Phase	Task	Description
1. Initial and Pre-action protocol work		Work relating to the obtaining of instructions, identification of witnesses, dealing with locus and evidential issues, dealing with and identifying legal issues arising from the case and strategy, and dealing with any protocol related matters, if not covered elsewhere.
	1.1 Factual investigation	Work required to understand the facts of the case including instructions from the client and the identification of potential witnesses
	1.2 Legal investigation	Includes identification of the legal issues raised by the case facts and developing the strategy for the case.
	1.3 Pre-action protocol (or similar) work	Communications at an initial stage in compliance with pre-action protocol including letters before action and responses.
2. Issue / Statements of Case		Covers issue and acknowledgment of proceedings, Statements of Case and Further Information requests/responses. Includes taking instructions, making inquiries and searches, researching, drafting, editing, filing and all meetings and communications for the purpose of such documents.
	2.1 Issue and Serve Proceedings and Preparation of Statement(s) of Case	Work related to effecting service, including dealing with process servers or the foreign process office. Work in preparation of claims, petitions and any other originating process, Statements of Case, Part 20 proceedings, including reviewing those of other parties whether or not a responsive document is served. Includes all work with counsel thereon and all dealings with client and others in connection therewith. In appeals includes Appellants' and Respondents' Notices and supporting skeleton arguments.
	2.2 Review of Other Party(s)' Statements of Case	Considering Other Party(s)' Claim Form and Statements of Case.
	2.3 Requests for Further Information	Preparing and considering requests for Further Information and responses thereto.
	2.4 Amendment of Statements of Case	Preparing and considering amendments to originating process, Statements of Case, Part 20 proceedings. In appeals refers to amendments to Appellants' and Respondents' Notices and supporting skeleton arguments.

3. Case and Costs Management Hearings	3.1	Case Management Conference	Work relating to such hearings and the preparation for them, including PTR and CMC's. This does not include interim applications heard at the same time (excludes costs management).
4. Disclosure			Work relating to gathering and reviewing documents for potential disclosure, preparing disclosure lists and practical steps of disclosure.
	4.1	Preparation of the disclosure report and the disclosure proposal	Preparation of the disclosure report and the disclosure proposal to comply with obligations that came in on 1-April-2013 (applicable to both manual and e-disclosure). All Disclosure related work required for the CMC. Additionally, this task encompasses work such as determining the location of documents, letters to client re disclosure obligations and setting up client based disclosure teams.
	4.2	Obtaining and reviewing documents	Obtaining and reviewing documents to determine relevance (applicable to both manual and e-disclosure).
	4.3	Preparing and serving disclosure lists	Preparing and serving disclosure lists (applicable to both manual and e-disclosure).
	4.4	Inspection and review of the other side's disclosure for work undertaken after exchange of disclosure lists.	Inspection and review of the other side's disclosure for work undertaken after exchange of disclosure lists (applicable to both manual and e-disclosure).
5. Witness statements			Work that relates to the identification of potential witnesses and preparing their evidence for trial (excludes witness evidence in relation to interim applications).
	5.1	Taking, preparing and finalising witness statement(s)	Work involved in identifying appropriate witnesses, tracing and communicating with same, taking instructions for, preparing and serving witness statements or affidavits, preparing and serving witness summaries, preparing and serving any notices under Civil Evidence or similar Acts, preparing and serving witness summonses, including reviewing other materials for these purposes and all dealings with client, witnesses, inquiry agents, counsel, Other Party(s) and others in relation to own side witness statements.
	5.2	Reviewing Other Party(s)' witness statement(s)	Considering Other Party(s)' witness statements, affidavits, witness summaries, Civil Evidence Act or similar notices, reviewing same in context of other evidence and material, considering strategy to deal with issues raised.
6. Expert reports			Work that relates to the identification of potential experts and preparing their evidence for trial (excludes expert evidence in relation to interim applications).
	6.1	Own expert evidence	Identifying and interviewing experts and consultants (testifying or non-testifying), working with them, and developing expert reports. Reviewing case in the light of such evidence. Considering questions asked by Other Party(s) of own experts and experts' responses. Arranging experts' discussions. Considering reports of experts' discussions. Includes all communications or other work with counsel, and all communications with Other Party.
	6.2	Other Party(s)' expert evidence	Considering Other Party(s)' expert evidence, preparing and asking questions of their experts, considering replies, reviewing case in light of such evidence.
	6.3	Joint expert evidence	As [JH10] (own expert evidence) with appropriate modifications.
7. PTR	7.1	Pre Trial Review	Work in preparing for and attending any Pre Trial Review (excluding Costs Management).
8. Trial preparation			Work for the preparation of the trial not included in the other phases.

	8.1	Preparation of trial bundles	Time spent identifying documents for inclusion in the trial bundles, working with the other parties to agree the trial bundles, preparing and updating the trial bundles.
	8.2	General work regarding preparation for trial	All other time spent in preparing for and supporting a trial, including developing overall trial strategy, preparing own witnesses for trial, working on cross-examination, preparing opening and closing arguments, identifying documents for use at trial, preparing demonstrative materials, making any physical arrangements for trial etc
9. Trial			Covers preparation for advocacy including written trial submissions and all other work from the first day on which a trial or appeal begins or, if settled, was due to begin.
	9.1	Advocacy	Preparation by advocates of written and oral openings, closings or skeleton arguments; preparation for examination of witnesses; preparation of and for all applications made during trial; considering all submissions of other parties; attendance of advocates during trial. Includes all dealings by advocates with others (e.g. solicitors, clients, witnesses) for these purposes.
	9.2	Support of advocates	Work by lawyers other than advocates relating to the above matters and all attendances at court on trial days including conferences or meetings before or after court and travel and waiting. Where there is a substantial gap between trial days, work should be allocated to whichever is the more appropriate of the Trial Preparation and Trial phases.
	9.3	Judgment and post-trial activity	Considering draft judgments, preparing and considering any written responses to the court, submissions or skeleton arguments in relation to judgment or consequential orders, preparation for and attendance at hearings when reserved judgments handed down or consequential orders considered, all dealings relating to form of judgment or order. Includes all meetings and communications relating thereto.
10. ADR / Settlement			Work that is directed to settlement including ADR
	10.1	Mediation	Work related to proposals for mediation, preparation and attendance at the mediation and any follow-up work.
	10.2	Other Settlement Matters	Work that is directed to settlement including Part 36 and other offers and consequent negotiations (includes all forms of ADR other than mediation).
11. Contingencies			
	11.1	Contingent A	To be used as contingencies as set out within the Precedent H
	11.2	Contingent B	To be used as contingencies as set out within the Precedent H
	11.3	Contingent C	To be used as contingencies as set out within the Precedent H
	11.4	Contingent D	To be used as contingencies as set out within the Precedent H
	11.5	Contingent E	To be used as contingencies as set out within the Precedent H
	11.6	Contingent F	To be used as contingencies as set out within the Precedent H
	11.7	Contingent G	To be used as contingencies as set out within the Precedent H
	11.8	Contingent H	To be used as contingencies as set out within the Precedent H
	11.9	Contingent I	To be used as contingencies as set out within the Precedent H
Interlocutory Applications			

12.1	Application 1	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.2	Application 2	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.3	Application 3	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.4	Application 4	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.5	Application 5	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.6	Application 6	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.7	Application 7	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.8	Application 8	To be used for additional applications not anticipated in accordance with PD3E para 7.9
12.9	Application 9	To be used for additional applications not anticipated in accordance with PD3E para 7.9
<b>Funding</b>		
13.1	Funding	All work relating to reviewing funding options, securing funding and reports to funders during the life of the case, excluding LAA work.
13.2	Costs against the Legal Aid Fund	Costs Sought against the LAA fund only.
<b>Budgeting incl. costs estimates</b>		All work throughout the life of the case relating to budgeting and costs management, excluding the 'costs assessment' and 'funding' related work and preparation for and attendance at any costs management hearing, all of which have discrete phases.
14.1	Precedent H preparation	Initially completing Precedent H - This task is confined to preparing and compiling the first budget required by the court in the form of Precedent H.
14.2	Budgeting - between the parties	Work on budgeting between the parties, preparation of BDR's and budget discussions.
14.3	Budgeting - Further Budget work, monitoring and amendments	Work on budgeting post first budget, including the monitoring of costs incurred against the budget and any applications for variation of a budget.
14.4	Costs Management Hearing/Conference	Work in preparing for and attending any Costs Management Conference / Hearing including the hearing of any applications to vary a budget.
<b>Costs Assessment</b>		Work related to the assessment or agreement of costs following trial or settlement of the underlying action
15.1	Preparing costs claim	Includes the reconciliation of the costs claimed to any approved budget in and the preparation of the bill of costs for detailed assessment
15.2	Points of dispute, Replies and Negotiations	Work on the formal procedural steps under CPR 47 following service of a bill of costs together with Part 36 and other offers to settle costs and consequent negotiations
15.3	Hearings	Includes preparation for and attendance at hearings for directions and interim certificate applications as well as the detailed assessment itself

15.4 Post Assessment Work (excluding Hearings)

Includes post-hearing calculations and all other work required to finalise the amounts due for principal, interest and the costs of the assessment

## Activity Codes

Code	Activity	Description
A1	Appear for / Attend	Appear for / Attend
C1	Coms - outside counsel	Communicate (with Outside Counsel)
C2	Coms - client	Communicate (with client)
C3	Coms - witnesses	Communicate (witnesses)
C4	Coms - experts	Communicate (expert)
C5	Coms - Other Party(s) / other outside lawyers	Communicate (Other Party(s) / other outside lawyers)
C6	Coms - other external	Communicate (other external)
C7	Coms - internal	Communicate (internally within legal team)
T1	Travel & Waiting Time	Billable Travel & Waiting Time
D1	Plan/prepare/draft/review	Plan/prepare/draft/review

## Communication Codes

Communication type	Description
PA	Personal Attendances
TA	Timed Telephone Attendances
TL	Timed Letter/Email
RL	Routine Letters
RE	Routine E-mails
RC	Routine Telephone Attendances
LI	Letter In

## Disbursement Codes

Expense Code	Expense Name
X1	Court Fees
X2	Medical Records Costs
X3	Medical Records Analysis
X4	Other Records Costs
X5	Housing File Release fee
X6	Land Registry Fees
X7	Expert 1 Fee
X8	Expert 2 Fee
X9	Expert 3 Fee
X10	Expert 4 Fee
X11	Expert 5 Fee
X12	Expert 6 Fee
X13	Expert 7 Fee
X14	Expert 8 Fee
X15	Expert 9 Fee
X16	Expert 10 Fee
X17	Other Expert Fee
X18	Conference Call expenses
X19	Travel Expenses
X20	Witnesses Fees
X21	Court Transcription fees
X22	Translation/Interpreter fees
X23	Arbitrators/Mediators
X24	Private Investigators Fees
X25	Local Solicitor Agents
X26	Process Server Fees
X27	ATE Premiums/Insurance
X28	Not in Use - Please Specify in Reference data

X29	Not in Use - Please Specify in Reference data
X30	Not in Use - Please Specify in Reference data
X31	Not in Use - Please Specify in Reference data
X32	Not in Use - Please Specify in Reference data
X33	Not in Use - Please Specify in Reference data
X34	Not in Use - Please Specify in Reference data
X35	Not in Use - Please Specify in Reference data
X36	Not in Use - Please Specify in Reference data