



# How to submit a Civil A&A/ABWOR increase in expenditure

In this topic we are going to look at how to submit a civil advice and assistance/ABWOR increase request.

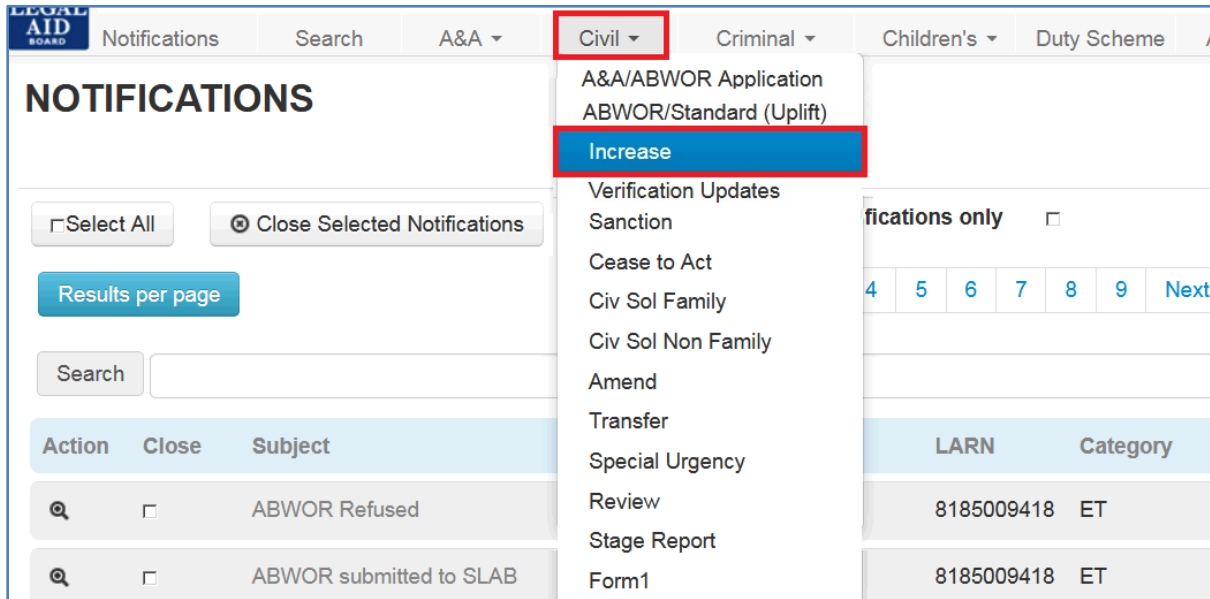
- **Caution**



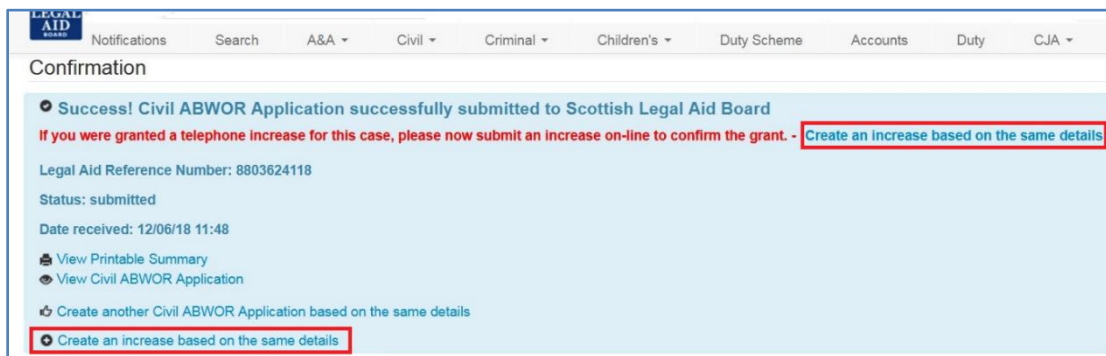
The Legal Aid Online screens used in this topic are simply for explaining the system's functionality and therefore do not demonstrate any sequential process.

## Creating an increase

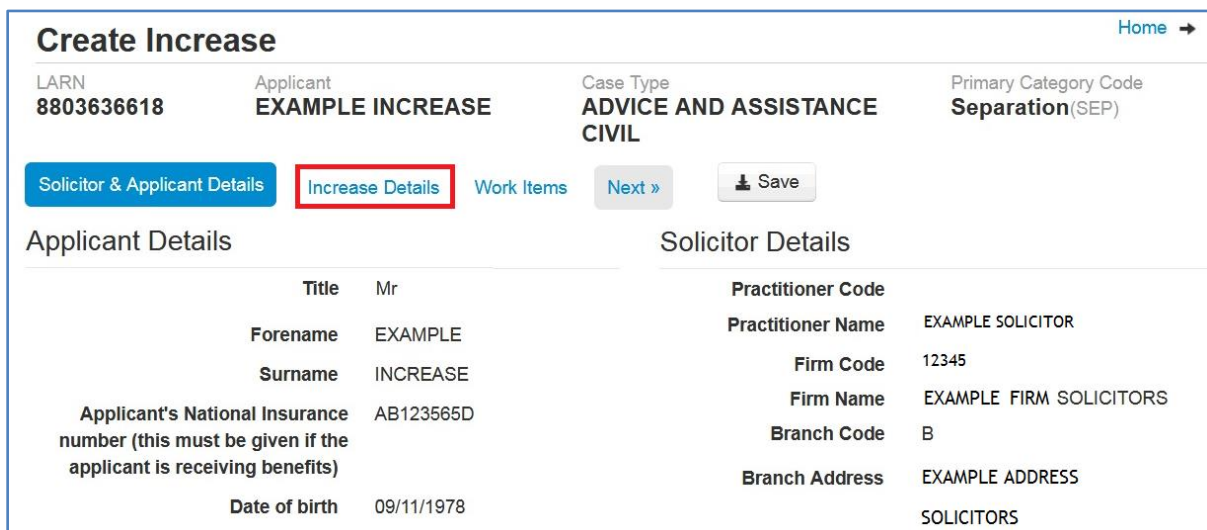
You can create an increase by clicking on the civil tab selecting ‘Increase’ and then entering the LARN.



Or you can select ‘Create an increase based on the same details’ from the confirmation message that appears when you submit an application



Creating an increase by either of the above options will take you to the ‘Create Increase’ screen:



## Confirmation of telephone grants

To proceed you have to answer the mandatory question ‘Have you applied for and been granted a telephone increase? Where you select ‘Yes’ you are prompted to enter the date of grant and name of the decision maker.

### Create Increase Home →

LARN <b>8803636618</b>	Applicant <b>EXAMPLE INCREASE</b>	Case Type <b>ADVICE AND ASSISTANCE CIVIL</b>	Primary Category Code <b>Separation(SEP)</b>
---------------------------	--------------------------------------	---	---

Solicitor & Applicant Details   **Increase Details**   Work Items   « Previous   Next »   Save

#### Increase Details

Current Authorised Expenditure   £95.00

Have you applied for and been granted a telephone increase? \*    Yes    No

Date Granted \*  

Name of the decision maker \*  

100 left

## Increases Urgency

Next you should answer the mandatory urgency question. If you are looking for an urgent decision you should provide the date the decision is required, then complete the remaining mandatory questions.

### Increase Urgency

Is a decision on the request for Increase required urgently? \*    Yes    No

Date decision required \*  

Reason for urgency \*  

Details \*  

4000 left

## Template increases

In some cases you are given the option to select a template increase. To select a template click on the arrow and select the template that is the most applicable to the case and work you intend to undertake.

The screenshot shows the 'Create Increase' form with the following details:

- LARN:** 8183490718
- Applicant:** EXAMPLE APPLICATION
- Case Type:** ADVICE AND ASSISTANCE CIVIL
- Primary Category Code:** Aliment(ALI)

The 'Increase Details' tab is active. A dropdown menu is open, showing the following options:

- No Template Required --
- 25. Minute of agreement - stage 1
- 26. Minute of agreement - stage 2** (highlighted)
- 27. Minute of agreement - stage 3
- 29. Declarator of parentage
- 30. Assumption of parental rights or responsibilities
- 31. Aliment
- 26. Minute of agreement - stage 2

Once you have selected the template, click 'Next' and the 'Templates tab' will then be displayed.

## Templates tab

Details of what the template covers and the new authorised expenditure limit will be displayed.

You can now either select 'Save' to save the draft or 'Submit' to submit the template increase request.

The screenshot shows the 'Create Increase' form with the following details:

- LARN:** 8183490718
- Applicant:** EXAMPLE APPLICATION
- Case Type:** ADVICE AND ASSISTANCE CIVIL
- Primary Category Code:** Aliment(ALI)

The 'Templates' tab is active. The selected template is:

- 26. Minute of agreement - stage 2**

The template details are:

In applying for an increase under the stage 2 template, you confirm that under the existing limit

- \* you have carried out the negotiations in stage 1
- \* you have reached terms of agreement.

The current limit is:

Template value	£500.00
Total amount sought	£595.00
CURRENT LIMIT :	£95.00

The 'Submit' button is highlighted with a red box and arrows.

## Sub Templates

In some cases, from the template tab you can also add additional items of work. The additional work items that are displayed are dependent on the template you have selected.

To add the additional work item tick in the box provided. The total amount sought will be automatically increased.

**SCOTTISH LEGAL AID BOARD** Notifications Search A&A Civil Criminal Children's Duty Scheme Accounts Duty

### Create Increase [Home](#)

LARN: **8183490718** Applicant: **EXAMPLE APPLICATION** Case Type: **ADVICE AND ASSISTANCE CIVIL** Primary Category Code: **Aliment(ALI)**

[Solicitor & Applicant Details](#) [Increase Details](#) **Templates** [« Previous](#) [Save](#) [Submit](#)

#### Templates

**31. Aliment**

In applying for an increase under the template, you confirm that under the initial limit

- \* you have met the client
- \* you have taken instructions and details of the case
- \* noted general details and there appears to be a need to make a claim for aliment.

#### Additional Work

**Other - arrears of aliment**

**300**

Trying to get arrears of aliment paid to cover the cost of 1. instructing sheriff officers to get diligence, by arresting a bank account, an earnings-related arrestment or by serving a charge, and 2. if the period of the charge expires, instructing them to poid.

Template value £550.00  
Total amount sought

## Non template increases

In cases where a template is available at the question 'Template Required' select 'No Template Required'.

The screenshot shows the 'Create Increase' form with the following details:

- LARN:** 8183490718
- Applicant:** EXAMPLE APPLICATION
- Case Type:** ADVICE AND ASSISTANCE CIVIL
- Primary Category Code:** Aliment(ALI)

Navigation tabs: Solicitor & Applicant Details, **Increase Details**, Work Items, « Previous, Next »

**Increase Details**

- Current Authorised Expenditure:** £95.00
- Have you applied for and been granted a telephone increase? \***  Yes  No
- Increase Urgency**
- Is a decision on the request for Increase required urgently? \***  Yes  No
- Template Required**

If the template option is not displayed you should move direct to the 'Template/Work items tab.

You should enter details of the 'work done' to date - then select the work you intend to carry out from the work items displayed. You should then enter the expenditure amount you are seeking.

The screenshot shows the 'Create Increase' form with the following details:

- LARN:** 8803636618
- Applicant:** EXAMPLE INCREASE
- Case Type:** ADVICE AND ASSISTANCE CIVIL
- Primary Category Code:** Separation(SEP)

Navigation tabs: Solicitor & Applicant Details, Increase Details, **Work Items**, « Previous, Save

**Summary of Work Done**

- Work Done \***
- 4000 left

**Work Items**

- Advice**
- Attend meeting**
- Birth, marriage, death certificates**
- Conveyancing**
- Correspondence**
- Counsel's opinion**



Remember that the amount entered in the total amount sought is the total expenditure for the case. In example below the current limit is £95.00 by entering £300.00 in the total amount sought - you have requested an increase of a further £205.00

<b>Total amount sought *</b>	<input type="text" value="300.00"/>
<b>CURRENT LIMIT :</b>	£95.00

Once you have completed the mandatory questions marked ‘\*’ you can either save a draft or select ‘Submit’ to submit your increase request.

## Confirmation

When you submit your request you will receive a confirmation message confirming that the request has been successfully submitted.

The screenshot shows the Scottish Legal Aid Board website interface. At the top left is the logo. A navigation bar contains 'Legal Aid' and several menu items: 'Notifications', 'Search', 'A&A', 'Civil', 'Criminal', 'Children's', 'Duty Scheme', 'Accounts', and 'Duty'. Below the navigation bar, the page title is 'Confirmation'. A light blue message box contains the following text: 'Success! Increase Application successfully submitted to Scottish Legal Aid Board', 'Legal Aid Reference Number: 8803636618', 'Status: submitted', and 'Date received: 13/06/18 10:37'. At the bottom of the message box are two links: 'View Printable Summary' and 'View Increase'.

## Reconsiderations

Where your increase is refused or part refused you receive a notification containing reasons for refusal. From the notification you can view the decision or submit an increase reconsideration.

### Subject - Increase Refused

#### Notification Details

<b>LARN</b>	8185037518
<b>Notification Issued:</b>	30/07/2018
<b>Application Type</b>	Increase
<b>Applicant Name</b>	EXAMPLE APPLICATION
<b>Date of birth</b>	06/11/1977
<b>Applicant PI</b>	APPLIE9711067000
<b>Your Reference Number</b>	projects
<b>Effective Date</b>	30/07/2018
<b>Message</b>	Your Increase application has been refused. For further details click on the 'Decision' button below this notification.

[↻ Reconsider Decision](#) [✔ Decision](#) [🖨 Print](#) [✖ Close](#)

You can also submit a reconsideration from the view case by clicking on the on the refused increase and then selecting 'Reconsider Decision'

### VIEW CASE

Home → Notifications →

LARN **8185037518** Applicant **EXAMPLE APPLICATION** Message

[Case Actions](#)

[➕ Increase](#) [↩ Return](#)

Current authorised expenditure: £95.00

Increase Number	Date Received	Exp Limit	Exp Limit Sought	Status	Decision Date	Amount Granted	
1	30/07/2018	£95.00	£500.00	Refused	30/07/2018	£0.00	<a href="#">↻ Reconsider Decision</a>



To proceed enter the reconsideration reason, remembering to address the reasons for refusal then select 'Submit'.

LARN <b>8185037518</b>	Applicant <b>EXAMPLE APPLICATION</b>	Case Type <b>ADVICE AND ASSISTANCE CIVIL</b>	Primary Category Code <b>Residence(RES)</b>
---------------------------	---	---	--

Increase Application Part Grant/Refused Reason(s) [Return](#)

Below are the reasons your application was Part Granted/refused. You have the right to ask us to reconsider this decision.

- There is insufficient information as to the work done to date to justify an increase
- There is insufficient information provided as to the work to be done to justify the increase

Increase Information

Amount Requested	£500.00
Current Expenditure Limit	£95.00

Reconsideration Reason

Please enter information to help us reassess your application covering the missing or incomplete information and address the part grant/refusal reasons detailed in your Decision notification. \*

[Submit](#)

## Confirmation

When you submit your reconsideration request you will receive a confirmation message confirming that the request has been successfully submitted.

## What's next?

Now that you have completed this topic, you can:

- save it to an appropriate hard drive, network location or memory stick.
- print it out.