



# Osprey Approach: CRM6 and CRM7 checklist

This help guide was last updated on  
Dec 19th, 2023

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.

## Ensure your matter has a UFN

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Ensure that you have selected matter type Legal Aid along with the appropriate Franchise Category in order for the UFN field to be available.

Work Type:	<input type="text" value="Crime"/>		
Private Or La:	<input type="text" value="Legal Aid"/>		
Unique File No:	<input type="text" value="100919/001"/>	<input type="text" value="10/09/2019"/>	

## Ensure your time postings have been entered using an appropriate Remuneration Type

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You can print the Billing Guide report to check the Remuneration Type for each posting



## 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:**

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**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	
		<b>Units</b>	<b>Time</b>
<b>Total Work in Progress:</b>		0	
<b>Total Unbilled Disbursements:</b>			
<b>Total WIP + Disbursements:</b>			

- 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

## Ensure that the Personal Data page is filled in

Navigate to Case Management > Contract Work Forms and select Personal Data from the Select Form Required box.

CONTRACT WORK 

Select Form Required: Personal Data   Edit

Age	A	Ethnic Origin	01 - White British
Client Date of Birth	22/03/1970	Gender	Male
Disability Monitoring	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 solicitor"/>	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 the Date Concluded is set on the appropriate class in the Class Completion page

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"/>

Ensure also that the reporting status is set to No (this will be set to Yes automatically when the CRM6 report is run).

## Ensure you have selected the correct branch when running the report

The CRM6 report is run by branch. If the matter you are expecting to see does not appear, check the matter details in the matter to ensure that you are selecting the same branch as the matter is set up on.

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

Is it a CRM7?

Tick Show Unavailable Matters when you have run validation - any CRM7 matters will appear here.

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
DU00000001	2	MAB	050522/001	Duritz	A	REPRES	CDS?	0.00	0.00	0.00	
DU0001	693	MAB	190321/001	Duty		REPRES	N/A	0.00	0.00	0.00	
JO0001	1	MAB	091120/001	Johnson	AN	REPRES	Sending Hearing Fixed Fee	181.40	0.00	0.00	
TH0001	8	014	071122/001	Thompson		INVEST	N/A	0.00	0.00	0.00	