

**Merseyside Regional Office
Mental Health News: January 2010**

Welcome to the first edition of the National Mental Health Unit's newsletter. The purpose of this newsletter is to update you regarding the current operational position with **Mental Health exceptional cases, Mental Health certificated work and Tailored Fixed Fee exceptional cases**. We would be very grateful if you would please circulate this leaflet around all of your legal aid fee-earners and billing department. We hope to provide this information regularly and would greatly appreciate any comments you have on its usefulness to you.

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(Please clearly mark the subject
line Mental Health)

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Updates and Information:

Movement of Work

As of Monday 30th November 2009, all your Mental Health and Tailored Fixed Fee work will be processed by the Legal Services Commission's **Liverpool Office**. This includes all exceptional cases, certificated work, and phone and email queries.

Postal address:

All Mental Health and TFF work (previously sent to the Nottingham Office) should be sent to:

Legal Services Commission
Cavern Court
8 Mathew Street
Liverpool 2
L2 6RE

(DX 14208 Liverpool 1)

Telephone calls:

To ensure the majority of queries are dealt with at the first point of contact, please use the following direct dial number:

0151 242 5350

We can also accept queries via email, please note that our address has changed to the following. Please ensure that your queries are clearly marked Mental Health/TFF in the subject header.

liverpool@legalservices.gov.uk

Updated version of form EC Claim 1

Please note that the EC Claim 1 form for Mental Health has changed from November 2009 and this will become mandatory from **1st November 2009**. Please submit your EC Claim 1 along with the full file of papers.

[http://www.legalservices.gov.uk/docs/forms/EC_CLAIM1_MENTAL_HEALTH_Version_4_Nov_2009\(1\).pdf](http://www.legalservices.gov.uk/docs/forms/EC_CLAIM1_MENTAL_HEALTH_Version_4_Nov_2009(1).pdf)

For your information please find below a link to our Principles document.

[http://www.legalservices.gov.uk/docs/civil_contracting/principlesofMHFeesv5\(incDps\)NEW.pdf](http://www.legalservices.gov.uk/docs/civil_contracting/principlesofMHFeesv5(incDps)NEW.pdf)

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Introducing.....

The Mental Health Unit in Liverpool is Supervised by Jayne Nevitt. If you do have any queries or questions you would like to ask Jayne please do not hesitate to contact her either by email on 0151 242 5341 or alternatively by email at Liverpool@legalservices.gov.uk

Tailored Fixed Fee Exceptional Cases

The National Mental Health Unit in Liverpool is now dealing with all work in relation to **Tailored Fixed Fee exceptional case claims**. Files should be submitted to the above address.

Please note that the deadline for 2008/2009 claims has now expired. The deadline for submitting a claim adjustment for cases billed in 2009/10 and which fall within the Tailored Fixed Fee Scheme is **10th May 2010**. This includes applications for exceptional cases, average disbursement costs increases, housing uplift payments, ASBO case payments and statutory charge / cost recovery adjustments. The forms will be available on the LSC website from 1st April.

Licensed Work

All applications for funding relating to proceedings under **Mental Health Act 1983, Mental Capacity Act 2005 and related public law** proceedings should now be submitted directly to the **National Mental Health Team Liverpool**.

We have a commitment to process all submissions in relation to certificated matters within 5 working days of receipt. As such if you have not received a response regarding a submission after 5 days please contact the team.

Applications for prior authorities

- Applications should be submitted on form CLS App8, and page 9 should be fully completed.
- We will require the expert's details.
- We will also require a full case specific breakdown from the expert, that should include hourly rates, number of hours incurred, mileage and VAT.
- Please provide copies of any court order that directs for the instruction of an expert.
- The hourly rate allowable for an experts travel is 2/3s the hourly rate for preparation. Please note that any travel rates that exceed this will be reduced.
- It is not possible to include mileage or VAT as part of a prior authority however the expert can claim this on assessment or taxation of the bill.