

# **LSANI Guidance Note - Submitting Payment During the General Authority Pilot for the Deployment of Mediators in Legally Aided Non-Family Intra-Litigation in Civil Proceedings**

This guidance note sets out details of the new expense descriptions on LAMS that will allow practitioners to make appropriate claims for payment and submit appropriate verification during the Mediation General Authority Pilot. These descriptions will be available to LAMS users from 14 February 2022.

## **1. Payment of Bills**

1.1 To enable payment of bills, the solicitor should submit to the LSANI the following:

- a copy of the mediator's bill;
- any car parking receipts as required;
- a copy of the bill for venue costs;
- proof of the mediator's appropriate accreditation;
- the bill should contain a separate disbursement fee line for the mediator's costs, including travel, and venue costs when submitting their claim for payment in line with the guidance in LAMS;
- the evaluation form on the outcome of mediation; *and*
- an attendance note or other evidence of the Solicitor's attendance at the mediation should they be claiming costs.

## 2. LAMS expense descriptions

2.1 The following expense descriptions have been added to the Non Family Profit costs fee tables and set at a variable rate for Solicitor, Senior and Junior Counsel on LAMS:

- **Additional days – {Solicitor Mediation attendance}**
- **Additional days – {Counsel Mediation attendance}**

2.2 The following expense descriptions have been added to the Disbursement list on LAMS:

- **Mediator - Preparation (>£250K)**
- **Mediator - Preparation**
- **Mediator – Attendance**
- **Mediator – Attendance (>£250K)**
- **Mediator - Travel Time**
- **Mediator - Mileage**
- **Mediation - Venue fee**
- **Mediation - Car Parking**

2.3 The following descriptions have been added to the list of Payment document descriptors on LAMS:

- **Mediator's bill**
- **Car Parking receipts (Mediation)**
- **Venue costs (Mediation)**
- **Mediator's accreditation**
- **Solicitor's attendance note at mediation**
- **Mediation Evaluation Form**

3. The General Authority Pilot runs from 14 February 2022 to 13 February 2023.

4. At the conclusion of the pilot, Mediation Evaluation Forms submitted by practitioners will be reviewed ahead of permanent roll-out.

**LSANI**

**14 February 2022**