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Criminal Case Management (CCM) transition is ready to go

This announcement summarizes changes introduced by [Notice to Counsel #90](#). These changes will take effect upon notice to you that your CCM case has been moved to the new CCM system. These changes will also apply to all cases approved for [CCM](#) on or after October 3, 2014.

In the [July 2014 LAB](#), we advised you that all CCM cases will be migrated to our new online database. We've now completed the technical upgrades and tested the system. We're ready to start moving CCM cases with authorizations into the new system. This change won't affect time authorized for a case; it will change how you access your case through e-services and how you submit your invoices.

All new CCM cases will be managed in the new system and have to follow new procedures. Requests to have a case approved for CCM will continue to use the current questionnaire and fax procedure.

Key changes for CCM cases include the following.

- Daily preparation is replaced by trial preparation.
- New billing parameters will be used for trial preparation time and court attendance.
- Time sheets will be required when billing preparation time.
- Transcript authorization requests will now be submitted online.

General preparation, trial preparation, and court attendance

CCM is based on prior authorization for all billable services. In the new system, authorizations will specify a date range, including authorizations for general preparation, trial preparation, and court attendance. This will assist us in forecasting and allow counsel to see what time they have available on a file.

The old approach to daily preparation will be replaced by a global authorization of trial preparation covering the anticipated duration of the trial. Authorization for trial preparation will continue to cover the inevitable time associated with managing a case in trial; but instead of being tied to a billable court appearance, trial preparation will be authorized for the anticipated duration of the trial.

A typical authorization for a CCM case will consist of general preparation with a date range extending to the end of the referral, trial preparation with a date range covering the anticipated trial dates, and court attendance with a date range covering the anticipated trial dates. You'll be able to keep your authorization up to date online by informing LSS of changes to the trial schedule as they occur. The CCM system will also permit task-specific authorizations to cover more specific needs, such as bail hearings or specific pre-trial applications. Consistent with our [CCM policy](#), authorizations will be proportionate to the issues and complexity of the case.

Time sheets

Current policy requires that you keep time sheets for all hourly items that record the date, the activity, and time spent accurate to the tenth of an hour. We'll now require you to submit time sheets with all CCM invoices. You can either choose to record your time on a daily basis using the online forms or continue to use your own timekeeping system.

If you use the online form to record time on a daily basis, you won't have to submit any further supporting document with your invoice. If you choose to use your own timekeeping system, you'll need to enter the date of all court attendances and the month of all preparation time when you submit your invoice online. When billing this way, you'll then attach time sheets from your

records to support the invoice. Those time sheets must show the date, the activity, and time spent accurate to the tenth of an hour. The system will permit you to attach a scanned copy of the time sheet with your invoice. We'll provide you with a user manual to show you how to create separate entries for each month of service.

Effective **November 1, 2014**, you'll be expected to keep records to meet this requirement. All services rendered on existing authorizations prior to November 1 can be allocated to October 2014 no matter what date the services were performed.

Transcripts

Changes to the CCM system will change how transcript providers submit their invoices to LSS. To assist in this process the Criminal Transcript Order Form has been modified to indicate that a case is subject to CCM. When you order a transcript that doesn't require prior authorization, it's important that you complete this part of the form. When requesting transcripts that do require prior authorization, you'll continue to use the [Request for Authorization of Transcripts](#) available online, but you'll now be able to submit the form online. There will also be some changes to the look of the authorization you'll send to the transcript service provider with your order.

Transitional process

LSS has reviewed all current CCM cases with outstanding authorizations. We asked lawyers to provide updated information so that we can accurately transfer cases into the new CCM system. Cases will be transferred in batches over a period of several weeks. To ensure that we accurately transfer up-to-date information, cases will be closed in e-billing the afternoon before transfer. On the day of transfer, LSS will review existing authorizations, deduct billed amounts, and record the remainder in the new system. We'll inform you by email that your case can now be accessed on the CCM section of Lawyer e-services. At the same time, we'll provide you with a link to an online user manual.

Once your case has been entered into the CCM system, all billing, further requests for new authorizations, and requests to modify existing authorizations will be made online using the CCM section of e-services. If you try to deal with a CCM case on the standard section of e-services, you'll get an error message.

Our staff will be available to provide support to new users of the CCM system. Call Lawyer Services at 604-601-6155 or 1-888-401-6206 (no charge), or email ccm.support@lss.bc.ca.

Vancouver Drug Treatment Court — Contract opportunity

We will be recruiting counsel for the Vancouver Drug Treatment Court to replace Jeremy Guild. We have appreciated Jeremy's excellent work. A formal notice inviting applicants will be posted in the Career opportunities section of the LSS website shortly.

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