



THE BAR
OF IRELAND

Practice Support & Fee Recovery

Online Fee Recovery account – User guide

Below is a summary of how to access your online fee recovery account and track your case activity.

Once you have completed the set-up forms and submitted the relevant fee note information, the fee recovery team will issue you with a username and password to access your online account via the fee recovery portal.

Step 1: Log on to www.feerecovery.ie

Step 2: On the top right-hand side of the page, you will see a log in section. Enter the username and password issued to you by the fee recovery team and click the login button.

Phone us on +353 1 817 5409 or Email us at feerecovery@lawlibrary.ie

THE BAR OF IRELAND
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Username Password Login

About the Service:

The Bar Of Ireland have established an in-house fee recovery service. The aim of this service is to help address the concerns of the membership in relation to the low recovery rate of barristers fees by providing assistance with the collection of difficult and overdue fee notes.

This service is available to all members as part of their annual membership subscriptions. Members can avail of this service for up to 3 overdue fee notes at a time provided the fee notes meet certain criteria.

How to get started:

Registered members:

To access your online account please input your user name and password in the log in section above. This is the password that was issued to you after registering with the fee recovery team. If you are having difficulty accessing or using the online account please see attached our **user guide**.

Non-Registered members:

If you have not yet registered for the service please contact our dedicated fee recovery team via the contact methods detailed below.

Get in Touch

If you have any queries relating to the Fee Recovery Service Office please contact us:

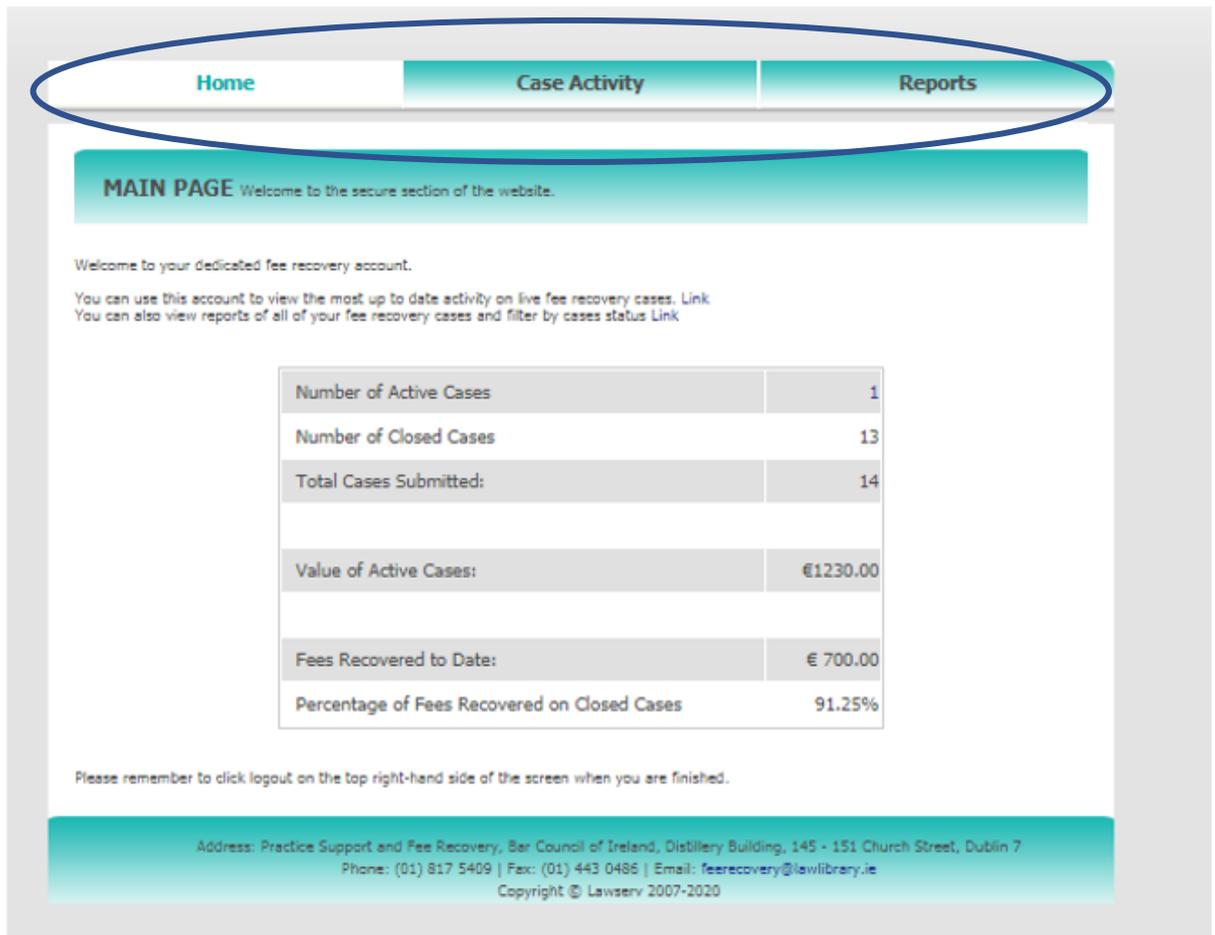
Email: feerecovery@lawlibrary.ie

Phone: +353 1 817 5409

Fax: +353 1 443 0486

Practice Support & Fee Recovery,
The Bar of Ireland
Distillery Building,
145 - 151 Church Street,
Dublin 7

Step 3: This will take you to your secure account and the following screen will pop up.



There are three tabs across the top of the screen that provide you with the following functions:

Tab 1 – Home/Main Page:

As shown above the main page screen shows you a summary of the fee notes submitted to date. This is broken down between active cases and closed cases. The value of fee notes outstanding on active cases and the amount of fee notes recovered to date is also displayed.

Tab 2 – Case Activity

The screenshot shows the 'Case Activity' tab in a software interface. At the top, there are navigation tabs for 'Home', 'Case Activity', and 'Reports'. Below this is the 'ACTIVITY REPORT PAGE' header. A 'Filter your list' section contains dropdown menus for 'Account Status' (set to 'All') and 'Solicitor' (set to 'Other'), along with an 'Update' button. Below the filters, it indicates 'Showing 1 records' and 'Total Value : €1,230.00 Total Paid : €0.00'. A color coding legend is provided: Paid (purple), Paid (lower) (yellow), Paid (higher) (green), SP:2nd (orange), and SP:Overdue (pink). The main table has columns: Date, Case Ref, Case Name, Name, Last Contact, S Ref, Cost, and Paid. A row shows a case from 01/01/20 with Case Ref 12345, Case Name Joe Bloggs, Name ABC, Last Contact 'Received account details', S Ref ADB123, Cost € 1,230.00, and Paid € 0.00. Below this is a 'SERVICES' table with columns: Date, Description, Rate, and Cost (€). A row shows a service from 01/01/20 for 'Legal Services' with a Rate of '+ VAT' and a Cost of € 1,230.00. At the bottom, there is contact information for Practice Support and Fee Recovery, including an address, phone, fax, and email, along with a copyright notice for 2007-2020.

Filter cases by status or solicitor

Colour Coding

The case activity screen details all cases you have with the fee recovery team both active and closed.

For each case it details the date the case was logged, the case reference, case name, the solicitors name, summary of the last contact made, the amount outstanding and details if any amount has been paid to date.

You can filter the report at the top by account status or by solicitor.

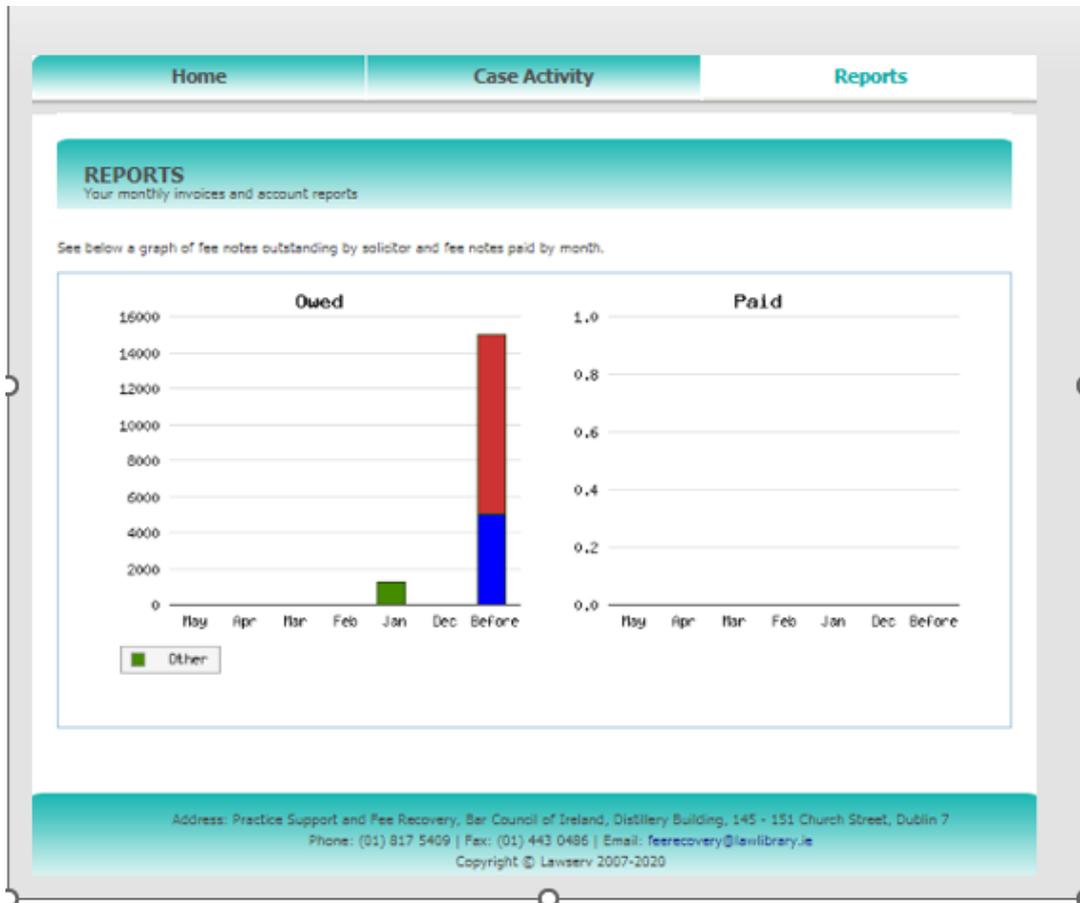
Colour coding is also provided for ease of reference.

If you click on the last contact details this will bring you to a more detailed log of the last contact made on the case and the case history. You can send a query via email directly to our fee recovery team from here by selecting the “Send Message” link. In addition to this any relevant correspondence on the case can be viewed in the files section.

This screenshot shows a detailed view of a case. It is divided into three sections: 'Case Details', 'Files', and 'Contact Details'. The 'Case Details' section shows a table with columns for Date, Name, and Amount. It lists two entries: '11/05/19' with 'Test' for €0.00, and '11/05/19' with 'Legal Services , 20.00, 1' for €0.00. Below this is a link: 'Send Message to feerecovery@lawlibrary.ie about this case'. The 'Files' section shows a list of files, including 'LB 2020-06-02 1-9704 Correspondence rt0a30.docx'. The 'Contact Details' section shows a table with columns for Date and Description. It lists three entries: '3 Mar 2020' with 'Received account details', '3 Mar 2020' with 'Initial BCC letter issued to solicitors.', and '3 Mar 2020' with 'Part Payment Made- €10.00'.

Tab 3– Reporting

This section enables you to report on the fee notes that you have with the recovery team. It summaries the fee notes owing by solicitor and amounts paid to date, in graph format.



If you need any further assistance in relation to your online account, please don't hesitate to contact us. Also, if you have any suggestions on improvements or items you think may be useful to include on the account, please let us know as we are constantly reviewing and updating our online facility to meet member's needs.

Contact information:

Fee Recovery Department

Ext: 5409

Email: feerecovery@lawlibrary.ie