

# [News story: Civil news: guidance on a model approach to civil billing](#)

Guidance is now available on our preferred format for files of papers, both paper and electronic.

The standardised format builds on existing best practice in solicitors' files and helps to ensure your work is easy to locate.

## **Benefits**

A standard format:

- makes it easy to find documentation and less likely to miss evidence within the file – reducing queries and assessments and avoidable appeals
- assists in processing claims quicker
- builds on existing best practice that we see regularly on solicitors' files

## **Further Information**

[Model file submissions for civil billing](#)