

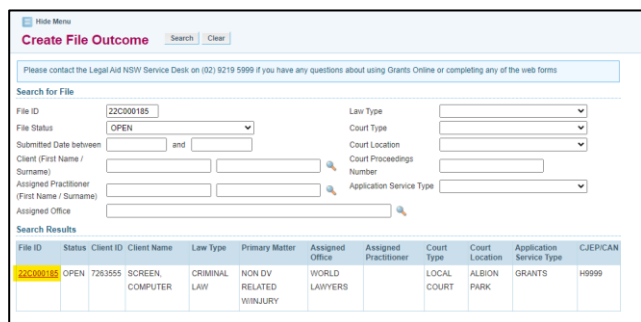
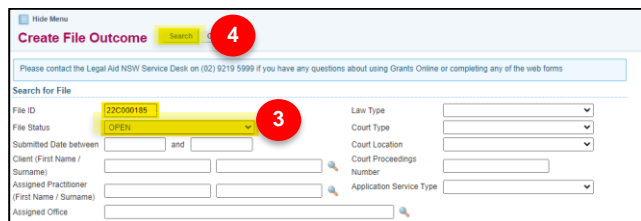
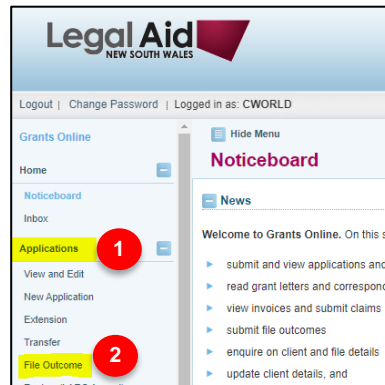
How to close a file (Criminal Law) – Grants Online

[Option 1 - Submit a File Outcome](#)

[Option 2 - Submit File Outcome while submitting Final Claim for a File](#)

Option 1 - Submit a file outcome

1. Log in to **Grants Online** using your username and password.
2. Under the sub-heading **Applications** click on **File Outcome**.
3. Select the **Open** option under **File Status** or enter the **File ID** and click on the **Search** button.
4. The list of open files will be displayed under the **Search** results area.
5. Click on the **File Id** (hyperlink) under the Search Results to open the file.



- Select most appropriate finalisation stage from the drop-down menu (*), client plea, result, conviction, sentence and answer **YES** or **NO** to awarded costs and settlement monies.

(* *Choosing the most suitable option means identifying the outcome that most closely explains the overall outcome for the client, or if necessary, by reference to just the most serious charge. For example, negotiations with the prosecution that result in some pleas of guilty and some charges being withdrawn should be recorded as 'PLEA OF GUILTY LESSER CHARGES'. Also, by way of example, a verdict in which the client was found guilty of the most serious charge but not guilty of other lesser charges would be regarded by the most serious charge as "AFTER TRIAL – VERDICT GUILTY – JURY".*

- Click on **Next**.
- Click on **Submit** to continue the file outcome process.

- If there are no documents to attach to the file closure (e.g., final orders, costs agreement etc.) click on **Continue** to finalise the file outcome.
Note: You can provide more details regarding the outcome of a matter using the **Add Note** function before clicking **Continue**.

- If there are documents to attach to the file closure (e.g. final orders, costs agreement etc.):
 - Click on **Show File Upload Area**.
 - Click on **Browse** to locate the document you want to attach, select the document and click on **Upload File(s)**

- Click on **Continue** to finalise the file outcome.

Option 2 - Submit File Outcome while submitting Final Claim for a File

You can submit a File Outcome when you are processing the final claim for a file.

1. Select **Submit New Claim** on the side menu, find your claim, enter claim details then select **Yes to Final Claim for this File?**
2. The **Record File Outcome** button appears on selecting Yes.
3. Select the **Record File Outcome** button.

File **Outcome Criminal Law** page appears.

4. Enter **File Outcome** details, select appropriate options on the drop-down menus (*).
5. Click on **Next** button.

(*) *Choosing the most suitable option means identifying the outcome that most closely explains the overall outcome for the client, or if necessary, by reference to just the most serious charge. For example, negotiations with the prosecution that result in some pleas of guilty and some charges being withdrawn should be recorded as 'PLEA OF GUILTY LESSER CHARGES'. Also, by way of example, a verdict in which the client was found guilty of the most serious charge but not guilty of other lesser charges would be regarded by the most serious charge as "AFTER TRIAL – VERDICT GUILTY – JURY".*

On submit of File Outcome you are returned to **Submit Saved Claim** page.

6. Once claim details are all correct, select **Submit Claim**.