



HANDY HINTS FOR BILLING ON CCMS

OUTCOMES

Submitting outcomes	A final bill cannot be submitted until outcomes have been submitted for all proceedings. We cannot process your bill until the outcome has been processed. When the outcome is submitted, a document request will be sent to the provider contact. Often documents are not uploaded and this causes a delay for the bill. Please ensure that the document is uploaded as soon as possible to prevent delay.
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ASSIGNING COUNSEL

Counsel costs	Please ensure that the net Counsel cost allocation matches the net payment amount before submitting your final bill. The amounts do not need to match throughout the case but at the end of the case the figures must match so we know that there are no further claims to be made by Counsel.
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COURT ASSESSED BILLS

Court assessed bills	Although the court process is essentially unchanged, Court assessed bills are submitted differently to other bills on CCMS where summary costs are used. Please refer to the quick guide on the website.
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ADJUSTMENT BILLS

Adjustment bills	If costs have been omitted in error, an adjustment bill request and subsequent adjustment bill should be submitted. This process should not be used for any other purpose. Please refer to the quick guide on the website.
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CLOSING CASES

Certificate information no longer available	A short time after the final bill is paid, the case is closed and there will no longer be access to the case. If for some reason you need access to the case, you need to submit a 'reopen closed case in PUI' general request. CCMS is not a case management programme so your records should be maintained elsewhere.
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STATUTORY CHARGE

Statutory charge	Our regulations have not changed; the same information is required (e.g. what was sought at the outset of the case). While the Admin1 form is generally not required with CCMS, if you are more comfortable with the form then that can be uploaded to the outcome document request.
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DOCUMENTS UPLOADED INCORRECTLY

Document upload	Please ensure that you upload the information we require to each request. For example, if outcome and bill documents are uploaded to the bill document request, we will be unable to deal with the outcome. Different caseworkers deal with the outcome and bill and the outcome will not be allocated unless a document has been uploaded to the outcome document request.
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SAVE/PRINT SUMMARY

Save or print summary / draft bills	If you submit a bill and have forgotten to save / print a draft or summary there is no facility to produce one when the bill has been submitted to us.
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PROVIDER TRANSFER

Provider transfer	When transferring a certificate, the first firm must be left with part of the cost limit or they will be unable to submit an interim bill. Please refer to the quick guide on the website.
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BULK UPLOAD

Bulk upload	If you regularly have long hourly rates claims, the bulk upload facility will help speed up the preparation of those bills significantly. Further information is available on the website.
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PROFIT COST POA EVIDENCE

POA evidence change	We require a costs ledger to be uploaded if you submit an hourly rates profit cost POA. Please refer to https://www.gov.uk/government/news/civil-news-ccms-and-payments-on-account for further information.
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NON FAMILY CASES WITH COUNSEL

Counsel payment	It is up to the Chambers to decide whether they wish to bill for non-family cases direct, or if they are happy for you to bill on their behalf and pass on the payment to Counsel. If Counsel are billing direct, they will be notified through CCMS when the Solicitor bill has been sent. As long as a bill is submitted within 14 days, we will deal with the Counsel bill and Solicitor bill together. If a bill is not submitted within 14 days, we will reject the Solicitor's bill. If the billing is via the Solicitor, a signed CF1 form is required showing that the Counsel / Chambers agree that the Solicitor will receive payment. A CF1 form is not required unless this scenario arises, justification will be required if enhancement is claimed but it is not necessary to use the CF1 form for this purpose.
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PANEL MEMBERSHIP EVIDENCE

Sufficient evidence	When claiming membership enhancement, written justification is sufficient evidence of panel membership as long as the name of the fee earner and the panel are included.
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