



CCMS Provider: Amending Opponents and other parties

This quick guide has been created to show you how to amend the opponents and other parties on your certificate.

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Please provide [feedback](#) to help us improve this service.

Legal Aid Agency **Cases and Applications** Actions and Notifications Help

Logged in as: LAWLEWIS1606 On Behalf of: LAWSON LEWIS BLAKERS [Logout](#)

Client and Cost Management System (CCMS)

Civil legal aid applications, amendments and billing.

[New Application](#)

You currently have:

[14 Outstanding Actions \(none overdue\)](#)

[View Notifications \(5 outstanding\)](#)

Support

Case enquiries: 0300 200 2020 (Monday to Friday, 9:00 - 17:00) Alternatively you can 'Submit Case Query' within a case. Technical Support: 0203 334 6664 (Monday to Friday, 9:00 - 17:30) online-support@legalaid.gsi.gov.uk. For non case-related queries please create a general request.

For technical support please [contact LAA](#)

[Create General Request](#)

From the CCMS homepage, click into Cases and Applications.

2

Click into the reference number from the Search Results screen.

Search Results

Your search has returned 12 results.

To view a case / application displayed in the results table, click on the 'LAA Application / Case Ref.' number. If the application/case you are searching for is not in the list below, please review your search criteria and search again.

LAA Application / Case Ref.	Provider Case Ref	Client name	Category of Law	Fee Earner	Status
300000043945	1234a	Laa Lewis	Family		Live

3

Available Actions

Action	Description
Amend Case	Create an amendment for this application
Amend Client	View or update the client details

From the list of Available Actions, click into **Amend Case**

4

Select the **Application Type** you require from the drop down list.

Getting it right first time: You should only select Emergency if you have an emergency certificate and haven't amended this to substantive.

Application Type

Please select the relevant details.

* indicates required field

* Amendment Type

Please Select
Emergency
Substantive

[Next](#)



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Prior Authority [Edit Prior Authority](#)

Prior Authority	Prior Authority Type	Amount Requested	Status
None			

Opponents and Other Parties [Edit Opponents and Other Parties](#)

Party Type	Party Name	Relationship to Client	Relationship to Case
Individual	Mr Lee Lewis	Ex Husband/Wife	Opponent

Merits [Merits Assessment](#)

Merits Assessment	Status
No Assessment Performed	

[Submit Amendments](#)

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From the Amend Case page, click into **Edit Opponents and other Parties**.

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From the Opponents and Other Parties screen, you can edit the parties you currently have on the certificate.

To add new individuals/ organisations **click Add Organisation/ Add Individual**.

Opponents and Other Parties

Please enter the details for any opponents and other parties involved in this application/amendment.

Please note that an opponent or other party cannot be removed from a Live Certificate. Please use the 'Any Other Information' field to tell LAA if you wish for an opponent or other party to be removed from a Live Certificate.

Party Name	Party Type	Relationship to Case	Relationship to Client	Action
Mr Lee Lewis	Individual	Opponent	Ex Husband/Wife	
Add Organisation	Add Individual			

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If you need to **remove** any opponents/ other parties that are on the certificate you should submit a **Case Enquiry** detailing information on who you wish to be removed and the reason the opponent/ other party needs to be removed.