



# CCMS Provider: Uploading Large Bundles

This Quick Guide has been created to help you when uploading a large bundle of files.

You can keep the size of your scanned files to a minimum by using compression, scanning in black and white rather than colour and by using resolution of 300 dots per inch. Supported file types include PDF, RTF and TIFF.

The easiest way to submit evidence is electronically especially when uploading large bundles. The maximum file size is 8Mb.

1

You will receive a Documents Required action in the Actions and Notifications section. For detailed instructions on uploading electronic evidence please see the Submitting Electronic Evidence quick guide available on the CCMS Training website.

## Overview

Your search has returned 1 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table.

[Refine Search](#)

[Date Assigned](#) ▶ [Subject](#) ▶ [Due Date](#) ▶ [Assigned To](#) ▶

[Status](#) ▶ [LAA Ref](#) ▶

28/10/2015	<b>Documents Required</b>	04/11/2015	Pending	300000047116
------------	---------------------------	------------	---------	--------------

## Documents Required

**Date Assigned** 28/10/2015 **Due Date** 04/11/2015 **Status** Pending **Assigned To**

\*\*LAA 28/10/2015 10:54\*\*Dear Sirs, You confirmed that you or your client held the documents/evidence listed below. You will need to send this to us as soon as possible.

From the Merits Assessment:The provider has a copy of the protective order/injunction against ex-partner

Please advise us for each document whether you will be uploading/posting it within 7 days. Then please ensure that we receive the documents within 7 days following this.Yours Faithfully,The Legal Aid Agency

2

If you have a large bundle of papers to upload, its best practice to separate the documents and add them to CCMS individually. You can specify a **Document Type** and add a **Description** for each document.

This helps our caseworkers identify the documents when they are processed. It also helps you identify the file size of individual documents. If the total file size of your documents exceeds 8MBs you should contact the LAA and ask for an additional Documents Required action.



# CCMS Provider: Uploading Large Bundles

**Case Details**

LAA Ref	Provider Ref	Client	Fee Earner
<a href="#">30000047116</a>		John Johnson	

**Attachments**

Description	Action
None	

[Provide Documents or Evidence](#)

**Provide Electronic Documents or Evidence** [Cancel and return to Provide Documents](#)

Please provide details of the document you will be sending electronically.  
Click 'Browse' to search for the document you wish to upload and then click 'Next'.

\* indicates required field

**Send by** Electronic Upload

\* Document Type  
Full file of papers

Brief Description  
Attendance Notes

\* Document  
\\dom1\data\lsc\Newcastle\_jan Browse...

[Next](#)

## 3

When you upload your documents individually the Documents and Evidence Details table will look similar to the table below.

In the table there is the option to remove any files you don't want to send to the LAA. If the combined file size exceeds 8MBs remove some of the documents and add them to an additional Documents Required action.

Click **Submit** to submit the documents to the LAA.

**Documents or Evidence Details** [Add Electronic Document](#) [Add Postal Document](#)

NO.	Send by	Document Type	Description	Status	Action
1	<a href="#">Electronic Upload</a>	Full file of papers	Attendance Notes	Ready to Submit	<a href="#">Remove</a>
2	<a href="#">Electronic Upload</a>	Full file of papers	Court Documents	Ready to Submit	<a href="#">Remove</a>
3	<a href="#">Electronic Upload</a>	Full file of papers	Invoices	Ready to Submit	<a href="#">Remove</a>

[Add Electronic Document](#) [Add Postal Document](#)

[Submit](#) [Back](#)



**POINTS TO NOTE:**

**Documents Required Actions**

An extended and more specific request as shown below will appear to reduce the need to make further requests for information.

Always upload as much information as you can as specified in the request and respond to the notification with a Documents Sent response.

The process of uploading documents to CCMS remains the same as detailed in the [Submitting Electronic Evidence](#) quick guide available on the CCMS Training website.

Please advise us for each document whether you will be uploading/posting it within 7 days. Then please ensure that we receive the documents within 7 days following this.

Yours Faithfully,

The Legal Aid Agency

Annotated court bill

Court assessment certificate

Client Bill Objection

Advocates attendance form

Advocates attendance form

Narrative describing the main issues in this case (FAS)

Non-Expert Disbursement exceeding £20 net

Non-Expert Disbursement exceeding £20 net

Non-Expert Disbursement exceeding £20 net

Non-Expert Disbursement exceeding £20 net

Expert disbursement evidence including Court order if applicable

Travel Justification (FAS)

Adjustment Bill evidence

Adjustment Bill narrative

Travel Justification (Disbursement)

Summary Level breakdown with confirmation that Counsel fees have been paid

All Associated Court Order(s)

Travel Justification (Disbursement)

Travel Expenses

Please see additional bill information below:

Submitted by: \_\_\_\_\_

Time of Submission: 14:28:43 06-JUL-2017

Claim Type: BILL - Solicitor Adjustment

Submitted Value of Claim (Including VAT): £ 1037.43