



CCMS Provider: Single Stage Emergency Application

If you are making a delegated functions emergency application and you already have all the necessary information and evidence available a single-stage emergency application can be submitted. This means that you are creating the emergency application and the amendment to a substantive certificate at the same time.

If not all information or evidence is available, it is still possible to submit an emergency application and follow this up with a substantive amendment, using the dual stage emergency process.

NOTE: When making a single stage emergency application you will have to provide the evidence as soon as possible. If making a dual stage emergency application you will not be asked to provide evidence until making the substantive amendment.

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From the CCMS home screen click **New Application**.

NOTE: The same information will need to be supplied as for a standard substantive application.

Client and Cost Management System
Civil legal aid application, amendments and billing.

New Application

You currently have:

[1 Outstanding Actions \(none overdue\)](#)
[View Notifications \(2 outstanding\)](#)

Support
Case enquiries: 0300 200 2020 (Monday to Friday, 9:00 - 17:00) Alternatively you can 'Submit Case Query' within a case.

For technical support please [contact LAA](#)

Create General Request

2

[Cancel and return to Home](#)

Application Type
Please select the relevant details.

* indicates required field

* Application Type
Substantive

Next

When making the single stage application you must select **Substantive** as the application type.

Click **Next**.

NOTE: If you are making a dual stage application select Emergency as the application type.



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You must answer **Yes** to Delegated Functions Used to ensure that CCMS asks the emergency questions and defaults to the correct scope limits.

NOTE: Select No if you have used delegated functions for a Special Children Act matter. You will be asked to confirm the details in the merits assessment.

Click **Next**.

[Cancel and return to Home](#)

Delegated Functions

If you have exercised Delegated Functions in a Special Children Act matter, please select 'No' to use of delegated functions here. You will be asked to confirm the details of the exercise of delegated functions in the Merits assessment.

* indicates required field

* Delegated Functions Used (In a matter which is not Special Children Act)

Yes

Date Delegated Functions Used (DD/MM/YYYY)

22/10/2015

Next

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[Return to Home](#)

Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

Application Sections	Status	Last Saved	Last Saved By
Application Type	Substantive Delegated Functions	24/10/2015	
Provider Details	Started	24/10/2015	
Client Details	Complete		
General Details	Not Started	24/10/2015	
Proceedings and Costs	Not Started	24/10/2015	
Opponents and Other Parties	Not Started		
Means Assessment	Not Available		
Merits Assessment	Not Available		
View Application Summary	N/A		

Complete Application [Abandon Application](#)

The Application Summary screen will appear once you have registered your client.

The Application Type should show as Substantive Delegated Functions.

Click each link to complete the section.

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The Proceedings & Costs section is where you will add scope limitations. On a Single Stage application you must add both the emergency and the substantive scope limits.

Click **Add Proceeding**.

[Return to Create Application](#)

Proceedings and Costs

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once you have completed the proceedings, please review the Cost Limitations relating to Case.

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
None					
	Add Proceeding				

Case Costs ?

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£0.00	£0.00

Prior Authority

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
None				
Add Prior Authority				



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Scope Limitation	Scope Limitation Wording	Delegated Functions Apply	Action
Counsel's Opinion	Limited to obtaining external Counsel's Opinion or the opinion of an external solicitor with higher court advocacy rights on the information already available.	<input checked="" type="checkbox"/>	Delete
Final hearing(CAFCASS rept)priv law only	Limited to all steps up to and including the final hearing save in the event of a Court and Family Reporter's/Children's Guardian's report unfavourable to the client, in which case the certificate is thereafter limited to a Solicitor's report or, if the Solicitor so advises, external Counsel's opinion or the opinion of an external solicitor with higher court advocacy rights on the merits of the matter continuing on a contested basis.	<input type="checkbox"/>	Delete

[Add Scope Limitation](#)

[Next](#) [Back](#)

You will be asked to select the proceedings you require. CCMS will then default the emergency scope limit. To add the substantive scope limit click **Add Scope Limitation**.

If you do not require additional scope on the substantive certificate please indicate this within your statement of case. Failure to do so will result in rejection.

Once you have added all scope limits required click **Next**.

NOTE: The Delegated Functions Apply column indicates which scope limit covers the emergency and the substantive. If the box is ticked then that scope limitation covers the emergency element of the application. If the box is unticked that indicates the scope limit covers the substantive amendment. You will be asked when adding scope limitations whether delegated functions apply.

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The proceedings added will now appear on the Proceedings & Costs screen.

Any increase to the default cost limitation on either the emergency or the substantive cost limitation you **must** specify the cost limit sought AND the reason for this within the statement of case.

Include a summary of the work done and intended work, number of hearings, attendances upon client/others, expert fees details, counsel fees and other disbursements.

Click **Return to Create Application**.

[Return to Create Application](#)

Proceedings and Costs

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Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
Section 8 orders	CAO contact	Family Help (Higher)	Applicant/claimant/petitioner	✓	

[Add Proceeding](#)

Case Costs

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£2250.00	£0.00

Prior Authority

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
None				

[Add Prior Authority](#)



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[Return to Home](#)

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Client Details	Complete		
General Details	Complete	24/10/2015	
Proceedings and Costs	Complete	24/10/2015	
Opponents and Other Parties	Complete	24/10/2015	
Means Assessment	Complete	24/10/2015	
Merits Assessment	Complete	24/10/2015	
View Application Summary	N/A		

[Complete Application](#) [Abandon Application](#)

Complete each section of the Application Summary.

For more information about completing the Means and Merits Assessments, please see the relevant quick guides.

The Means and Merits Assessments will ask questions to support both the Emergency and Substantive applications.

When all sections are Complete select **Complete Application**.

Follow the on screen prompts and declarations to submit the application.

NOTE: When printing the declaration you can also choose to print to PDF which will save a copy of the whole application and declaration to your computer. If using this option you must also still print a paper copy to be signed by the client.