



CCMS Provider: Submit Bill—FAS

1

Available Actions

Action	Description
Amend Case	Create an amendment for this application
Amend Client	View or update the client details
Billing	View financial details and Bills/POAs for this case
Submit Case Query	Create a service request related to this case
View Case or Application	Open a read-only version of this case or application

Search for the relevant case in **My Cases and Applications**.
From the **Case Summary**, scroll down to the **Available Actions** section and select **Billing**.

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From the **Case Statement of Account** select **Create Bill**.

Case Statement of Account

Please note that if a Bill or Payment on Account is in draft status, you will not be able to create a new Bill or POA until the Draft Bill has been submitted.

	LAWSON LEWIS BLAKERS	Prior Solicitor	Counsel	Total
Certificate Cost Limitation	£ 4,500.00			£ 4,500.00
Total Counsel Cost Ceiling			£ 0.00	£ 0.00
Current Undertaking	£ 0.00			£ 0.00
Bills Authorised	£ 0.00			£ 0.00
Bills Submitted but not Authorised	£ 1,000.00			£ 1,000.00
Payments on Account Recouped	£ 0.00			£ 0.00
Payments on Account Authorised	£ 0.00			£ 0.00
Payments on Account Submitted but not Authorised	£ 0.00			£ 0.00
Cost Limitation Remaining	£ 4,500.00			£ 4,500.00
Counsel Cost Ceiling Remaining			£ 0.00	£ 0.00

Enter Undertaking

Bills and Payment on Account (POA)

Bill Type	Status	Date Submitted	Date Authorised	Value	Action
Solicitor Interim	Under Assessment	24/10/2015		£ 1,000.00	

[Create Bill](#) [Create POA](#)

Click **Bill Details**.

Create a Bill - Bill Details

Please click 'Bill Details' to enter the line details for the BILL. Once complete click 'Submit' to send the information to LAA.

Bill Details

Billing	Status
Bill Details	Not Started

[Submit](#)

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Provider Bill Type

* indicates required field

* What type of claim are you submitting?

Solicitor Interim

v5.1.3

[Next](#)

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Select the type of bill from the drop down menu.
Click Next



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To include a **FAS** claim with the bill, click **Yes**.

Click **Next**

Multiple Fee Scheme Bills
* Indicates required field

* Would you like to bill for FAS?
 Yes No

* Would you like to bill for Disbursements?
 Yes No

Please indicate all fee schemes you are claiming under for this bill.

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PFLRS Bill Line
* indicates required field

* Activity Date

* Activity Type
 Please Select ▼

* Aspect of Work
 Please Select ▼

Please choose the Aspect of Work that applies to this bill line.

*
 Do you wish to escape the standard fixed fee for any reason other than the amount of your actual profit costs exceeding the fixed fee threshold or your client being a child (e.g. the acting solicitor has been instructed by the client for less than 24 hours overall, and their involvement in the case has concluded)?
 Yes No

Complete the claim details.
To add multiple line entries, select **Add**.
Once completed click **Next**.

1 - None Selected

2 - Prior Authority

[Remove](#)

[Add](#)

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

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Select the **Aspect of Work** being claimed.

Click **Next**

Aspect of Work
* indicates required field

* Are you claiming for work in relation to Finance?
 Yes No

* Are you claiming for work in relation to Private Law Children?
 Yes No

* Are you claiming for work in relation to Public Law Children?
 Yes No

* Are you claiming for work in relation to Other Public Law Children?
 Yes No

* Are you claiming for work in relation to Domestic Abuse?
 Yes No

Please answer yes to all aspects that apply to this bill. This will limit the activities that can be chosen at bill line level.

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Legal Aid Agency

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FAS Hearing Unit Entry
* indicates required field

If you do not wish to enter any activities on this screen, you will need to remove the line in order to continue. Please click 'remove' to do this.

* Activity Date
[Text Field]

* Activity Type
Please Select [Dropdown]

* Aspect of Work
Please Select [Dropdown]

Please select the aspect of work that applies to this bill line.

* Court Type
Please Select [Dropdown]

Please choose the Court (or proposed Court) where this activity took place.

* VAT %
Please Select [Dropdown]

* Fee Earner
[Text Field]

Please give the name of the fee earner who did this piece of work.

Please indicate if any of the following SIPs apply in this case:

* Experts Cross Examination
 Yes No

* Allegations of Significant Harm
 Yes No

* Client has difficulty with instructions
 Yes No

[Remove] [Add]

[Next] [Back]

Complete details of the FAS bill.

Click **Next**

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Enter further information as required claim, in this case **FAS Non Hearing Unity Entry**.

If no details are required, select **Remove**.

Click Add to add additional lines.

Click **Next**

FAS Non Hearing Unit Entry
* indicates required field

If you do not wish to enter any activities on this screen, you will need to remove the line in order to continue. Please click 'remove' to do this.

* Activity Date
[Text Field]

* Activity Type
Please Select [Dropdown]

* Aspect of Work
Please Select [Dropdown]

Please select the aspect of work that applies to this bill line.

* Court Type
Please Select [Dropdown]

Please choose the Court (or proposed Court) where this activity took place.

* VAT %
Please Select [Dropdown]

* Fee Earner
[Text Field]

Please give the name of the fee earner who did this piece of work.

[Remove] [Add]

[Next] [Back]

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Bill Details

Billing	Status	Action
Bill Details	Complete	Request Draft Print Bill Summary

[Submit]

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The status in the **Bill Details** section will change to complete.

Click **Submit**.



Legal Aid
Agency

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NOTE: A document/evidence request will be sent to the person who submitted the bill. This must be processed before the LAA can process the request.

For more information on sending evidence, please see the **Submitting Electronic Evidence** or **Submitting Evidence by Post** quick guides.

To check the status of the bill submitted, follow steps **1** and **2**. The bill status will be displayed at the bottom of the window.