



This fact sheet has been produced to help providers submitting immigration applications using CCMS.

Emergency Applications:

1. If you apply for an emergency certificate using the **dual stage process** you must create a substantive amendment to convert your emergency certificate to substantive.
2. You should do this within 5 working days of receiving your emergency certificate. Not doing this will mean you will not be covered for work when the emergency certificate runs out.
3. When amending the certificate to substantive you must remember to add an additional scope limitation which will cover you for your substantive work.
4. Remember to also change your cost limitation from the emergency amount of £1350 to the amount you require. (Usually £2250).

[Amending Emergency to Substantive - Quick Guide](#)

Uploading your documents:

1. When you send an application through CCMS that requires supporting evidence, it can't be processed until the evidence is received.
2. The quickest way to get your application processed is by uploading the evidence as soon as it is received.
3. When uploading evidence to a documents required action you need to upload the evidence and then provide a notification response. Not providing a notification response of 'Documents Sent' when the evidence is uploaded will delay your application.

[Uploading Electronic Documents - Quick Guide](#)

Scope limitation: JR0012

If you are applying for judicial review JR001 or oral renewal JR004

If you do not apply for JR0012 this will be added to your application internally.



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Amendment your certificate:

1. If you require an amendment you should create this as soon as you are aware of the amendment, this may prevent you from having to chase us for an urgent decision.
2. You can submit multiple amendments in one go. This means you can amend your costs, level of service or, change scope limitations, etc at the same time. Once you submit an amendment you won't be able to submit another until the original amendment has been processed. Try to submit amendments together to save time and reduce your CCMS work.

[Amendments - Quick Guide](#)

CCMS Upgrades:

CCMS is regularly upgraded to make using the system a better experience. Sometimes the upgrades are behind the scenes. Other times they are more visible. For example an upgraded version of CCMS has recently been released.

The big change at the moment is a new merits assessment. This reduces the time it takes to complete the merits assessment and makes it easier to complete a merits assessment.

In order to access the upgraded CCMS your nominated firm administrator needs to apply a new role to your account.

[Accessing CCMS Upgraded](#)