



# CCMS Provider: Emergency and Delegated Functions Applications

The process below is referred to as the Dual Stage emergency application, where you create the initial emergency application then amend to substantive at a later date.

**NOTE:** Using the dual stage process means you will have a period where further emergency amendments can be made once the initial emergency certificate has been granted, as opposed to the single stage emergency process which does not have this function. To amend an emergency certificate, the certificate must have a status of granted and you should select emergency as the amendment type.

If you wish to amend an emergency certificate that has not been processed by the LAA you should contact the Customer Service Team and ask them to reject the application, you will then be able to make the necessary amendments before resubmitting.

1

From the homepage, click **New Application**.

The same basic information will need to be supplied as for a 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. Technical Support: 0203 334 6664 (Monday to Friday, 9:00 - 17:30) [online-support@legalaid.gsi.gov.uk](mailto: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](#)

2

## Application Type

[Cancel and return to Home](#)

Please select the relevant details.

\*Indicates required field

\* Application Type  
Emergency

Next

When you reach the Application Type question select the type as **Emergency** then click **Next**.



Legal Aid  
Agency

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3

You will then come to the delegated functions question. If you have used **delegated functions**, answer **Yes** and add the date.

For **Special Children Act** cases answer **No** to this question. You will be asked for further details in the merits assessment.

Click **Next** to carry on completing the application.

[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

Continue to create the application. For further help see the **Making a Legal Aid Application** quick guide.

Unlike a substantive application, an emergency application will not generate a document request. Documents will need to be provided when the emergency application is amended to a substantive. See the **Amending an Emergency to a Substantive Application** quick guide for details.