



CCMS Provider: Assigning Counsel

This guide explains how to assign Counsel to a case and how to allocate a proportion of your existing cost limit to Counsel.

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From the CCMS homepage click **Cases and Applications** to search for the case you want to assign counsel to.

2

Enter the case information into the search options and click **Search**.

From the search results click the **Case Reference Number** of your case.

3

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
View Case Notifications	View all notifications belonging to this case
View Outcome	View the outcomes for this case
Amend Provider Details	Amend Provider Details
Amend Correspondence Address	Amend Correspondence Address
Allocate Cost Limit	Allocate Cost Limit
Complete Means Reassessment	Complete Means Reassessment

Scroll down the Case Overview page until you reach the list of Available Actions.

Click **Allocate Cost Limit**.



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Under the Cost Limitation Allocation heading you can view your current cost limit.

Click **Add Counsel**.

Cost Limitation Allocation ?

Provider	Type	Amount Used	Provider Cost Breakdown	Action
Granted Cost Limitation			£ 4500.00	
	Provider	£ 0.00	£ 4100.00	

Add Counsel

Calculate **Next**

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Counsel Search

Please enter the details for the counsel you are looking for in the fields provided and click 'Search' to find the relevant record.

Name

Company

LAA Counsel Reference

Category
Please Select ▼

Search

In the Counsel Search screen you can search by using Name, Company, LAA Counsel Reference and Category.

Enter the details of the Counsel you are searching for and click **Search**.

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After searching you will be presented with the search results. In this example one record has been found. Multiple results may be shown if counsel have the same surname.

Select the counsel you require by clicking on the **Name** of counsel.

Counsel Search - Results

To select one of the records that have been returned, click on the counsel name. If the results shown do not include the counsel you are looking for, re-enter new search criteria and click 'Search'.

Name	Company	LAA Counsel Reference	Category	County
ABIGAIL	ABIGAIL		Junior	



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The Counsel member is now visible in your Cost Limit Allocation table. You should agree the cost limit you are going to apportion to Counsel, with them, up front.

Enter the amount being apportioned to Counsel in the **Provider Cost Breakdown** field alongside their name. Click **Calculate** to update the figures in the table.

Click **Next** and then **Confirm** to complete the process.

NOTE: Where Counsel are already allocated costs and you wish to amend the current amount, simply go into the Allocate Cost Limit screen located in the Available Actions list. Then, in the Case Costs window, see the Cost Limitation Allocation. You can then edit by overtyping in the Provider Cost Breakdown field to the desired new amount. Once done, click **Calculate** to update.

GETTING IT RIGHT FIRST TIME: Only one counsel can be assigned in a single submission. This process is automated and will not require any action from a caseworker.

Case Costs

Please view the allocation of granted costs to counsels and, where the case has been subject to provider transfer, former providers. In order to change this allocation, please update the figures as necessary and click the 'Next' button to confirm. Please note that the Amount Used reflects the value of bills that have been paid, authorised for payment or matched against POA's as part of recoupment and excludes those elements that fall outside of the cost limit such as VAT and the Court Assessment fees.

Cost Limitation Allocation ?

Provider	Type	Amount Used	Provider Cost Breakdown	Action
Granted Cost Limitation			£ 4500.00	
	Provider	£ 0.00	£ 4100.00	
ABIGAIL	Counsel	£ 0.00	£ 500.00	Remove

Add Counsel

Calculate

Next