



Legal Aid
Agency

Five steps to using CCMS

(Client and Cost
Management System)

<http://ccmstraining.justice.gov.uk>

1



Get access to CCMS

Visit the 'Getting Started' page of the CCMS Training Website to decide who should be able to see what in CCMS in your organisation.

<http://ccmstraining.justice.gov.uk>

2



Get trained up

Attend our Online Training Modules, delivered by a CCMS Trainer. Download our Interactive Training Modules for self study. Access our quick guides when you begin to use CCMS.

<http://ccmstraining.justice.gov.uk>

3



Start using CCMS

There's information on the 'Training Resources' page of the CCMS Training Website that you can refer to when using the system, including:

- frequently asked questions
- process maps

<http://ccmstraining.justice.gov.uk>

4



Take part in our Online Training Modules

We run regular, Online Training Modules on using CCMS. Details including how to book a place are on the 'Training Resources' page of the CCMS Training Website.

<http://ccmstraining.justice.gov.uk>

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Contact us

We answer both CCMS case and technical queries - and deal with any problems - by email, through CCMS and over the telephone.

Visit the 'Contacts' page of the CCMS Training Website.

<http://ccmstraining.justice.gov.uk>