



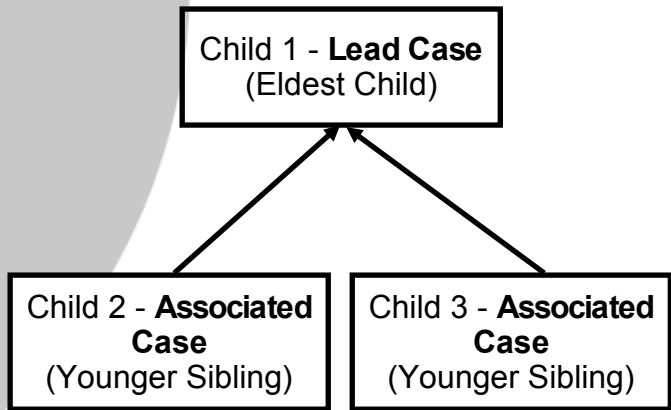
Legal Aid Agency

CCMS Provider: Linking Family Cases

Cases can be linked together in CCMS so that applications for clients being represented in the same proceedings are grouped together for assessment by the LAA.

Often multiple children are represented under Special Children Act proceedings, and other types of family proceedings.

Usually the application for the eldest child will be considered the lead case. The applications for younger siblings are considered associated applications.



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It is best practice to complete and submit the application for the eldest child first. Making a note of the case reference number.

Begin creating the subsequent applications by clicking **New Application**.

Remember to use the Copy Case function to save time.

Client and Cost Management System

Civil legal aid applications, amendments and billing.

New Application

You currently have:

[4 Outstanding Actions \(none overdue\)](#)

[View Notifications \(none outstanding\)](#)

Support

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Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

Application Sections	Status	Last Saved
Application Type	Substantive	17/02/2016
Provider Details	Complete	17/02/2016
Client Details	Complete	
General Details	Complete	17/02/2016
Proceedings and Costs	Complete	02/12/2015
Opponents and Other Parties	Complete	02/12/2015
Means Assessment : Original Upgraded	Complete	17/02/2016
Merits Assessment	Complete	02/12/2015
Document Upload		
View Application Summary	N/A	
Complete Application	Abandon Application	

Complete the client registration pages to register the client in CCMS.

If you've used Copy Case the first five application sections will be marked as complete.

Click **General Details** to link this case.



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If you are linking together an application for a child you will have already marked the client as vulnerable.

Make sure the preferred address box is marked **Send to Provider Office**.

Click **Next**.

Correspondence Address

Please enter the correspondence address for your client on this case below. You may select Client Address or Provider's Address as the Preferred Address, in which case no further details are required. Otherwise, please complete the address details. The 'Find address' button is only valid for UK addresses. For non-UK addresses please manually enter the details.

If you would like to use another address as 'Correspondence Address' please indicate which address you prefer.

* indicates required field

* Preferred Address
Send to Provider Office ▼

Country
Please Select ▼

House Name / Number

Post Code

Find Address

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Linked Cases Summary

If you have any application / case that you wish to link to this application 'Link an Application / Case'. If you do not have any cases to link then please click the 'Confirm' button.

LAA Application / Case Ref.	Client name	Provider Case Ref
None		
<input type="button" value="Link an Application / Case"/>		
<input type="button" value="Confirm"/> Back		

None

Link an Application / Case

Confirm

[Back](#)

Click **Link an Application / Case**.

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At step 1 we said the best practice was to submit the application for the eldest child first and begin creating any subsequent applications.

When creating subsequent applications, enter the case reference of the first application (eldest child) and click **Search**.

NOTE: If you have not submitted the first application (eldest child) the search will not return a result.

Linked Cases

Please enter the application / case details in the fields provided to search for the relevant application or case.

Case and Application Search

LAA Application / Case Reference ?

Client Surname

Provider Case Reference

Fee Earner
Please Select ▼

Office
Please Select ▼

Status
Please Select ▼

Search



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Check the application details are correct on screen and click **Link Case**.

Linked Cases - Search Results

Your search has returned 1 results.

To link an application/case displayed in the results table, click 'Link Case' for the relevant record.

LAA Application / Case Ref.	Provider Case Ref	Client name	Category of Law	Fee Earner	Status	Action
3000000	12345(B)		Family		Submitted	Link Case

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The name and case reference of the lead case (eldest child) are displayed on screen.

Choose **Family - Lead Case**.

This identifies the existing case as the lead case and the subsequent case as an associated case.

Click **Next**.

Linked Cases

Please answer the following questions concerning the application / case you are linking to your application.

* indicates required field

Client name

LAA Application / Case Reference 3000000

* How is this application / case related to your application?

Please Select ▼

- Please Select
- Continuation
- Family - Associated Case
- Family - Lead Case
- Linked Legal Issue

NOTE: It is possible to carry out the linking in reverse if the cases are submitted in a different order. You could submit all of the associated cases first, then when submitting the lead case, create a Family - Associated Case link with all of the already submitted associated cases.