



CCMS Provider: Resubmitting a Rejected Application

This quick guide has been created to help to resubmit your application when it has been rejected by the LAA.

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You will receive an Action in your Actions and Notifications which will contain a letter for your attention. The letter will include information about why your application has been rejected and the steps you need to take.

To access the notification navigate to Actions and Notifications and click **Letter for your Attention**.

[Return to Case Overview](#)

Your Actions / Notifications

Your search has returned 1 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table.

[Refine Search](#)

Date Assigned	Subject	Due Date	Assigned To	Status	LAA Ref	Provider Ref	Client	Fee Earner
27/04/2016	Letter For your Attention	27/05/2016		Notified	300000048393		smith smith	

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The description under attachments indicates that the application has been rejected.

Click **View** to download the notification.

[Return to Notification Search Results](#)

Letter For your Attention

Date Assigned 27/04/2016 Due Date 27/05/2016 Status Notified Assigned To

No Notes

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000048393		smith smith	

Attachments

Description	Action
App/Amen rejected - sol	View

Notification Response

* indicates required field

* Response

Please Select

Submit

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Legal Aid Agency

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Document Download

We are retrieving your document. This may take a few moments, please be patient.



Retrieving

Once your document has been downloaded you may close this window.

Close

The document will download, it may take a few moments.

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The letter will explain the reasons for the rejection.

You can save a copy of this letter, print it out or click close in the top right hand corner.



Legal Aid Agency

PO BOX 509
Sale
M33 6RN
DX 745770 SALE 11
Telephone: 0300 200 2020

Associate Solicitor Rebecca

Our Ref:

Your Ref:

Date: 26/04/2016

Dear Sirs,

Re: smith smith

Thank you for your application of 26/04/2016.

Your application has been rejected for the following reasons:

- You have added the same scope limitation twice to the certificate, one of which is not required.

Please resubmit this application within 14 days of the date of this letter.

If you do not resubmit the application within this time, it will be considered withdrawn. If the client still requires Legal Aid a fresh application will have to be submitted.

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Document Download

We are retrieving your document. This may take a few moments, please be patient.

Once your document has been downloaded you may close this window.

Close

To return to the notification, click **Close**.



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Closing the document will return you to the notification detail.

You may wish to provide a notification response. Marking the notification as read will close it in the list.

If you are not the person dealing with correspondence in your organisation you may decide not to provide a response.

[Return to Notification Search Results](#)

Letter For your Attention

Date Assigned	Due Date	Status	Assigned To
27/04/2016	27/05/2016	Notified	

No Notes

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000048393		smith smith	

Attachments

Description	Action
App/Amen rejected - sol	View

Notification Response

* indicates required field

* Response

Read

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Submission Confirmation

Your data has been successfully processed. Please click 'Next' to continue.

A submission confirmation screen will be displayed if a response is provided.

Click **Next**

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You will need to amend your application with the information given to you in the rejection letter sent by the LAA. Search for your case and click into the **LAA Application / Case Reference Number**.

GETTING IT RIGHT FIRST TIME: The status of the case is currently **Requires Rework**. This indicates that the application has been rejected. The status of the case may change before you receive a notification from the LAA as our letters are occasionally subject to a review process.

[Return to Case and Application Search](#)

Search Results

Your search has returned 1 results.

To view a case / application displayed in the results table, click on the 'LAA Application / Case Ref.' number. If the application/case you are searching for is not in the list below, please review your search criteria and search again.

LAA Application / Case Ref.	Provider Case Ref	Client name	Category of Law	Fee Earner	Status
300000048393	Not Available	smith smith	Family		Requires Rework



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Click **Amend Case** from the list of Available Actions.

Case Costs	Requested Amount
Cost Limitation	£2250.00
Available Actions	
Action	Description
Amend Case	Create an amendment for this application
Amend Client	View or update the client details
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
Amend Provider Details	Amend Provider Details
Amend Correspondence Address	Amend Correspondence Address

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Opponents and Other Parties			
Party Type	Party Name	Relationship to Client	Relationship to Case
Individual	Ms Lucy Smith	Child	Child
Means			
Status			Means Assessment
Means Assessment	No Assessment Performed		
Merits			
Status			Merits Assessment
Merits Assessment	No Assessment Performed		
Submit Amendments			

Amend the case with the information provided in the rejection letter.

If the status of the means or merits assessment shows as **requires reassessment** this does mean that you will need to revisit this area.

Once you have made the appropriate changes click **Submit Amendment**.

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A submission confirmation screen confirms the amendment has been sent to the LAA.

Click **Next**

Submission Confirmation

Your data has been successfully processed. Please click 'Next' to continue.

[Next](#)