



CCMS Provider: Resubmitting a Rejected Bill

This quick guide will show you the steps to take when your interim or final bill has been rejected. You will receive a notification in Your Actions and Notifications, this will give you information on why your bill was rejected.

If you believe your bill was rejected in error you should email laacivilclaimfix@legalaid.gsi.gov.uk

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From the Case Overview screen, scroll down to view your list of available actions.

Click into the **Billing** link.

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

From the Billing screen click into **Copy** this will enable you to amend the bill. The option to copy will not be available if there is another bill in draft.

POINTS TO NOTE: The Copy functionality can only be used if the rejected bill was a line by line bill. If the bulk upload facility was used the xml file has to be amended and reloaded instead.

2

Bills and Payment on Account (POA) [Create POA](#) [Create Bill](#)

Bill Type	Status	Date Submitted	Date Authorised	Value	Action
Solicitor Final	Rejected	31/10/2015		£ 400.00	Copy
Solicitor Interim	Under Assessment	24/10/2015		£ 1,000.00	

[Create POA](#) [Create Bill](#)

3

Create a Bill - Bill Details

Please click 'Bill Details' to enter the line details for the Bill. Once complete click 'Submit' to send the information to LAA.

Billing	Status
Bill Details	Not Started

Click **Bill Details**.



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Your answers will be saved from your original bill, you will need to amend your bill.

You can remove a bill line if this is the reason for the reject and add another line if this is where you need to make amendments.

Experts Court Attendance Hourly Rate
£ 0.00

If there are any court attendance costs, please confirm the expert's hourly rate for court attendance.

Experts Travel Net Costs
£ 0.00

If there are any travel costs charged by the expert, please confirm the total net value.

Description Of Other Expert Costs

If there are any other costs within the expert costs that do not relate to preparation, court work or travel costs then please briefly describe what the other costs relate to (freetext).

Remove
Add

Next [Back](#)

5

Confirmation

Assessment completed.

ASSESSMENT SUMMARY

Bill type	Solicitor Final
Total Profit cost net claim	£155.50
Total Profit cost VAT	£31.10
Total Advocacy net claim	£0.00
Total Advocacy VAT	£0.00
Total Disbursement net claim	£400.00
Total Disbursement VAT	£80.00
Total net claim	£555.50
Total VAT claim	£111.10
POA total Net claim	£0.00
Total claim	£666.60

Confirm

The assessment summary screen is displayed when the bill has been completed.

Click **Confirm**.

6

Create a Bill - Bill Details

Please click 'Bill Details' to enter the line details for the Bill. Once complete click 'Submit' to send the information to LAA.

Please click 'Bill Summary' to view a breakdown of the claim lines you have just entered.

Please click 'Request Draft Print' to receive a printable version of the claim which will be sent to you as a notification.

[Cancel and return to Financials Summary](#)
Action

Billing	Status
Bill Details	Complete

[Request Draft Print | Bill Summary](#)

Submit

Click **Submit**.