

Solicitor advocate system users: roles and responsibilities guidance

CCMS User Roles for Solicitor Advocates

There are three roles for Solicitor Advocates in CCMS:

- CCMS Advocate Administrator
- CCMS Advocate Bill Preparation
- CCMS Advocate Bill Submission

The roles allow you the flexibility to restrict the access you grant to a user on the system.

Whoever you ask for to be the administrator in your organisation will have a user account created for them by the LAA, and given the **CCMS Advocate Administrator** role. The administrator can then create additional user accounts, and give them any of the roles above, including creating an additional administrator.

The same role can be assigned to multiple users depending on the needs of your office or organisation and an individual user may be granted all roles if appropriate.

CCMS Advocate administrator

The Advocate Administrator role allows you access to CWA to create and assign roles.

CCMS Advocate Bill Preparation

This role allows the user to create and amend, but not submit, bills and payments on account.

CCMS Advocate Bill Submission

This role allows the user to review and submit bills and payments on account created by a user with the Advocate Bill Preparation role.

Actions and Notifications

Both the CCMS Advocate Bill Preparation and CCMS Advocate Bill Submission roles allow the user to view and respond to notifications and actions for those cases they have been assigned to.

You will need to decide who will require which role depending on their day to day responsibilities within your organisation. Once an individual has been assigned a role or roles they will then be able to complete the associated training modules which will be available on the website. .

Case study

Jenny is a Solicitor Advocate and has been assigned to a case on CCMS. She has an assistant, Pete, who prepares her bills for legal aid work.

Jenny has the **CCMS Advocate Administrator** role. She creates a user account for Pete, and gives him the **CCMS Advocate Bill Preparation** role. She also ensures that she has the **CCMS Advocate Bill Submission Role**.

Pete is now able to enter the bill on CCMS. Jenny can then use her role to review and submit the bill to the LAA.

Provider system users: roles and responsibilities matrix

Role Action	Solicitor Advocate Administrator	Solicitor Advocate Bill Preparation	Solicitor Advocate Bill Submission
Create and assign roles to users	●		
Search for and view cases		●	●
View case details		●	
View case statement of account		●	●
View case attachments		●	●
View actions and notifications		●	●
Create bills/POAs		●	
Submit bills/POAs			●
Attach documents/evidence		●	●
Submit attached documents		●	●
Submit notifications		●	●

For more step-by-step guidance on setting up users and assigning roles, check out the Go-Live quick guides.