

Important distinctions between 'in-scope' and ECF Funding:

- No option to delegate functions to make decisions.
- There is no Emergency procedure – the ECF Team will consider representations on Urgent applications. Marking the case as 'urgent' in the system is not sufficient, you will need to contact the ECF Team and we will need to agree that the case is urgent before it is prioritised.
- Please be vigilant when submitting New Applications or Amendments in CCMS. Selecting that a case is 'exceptional' does not mean that the case is urgent/important. This means that you have told the CCMS system that all or part of the case is Out of Scope of LASPO and therefore the ECF Team need to deal with the application. Failure to input the case correctly will delay the application as it will either need to be rejected back to you to amend or sent to another part of the business for consideration.
- http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0007/7837/CCMS_Provider_Exceptional_Case_Funding_Application_v_3.0.pdf Further information on how to make an ECF application.
- http://ccmstraining.justice.gov.uk/_data/assets/pdf_file/0005/7718/Exceptional_case_funding_merits_application_v0.21.pdf Further information on Merits ECF applications

Submitting Applications:

- We cannot accept 'blended' applications, i.e. applications for both in and out of scope work. They will need to be submitted separately into the system.
- For Inquest cases, you will be required to submit means information for all relevant family members. In order to do this you will need to upload separate appropriate means forms for the additional family members via the document request.
- Information about whose family means we generally expect to assess can be located in the ECF Provider Pack:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/309095/legal-aid-ecf-inquest-provider-pack.pdf

Hints & Tips

- We cannot consider the application until any documents that have been requested by the system are uploaded. When you upload documents, please ensure you set the status to 'documents sent' as failure to do so will delay the consideration of your application.
- Please ensure that all supporting documentation that you wish us to consider is provided with the initial application. This may delay your application if we have to request routine documents.
- Applications for amendment to existing ECF Certificates can be multiple amendments i.e. you can submit a combined amendment for costs/scope/form of service/prior authority. If you have a number of amendment requests it is better that they are submitted on the one request.

Contacting the ECF Team

Please email the team at ContactECC@legalaid.gsi.gov.uk

Time Standards:

- Cases the ECF Team agree are urgent – 5 Working days
- Amendments – 20 Working days
- Applications – 20 Working days
- Reviews – 10 Working days