



# CCMS Provider: Prior Authority

This quick guide will take you through the process of submitting an amendment to request prior authority.

You can still apply for prior authority when completing the application from the Proceedings & Costs section.

1

Search for the case you wish to make the prior authority request for through the Cases & Applications section.

From the Case Overview screen click the **Amend Case** link from the table of Available Actions.

### Available Actions

Action	Description
<a href="#">Amend Case</a>	Create an amendment for this application
<a href="#">Amend Client</a>	View or update the client details
<a href="#">Billing</a>	View financial details and Bills/POAs for this case
<a href="#">Record Outcome</a>	Record an outcome for this case or for one of its proceedings
<a href="#">Submit Case Query</a>	Create a service request related to this case
<a href="#">View Case or Application</a>	Open a read-only version of this case or application
<a href="#">View Case Notifications</a>	View all notifications belonging to this case
<a href="#">View Outcome</a>	View the outcomes for this case
<a href="#">Amend Provider Details</a>	Amend Provider Details
<a href="#">Amend Correspondence Address</a>	Amend Correspondence Address
<a href="#">Allocate Cost Limit</a>	Allocate Cost Limit
<a href="#">Complete Means Reassessment</a>	Complete Means Reassessment

2

### Application Type

Please select the relevant details.

\* indicates required field

\* Amendment Type  
Substantive

Next

Select the Amendment Type from the dropdown list.

Click **Next**.

### GETTING IT RIGHT

**FIRST TIME:** If you have an emergency certificate select emergency as the type, if you have a substantive certificate select substantive.

3

From the Amend Case screen scroll down to the Prior Authority section.

Click **Edit Prior Authority**.

Please review the information below for this Application/Case.

### Amend Case

[Edit General Details](#)

Status of case	Live	Preferred Address	Send to Provider Office
Client name	Harding Harding	Amendment Type	Substantive
Category of Law	Family		

**Proceedings** [Edit Proceedings and Costs](#)

Matter Type	Form of Civil Legal Service	Client Involvement Type	Status
Section 8 orders	Full Representation	Applicant/claimant/petitioner	Unchanged

**Scope Limitation** [Edit Case Cost Limitation](#)

Scope Limitation	Scope Limitation Wording
Hearing-children	Limited to all steps up to and including trial/final hearing and any action necessary to implement (but not enforce) the judgment or order.

**Costs**

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£4500.00	£4500.00

**Prior Authority** [Edit Prior Authority](#)

Prior Authority	Prior Authority Type	Amount Requested	Status
None			



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The Prior Authority section is contained on the Proceedings & Costs screen.  
  
Scroll down to the Prior Authority table and click **Add Prior Authority**.

**Proceedings and Costs** [Return to Amend Case](#)

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once you have completed the proceedings, please review the Cost Limitations relating to Case.

[Add Proceeding](#)

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
<a href="#">Section 8 orders</a>	Specific Issue Order - S8	Full Representation	Applicant/claimant/petitioner	✓	<a href="#">Add Proceeding</a>

**Case Costs** [?](#)

Case Costs	Requested Amount	Granted Amount
<a href="#">Case Cost Limitation</a>	£4500.00	£4500.00

**Prior Authority** [?](#) [Add Prior Authority](#)

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
<a href="#">None</a>				<a href="#">Add Prior Authority</a>

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**Prior Authority - Step 1 of 2**

Please select the Prior Authority Type.

\* Indicates required field

\* Prior Authority Type

Please Select

Please Select

Counsel

Expert

Other Expense

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Select the type of Prior Authority you wish to request then click **Next**.

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Complete all mandatory fields on the request form.  
  
Click **Confirm**.

**Prior Authority - Step 2 of 2** [Cancel and return to Proceedings and Costs](#)

Please complete the details below for your Prior Authority request.

\* Indicates required field

**Prior Authority Type** Counsel

\* Summary

\* Justification

\* Authority is requested to

\* Type of Counsel Brief

[Confirm](#) [Back](#)

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**Proceedings and Costs** [Return to Amend Case](#)

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once you have completed the proceedings, please review the Cost Limitations relating to Case.

[Add Proceeding](#)

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
<a href="#">Section 8 orders</a>	Specific Issue Order - S8	Full Representation	Applicant/claimant/petitioner	✓	<a href="#">Add Proceeding</a>

**Case Costs** [?](#)

Case Costs	Requested Amount	Granted Amount
<a href="#">Case Cost Limitation</a>	£4500.00	£4500.00

**Prior Authority** [?](#) [Add Prior Authority](#)

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
<a href="#">Prior Authority</a>	Counsel		Draft	<a href="#">Delete</a>

[Add Prior Authority](#)

The request will now appear in the Prior Authority table.  
  
Click **Return to Amend Case** to submit the amendment.



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Once back on the Amend Case screen, scroll to the bottom. If you have the required documents to support the Prior Authority amendment you can upload these to the amendment. **Click Upload Documents**

**Note:** If you do not have the documents at the time, go to **Step 12**

Prior Authority	Prior Authority Type	Amount Requested	Status
Drug and Alcohol	Expert	£300.00	Draft

**Opponents and Other Parties** [Edit Opponents and Other Parties](#)

Party Type	Party Name	Relationship to Client	Relationship to Case
Individual	Ms Helen Hill	None	Opponent

**Merits** [Merits Assessment](#)

Merits Assessment	Status
No Assessment Performed	

**Documents** [NEW Upload Documents](#)

Upload Documents	Status
Available	

[Submit Amendments](#)

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[Return to Application amendments](#)

### Document Upload

If you have all the documents available to support your Prior Authority, you can upload them here. Caseworkers will only be able to view your documents once amendments are submitted.

\* indicates required field

This list has been created when Prior Authority is added

Item	
1	Counsel advice or narrative on level of representation (Counsel Prior Authority)
2	Court order allowing the assessment (Expert or Other Expense Prior Authority)
3	Expert's estimate (Expert or Other Expense Prior Authority)
4	Letter of Instruction (Expert or Other Expense Prior Authority)
5	Other parties' certificate references (Expert or Other Expense Prior Authority)
6	Psychologist/psychiatric report on the client (Intermediary Prior Authority)

Yes  No

You will then be asked if you have one of the documents listed available to upload. **Click Yes**

**Note:** If you have additional documents to provide which are not listed, then please **Click Yes**.

10

Upload the document by **Clicking Choose File**.

Once you have uploaded the document then choose the correct document type and provide a clear description of the Document.

**Add new file**

\* We can only accept PDF, RTF or TIFF files that are less than 8 MB.

[Choose File](#) No file chosen

\* Document Type

Document Description (Maximum 255 characters allowed)

\* Which evidence documents does this file contain?



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From the list presented, **Click the box** next to the option which best applies to the documents you are about to provide in support of your amendment request.

Once you have chosen the options, **Click Upload** and then return to amendment.

\* Which evidence documents does this file contain?

Select all that apply

- Counsel advice or narrative on level of representation (Counsel Prior Authority)
- Court order allowing the assessment (Expert or Other Expense Prior Authority)
- Expert's estimate (Expert or Other Expense Prior Authority)
- Letter of Instruction (Expert or Other Expense Prior Authority)
- Other parties' certificate references (Expert or Other Expense Prior Authority)
- Psychologist/psychiatric report on the client (Intermediary Prior Authority)

**Upload**

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**Prior Authority** [Edit Prior Authority](#)

Prior Authority	Prior Authority Type	Amount Requested	Status
Drug and Alcohol	Expert	£300.00	Draft

**Opponents and Other Parties** [Edit Opponents and Other Parties](#)

Party Type	Party Name	Relationship to Client	Relationship to Case
Individual	Ms Helen Hill	None	Opponent

**Merits** [Merits Assessment](#)

Merits Assessment	Status
No Assessment Performed	

**Documents** [NEW Upload Documents](#)

Upload Documents	Status
Complete	

**Submit Amendments**

You will then be returned to the amend case screen. You can see the Uploaded Documents Status as Complete.

**Click Submit Amendments.**

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You will be presented with a summary of the amendment which can be printed for your records by clicking the **Print** button.

Review the amendment and click **Next**.

Legal Aid Agency [Applications](#) [Notifications](#) [Logout](#)

### Case Amendment Summary

The information you have entered in your Amendment is listed below. In order to print the overview please click on the 'Print' button.

General Details	Case Details	Amendment Details
Category of Law	Family	
Amendment Type	Substantive	
Delegated Functions Date		
<b>Proceedings and Costs</b>	<b>Case Details</b>	<b>Amendment Details</b>
Proceeding 1	Section 8 orders	
Matter Type	Specific Issue Order - S8	
Proceeding	Applicant/claimant/petitioner	
Client Involvement Type	Full Representation	
Form of Civil Legal Service		
Scope Limitation 1		
Scope Limitation 2	Hearing children	

**Print**



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**Case Amendment Summary**  
The information you have entered in your Amendment is listed below. In order to print the overview please click on the 'Print' button.

General Details	Case Details	Amendment Details
Category of Law	Family	
Amendment Type	Substantive	
Delegated Functions Date		
Proceedings and Costs	Case Details	Amendment Details
Proceeding 1	Section 8 orders	
Matter Type	Specific Issue Order - S8	
Proceeding	Applicant/claimant/petitioner	
Client Involvement Type	Full Representation	
Form of Civil Legal Service	Hearing-children	
Scope Limitation 1	Limited to all steps up to and including trial/final hearing and any action necessary to implement (but not enforce) the judgment or order	
Scope Limitation		
Scope Limitation Wording		

[Print](#)

You will be presented with a summary of the amendment which can be printed for your records by clicking the **Print** button.

Review the amendment and click **Next**.

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Read and confirm the declaration by ticking the box on screen.

**GETTING IT RIGHT FIRST TIME:** The rules around client signatures have not changed with the move online.

**Sign Declaration**

Please complete the declaration below by selecting the statements to confirm your agreement.

I confirm that I have obtained the necessary signed declarations/signatures and will retain them upon the client's file.

[Continue](#) [Back](#)

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[View Case Notifications](#)

**Submission Confirmation**

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

[Next](#)

The Submission Confirmation screen confirms the amendment has successfully been submitted.

**GETTING IT RIGHT FIRST TIME:** If you have not uploaded the documents required when submitting your amendment, you will be sent a document request by the LAA once the amendment has been received.

Please upload the evidence as soon as possible as the LAA will be unable to grant your request until this action has been responded to.