



# CCMS Provider: Recording Outcome & Discharge

This quick guide details the process of submitting outcomes and discharging a certificate.

- Please submit the case outcomes for all proceedings so that the final bill option is available before final submission to the LAA. If you are reporting an interim proceeding then ensure that an interim bill is appropriate bearing in mind assessable costs threshold
- Please be aware that you should always submit your outcomes as soon as the end of the proceeding(s) are known. This is particularly important in cases with a financial element to allow the LAA to consider any next steps
- If you submit your outcome and final bill at the same time in any proceedings please be aware that the final bill will only be available for consideration by the LAA once the outcome has been processed
- The processing timescales for associated bill submissions begin only when the outcome has been recorded and processed by the LAA

1

Begin by searching for the case, see the Search for Case quick guide for further guidance.

Scroll to the Available Actions and click **Record Outcome**.

If the outcome has been recorded then the status of proceedings will show as 'Outcome' rather than 'Live'.

Current Live Certificate				
Proceeding	Matter Type	Form of Civil Legal Service	Client Involvement Type	Status
CAO contact	Section 8 orders	Full Representation	Applicant/claimant/petitioner	Live
Case Costs				
Case Costs	Granted Amount			
Case Cost Limitation	£4500.00			
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			

2

Proceeding Outcome Summary					
Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
<a href="#">App for care order - SCA</a>	Full Representation	Live		17/11/2015	
Awards Summary					
Type	Date of Order / Agreement	Description	Value	Action	
None					
Pre-Certificate and Legal Help Costs					
Type	Pre-Certificate Amount	Legal Help Amount	Action		
<a href="#">Pre-Certificate and Legal Help Costs</a>	£ 0	£ 0			
Documents					
Documents					
<a href="#">Document Upload</a> <span style="color: blue; font-weight: bold;">NEW</span>					

In the Outcome and Awards screen, click on the relevant proceeding displayed in the **Proceeding Outcome Summary**.

You can return to this screen if you need to enter any Awards or Legal Help costs.



# CCMS Provider: Recording Outcome & Discharge

3

Complete the mandatory fields on the Record Proceeding Outcome screen.

The 'Date of Final Work' entered here will be the date the certificate will be discharged from and should be the date of actual last work, rather than the last hearing date. Any work claimed post-withdrawal of the certificate must be in line with 10.16 of the Cost Assessment Guidance.

Further guidance on the drop down options can be found on the [LAA website](#).

**Record Proceeding Outcome**

Please enter the details below. In order to add the court to this proceeding outcome please click on the "Select Court" link.

\* indicates required field

**Proceeding** App for care order - SCA

**Matter Type** Special Children Act

**Description** App for care order - SCA

\* **Date of Final Work (excluding Bill Preparation) (DD/MM/YYYY)**

\* **Stage End**

\* **Ending or Method of Resolution**

\* **Result**

Any other information about the Result. If no Judgement Order is available for court proceedings, please give the reason here. (Maximum 1000 characters allowed)

4

**Proceeding Outcome Summary** [Return to Case Overview](#)

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
<a href="#">App for care order - SCA</a>	Full Representation	Live		17/11/2015	

**Awards Summary** [Add Award](#)

Type	Date of Order / Agreement	Description	Value	Action
None				

**Pre-Certificate and Legal Help Costs**

Type	Pre-Certificate Amount	Legal Help Amount	Action
<a href="#">Pre-Certificate and Legal Help Costs</a>	£ 0	£ 0	

**Documents**

Documents

[Document Upload](#) NEW

Once completed you are returned to the Outcome and Awards screen.

At this point you can enter any legal help costs if required.

Click **Pre-Certificate and Legal Help Costs** to enter the information.

5

Complete the relevant fields on the Pre-Certificate and Legal Help Costs screen.

The 'Pre-Certificate Costs' field will default to £0. Please amend if you have incurred Legal Help costs.

The 'Unique File Number' and 'Office Code' are only required where Legal help costs are entered above £0

Click **Next**.

**Pre-Certificate and Legal Help Costs**

Please enter the details below.

\* indicates required field

Pre-Certificate Costs ?

£ 0

**Legal Help**

Legal Help Costs ?

£ 300 x

Office Code

Unique File Number DDDMMYY/NNN

Next



# CCMS Provider: Recording Outcome & Discharge

6

**Proceeding Outcome Summary** [Return to Case Overview](#)

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
<a href="#">App for care order - SCA</a>	Full Representation	Live		17/11/2015	

**Awards Summary** [Add Award](#)

Type	Date of Order / Agreement	Description	Value	Action
None				

**Pre-Certificate and Legal Help Costs**

Type	Pre-Certificate Amount	Legal Help Amount	Action
<a href="#">Pre-Certificate and Legal Help Costs</a>	£ 0	£ 0	

**Documents**

Documents

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

If there are any costs or damages awards ordered and/or recovered click **Add Award**.

You can add in more than one award if applicable.

**NOTE:** You must complete at least one of these awards where an order for costs/damages has been made or the client has been party to financial proceedings. If this is not complete and the court order indicates a potential recovery or preservation your outcome will be rejected back for amendment.

You should also indicate interest recovered and if legal help costs are recovered as part of any costs award clearly; either in the Awards section or as part of the Documents Required Action response.

7

Select the Award Type you want to complete.

**Select Award Type**

Please enter the details below.

\* indicates required field

\* Award Type

- Please Select
- Cost Award
- Cost Settlement
- Financial or Punitive Damages
- Financial Settlement
- Enforcement Cost Award
- Financial Asset
- Land/Property
- Other Asset

**‘Cost Award’, ‘Costs Settlement’ or ‘Enforcement Cost Award’** – This relates to any costs order made in favour of the client. This award replaces the paper Claim 2 process. You should submit the relevant award of costs (recovered or not) and claim any outstanding costs via a final bill (nil bill if no claim on fund). Please use the ‘Costs Settlement’ award if all costs recovered from the other side.

**‘Financial or Punitive Damages’** – Used where specific damages have been awarded in favour of the client, recovered or unrecovered.

**‘Financial Settlement’, ‘Financial Asset’ or ‘Land/Property’** – to be completed when the client has been party to proceedings where any financial assets were at issue, recovered or the Statutory Charge may arise.



# CCMS Provider: Recording Outcome & Discharge

8

**Outcome and Awards**  
Please enter the Outcome and Awards details for this Case.

**Proceeding Outcome Summary**

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
<a href="#">App for care order - SCA</a>	Full Representation	Outcome	N: Substantive order in favour of the client.	24/06/2016	<a href="#">Clear</a>

**Awards Summary**

[Add Award](#)

Type	Date of Order / Agreement	Description	Value	Action
None				

**Pre-Certificate and Legal Help Costs**

Type	Pre-Certificate Amount	Legal Help Amount	Action
<a href="#">Pre-Certificate and Legal Help Costs</a>	£ 0	£ 0	

**Documents**

Documents

[Document Upload](#) NEW

[Submit](#)

You should record outcomes for as many proceedings that you have funding for.

You have the ability to upload documents to support the outcome prior to submission.

You should only use this option if you have all of the documents required to complete the Outcome.

To provide evidence at this stage click **Document Upload**.

**Documents the LAA require to support the outcome:**

- Court Order (if available)
- Admin 1 or details of the relevant assets at issue (in financial matters)
- Post-Certificate interest figures and calculation (in costs cases)
- Confirmation of legal help recovered as part of costs settlement (costs cases)
- If costs awards above £95,000 confirmation that monies have been sent by opponent and received by firm (costs cases)

9

If all documents you need to upload are available select **Yes**.

Selecting no will result in an action to upload evidence being sent after the outcome has been submitted.

Click **choose file** to select a document to upload.

Repeat until the table is complete with all documents you wish to upload.

Click **Upload**.

**Document Upload**

If you have all the documents available to support your outcome submission you can upload them here. Caseworkers will only be able to view your documents once the outcome has been submitted.

\* indicates required field

Do you have all the required documents to upload? [more](#)

Yes  No

**Files uploaded**

File	Type	Document Description	Date	Doc Id
Outcomes Evidence.pdf	Outcomes Evidence	Outcomes Evidence	27/06/2016	<a href="#">Remove</a>

**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

Outcomes Evidence

Document Description (Maximum 255 characters allowed)

[Upload](#)

You will only be able to upload documents that have a PDF or TIFF file extension.



# CCMS Provider: Recording Outcome & Discharge

10

**Outcome and Awards**  
Please enter the Outcome and Awards details for this Case.

**Proceeding Outcome Summary** [Return to Case Overview](#)

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
<a href="#">App for care order - SCA</a>	Full Representation	Live	N: Substantive order in favour of the client.	17/11/2015	<a href="#">Clear</a>

**Awards Summary** [Add Award](#)

Type	Date of Order / Agreement	Description	Value	Action
<a href="#">ASSET</a>	01/01/2017	fmh	£ 1000000	<a href="#">Delete</a>

**Pre-Certificate and Legal Help Costs**

Type	Pre-Certificate Amount	Legal Help Amount	Action
<a href="#">Pre-Certificate and Legal Help Costs</a>	£ 0	£ 300	

**Documents**

Documents

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

**Submit**

When all documents have been uploaded click **Submit**.

11

The Request Case Discharge screen will appear if you are recording outcomes on all or the final proceeding on the case and if the certificate is still 'Live'.

Complete the relevant fields for the discharge.

If you do not wish to discharge the case at this point please use the text box provided to justify why the case is to be left 'Live'.

Once completed click **Next**.

**Request Case Discharge** [Cancel and return to Outcome and Awards](#)

Please enter the details below.

\* indicates required field

\* Discharge Case  
Yes

Discharge Reason  
Work authorised under the certificate has been completed

Client Continuing Privately  
No

Any other Discharge Information (Maximum 1000 characters allowed)

**Next**



# CCMS Provider: Recording Outcome & Discharge

11

**Outcome Summary**

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

[Print](#)

**Proceeding Outcome**

Proceeding	App for care order - SCA
Matter Type	Special Children Act
Description	App for care order - SCA
Date of Final Work (excluding Bill Preparation)	30/10/2015
Stage End	C: Determined at final hearing.
Ending or Method of Resolution	Determined in County Court
Result	N: Substantive order in favour of the client.
Any other information about the Result. If no Judgement Order is available for court proceedings, please give the reason here	
Alternative Dispute Resolution	A: ADR was not considered appropriate to the case and neither side proposed any form of ADR.

From the Outcome Summary screen scroll to the bottom of the page and click **Next**.

11

Tick the declaration then select **Continue**.

**Sign Declaration**

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

I certify that the information provided is correct and that I will ask the client to complete any declarations or consents in cases required where the Statutory Charge applies.

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

©Crown Copyright

12

**Submission Confirmation**

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

[Next](#)

A Submission Confirmation message will confirm that the outcome has been successfully submitted. Click **Next** to continue using CCMS.

**NOTE:** If your application has been refused there will be no option to record an outcome, if you therefore do not agree with the refusal you must submit a Legal Appeal. If your application has been revoked you will have the option to record an outcome. When your application has been rejected, you will need to resubmit this in order for the application to be processed. If an application is no longer required you can send a General Enquiry. If you do not have the option to record an outcome and your certificate has been processed please contact the Online Support team.