



## Contingency Guidance

This guidance explains what documents need to be submitted when contingency applies.

When contingency applies, we can accept certain application forms via CCMS if they have been signed by the client and you keep record of the original signature. If you are submitting a claim for payment we will require the paper claim form along with the original signatures. The Civil Representation Checklist available on gov.uk provides additional guidance on the enclosures required. Further details on which application form, means form, or bill required can be found on the next page.

### **1) Before the application is granted**

Application form

Means form

Enclosures such as statement of cases, court orders, bank statements, wage slips etc.

### **2) An amendment from an emergency certificate to a substantive certificate**

Application form

Means form

Enclosures such as statement of cases, court orders, bank statements, wage slips etc.

### **3) A delegated functions amendment i.e. an emergency certificate exists on CCMS and you have delegated functions to extend this**

APP8

Enclosures such as court orders / CAFCASS reports.

### **4) An amendment to amend a current live certificate other than converting the emergency application to substantive i.e. cost limitation, prior authority etc.**

APP8

### **5) A bill**

Claim Enclosures such as court signed and sealed FAS forms, disbursement vouchers etc.

Note: You can only submit a contingency form once you have been provided with a Contingency reference number by Online Support.



### Application forms

- 1) **APP1** non-matrimonial cases (e.g. housing, immigration, judicial review, adoption)
- 2) **APP3** family cases (e.g. injunctions, child arrangement orders)
- 3) **APP5** Special Children Act (e.g. care)
- 4) **APP6** request for emergency cert without delegated functions. Not appropriate for contingency due to processing timescale
- 5) **APP8** request for amendment of certificate (e.g. costs and / or scope increase)
- 6) **APP8a** request for prior authority

### Means forms

- 1) **CIVMEANS1** main financial assessment form if your client is employed or on state benefits (but not a passported benefit)
- 2) **CIVMEANS1A** financial assessment form to accompany CIVMEANS1 if your client is self-employed
- 3) **CIVMEANS1B** financial assessment form to accompany CIVMEANS1 if your client is trading in a self-employed partnership
- 4) **CIVMEANS1C** financial assessment form to accompany CIVMEANS1 if your client is a company director or stakeholder in a limited company
- 5) **CIVMEANS1P** financial assessment form to accompany CIVMEANS1 if your client is incarcerated
- 6) **CIVMEANS2** financial assessment form if your client is in receipt of a Passported Benefit
- 7) **CIVMEANS3** financial assessment form if your client resides abroad
- 8) **CIVMEANS4** financial assessment form if your client is under 17 years of age

### Bills

- 1) **CIVCLAIM1** civil claim form (not fixed fee cases)
- 2) **CLAIM1A** for cases falling under fixed fee public and private law schemes
- 3) **CLAIM2** other party costs claim (in full or partial)
- 4) **CIVPOA1** payment on account of claim (i.e. interim bill)
- 5) **CF1A** counsel claim form (replaces CF1)
- 6) **CIVADMIN1** claim for preservation/recovery under statutory charge
- 7) **CLAIM5A** claim for family advocacy scheme (counsel)