



Legal Aid Agency

CCMS Provider: Legal Appeal Review Request

If you wish to appeal against a merits decision made by the Legal Aid Agency on an application or amendment you will be required to submit a Legal Appeal Review Request via CCMS.

This Quick Guide demonstrates the step by step process on how to submit a Legal Appeal Review Request.

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From the homepage select **Cases & Applications** and search for the case you wish to amend.

Please provide [feedback](#) to help us improve this service.

Legal Aid Agency Cases and Applications Actions and Notifications Help [Logout](#)

Client and Cost Management System (CCMS)

Civil legal aid applications, amendments and billing.

[New Application](#)

You currently have:

[14 Outstanding Actions \(none overdue\)](#)

[View Notifications \(5 outstanding\)](#)

Support

Case enquiries: 0300 200 2020 (Monday to Friday, 9:00 - 17:00) Alternatively you can 'Submit Case Query' within a case. Technical Support: 0203 334 6664 (Monday to Friday, 9:00 - 17:30) online-support@legalaid.gsi.gov.uk. For non case-related queries please create a general request.

For technical support please [contact LAA](#)

[Create General Request](#)

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[Return to Case and Application Search](#)

Search Results

Your search has returned 1 results.

To view a case / application displayed in the results table, click on the 'LAA Application / Case Ref.' number. If the application/case you are searching for is not in the list below, please review your search criteria and search again.

LAA Application / Case Ref.	Provider Case Ref	Client name	Category of Law	Fee Earner	Status
300000046854	1234A	Simon Jones	Family		Live

Select the appropriate case from the search results by clicking the **LAA Application / Case Reference number**.

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From the list of Available Actions select **Submit Case Query**

Available Actions

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



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You will then be presented with the **Request Type** menu.

From the drop down menu select **Legal Appeal Review Request** and then click **Next**.

[Cancel and return to Case Overview](#)

Request Type

Please select your Request Type and click 'Next' to continue.

* indicates required field

* Request Type

Please Select ▼

- Please Select
- Billing Case Enquiry
- Case Complaint
- Case General Enquiry
- Means Case Enquiry
- Merits Case Enquiry
- Req Client Case Bal Statement
- Change Submitted Item Status
- Req Client Account Statement
- Adjustment Bill Request
- JR Discretionary Payment Req
- Legal Appeal/Review Request
- Means Review
- MPA request
- Req your Case Bal Statement
- Reinstate Certificate
- Req to release funds to client

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Request Details

Please complete further details for your request and click 'Submit'.

* indicates required field

Request Type Legal Appeal/Review Request

* Appeal Type

Please Select ▼

* Decision you wish to appeal

* Date of decision

* Reasons why you wish to appeal

* Further information - appeal

Justification for appeal

0 / 8000

[Submit](#) [Back](#)

On the Request Details page select reason for the '**Appeal Type**' from the drop down menu.

Then complete each section marked with the *.

Enter a detailed reason as to why you're appealing in the '**Justification for appeal**' section.

Once you have completed each section click '**Submit**' which will then send your appeal to the LAA for review.