



# CCMS Provider: Amendments

This guide provides an overview to submitting case amendments.

**POINTS TO NOTE:** There can only be one case Amendment submitted at a time. No further amendments can be submitted while a previous amendment is pending. Outstanding amendments must be withdrawn or a decision reached before submitting a further amendment.

Means and merits amendments must be submitted separately. Amendments must be submitted separately for changes to the financial means of the client and the merits of the case, unless submitting an amendment to convert the emergency certificate to a substantive certificate.

Rejected amendments must be reworked or withdrawn if you wish to submit a new amendment.

There is separate guide for amending an emergency certificate to a substantive certificate.

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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](mailto: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
<a href="#">300000046854</a>	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 Case Summary scroll down to the Available Actions.

Click **Amend Case**.

**POINTS TO NOTE:** If Amend Case is not displayed, this indicates that a previous amendment is outstanding.

**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

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[Cancel and return to Case Overview](#)

**Application Type**  
Please select the relevant details.

\* indicates required field

Please Select

Emergency

Substantive

Next

Select the **Amendment Type**.

Click **Next**.

**POINTS TO NOTE:** If you have a substantive certificate you must select Substantive Amendment Type.

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From the Amend Case screen you can amend the different elements of the case. Click the relevant links within each section to update the information as required.

To add proceedings or scope limitations click on **Edit Proceedings and Costs**.

[Return to Case Overview](#)

**Amend Case**  
Please review the information below for this Application/Case.

[Edit General Details](#)

**General Details**

Status of case	Live	Preferred Address	Send to Provider Office
Client name	<a href="#">Simon Jones</a>	Amendment Type	Substantive
Category of Law	Family		

[Edit Proceedings and Costs](#)

**Proceedings**

**CAO contact**

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

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

**Costs**

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



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Clicking on Edit Proceedings and Costs will take you to the **Proceedings and Costs** section.

To add further proceedings to the certificate click **Add Proceeding**.

To request **additional scope limitation** on existing proceedings click on the relevant proceeding under Matter Type.

To increase the cost limitation click on **Case Cost Limitation**.

**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.

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
<a href="#">Section 8 orders</a>	CAO residence	Family Help (Higher)	Applicant/claimant/petitioner	<input checked="" type="checkbox"/>	<a href="#">Add Proceeding</a>

**Case Costs** [Add Proceeding](#)

Case Costs	Requested Amount	Granted Amount
<a href="#">Case Cost Limitation</a>	£2250.00	£2250.00

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

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

### POINTS TO NOTE:

If you are attempting to add further proceedings but the proceeding is not appearing in the drop down list you need to add a scope limitation to any of the existing proceedings. Select the **Hearing** scope limitation and type the proceeding you require.

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Please view below the information that you have entered for this proceeding. If you wish to change any of these details please click on one of the edit links below. Please note that these details may not be changed once the certificate is revoked or discharged, when the office no longer schedule authorisation to carry out work in the category of law of the case or when an outcome for the proceeding has been specified.

#### Proceeding Details

[Edit Proceeding Details](#)

<b>Matter Type</b>	Section 8 orders
<b>Proceeding</b>	CAO residence
<b>Client Involvement Type</b>	Applicant/claimant/petitioner
<b>Form of Civil Legal Service</b>	Family Help (Higher)

[Edit Scope Limitations](#)

Scope Limitation	Scope Limitation Wording
FHH Children	Limited to Family Help (Higher) and to all steps necessary to negotiate and conclude a settlement. To include the issue of proceedings and representation in those proceedings save in relation to or at a contested final hearing.
Blood Tests or DNA Tests	Limited to all steps up to and including the obtaining of blood tests or DNA tests and thereafter a solicitor's report.
Interim order inc. return date	Limited to all steps necessary to apply for an interim order, where application is made without notice to include representation on the return date.

Clicking on a proceeding will take you to the **Proceedings Details** screen.

Click **Edit Scope Limitations** to request additional scope limitation for the selected proceeding.

### POINTS TO NOTE:

Do not add duplicate proceedings. Add as many scope limitations for the existing proceeding as required.



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Prior Authority			
Prior Authority	Prior Authority Type	Amount Requested	Status
None			
Opponents and Other Parties			
Party Type	Party Name	Relationship to Client	Relationship to Case
Individual	Miss Claire Turner	Ex Partner/Co-Habitee	Opponent
Individual	Mr Craig Jones	Child	Child
Merits			
			Status
Merits Assessment			No Assessment Performed

[Edit Prior Authority](#)

[Edit Opponents and Other Parties](#)

[Merits Assessment](#)

[Submit Amendments](#)

After each amendment the Amend Case screen will be displayed.

Multiple changes can be made prior to submitting the final Amendment.

Further means or merits information may be required if the amendment impacts any previous information provided.

When all amendments have been made click **Submit Amendments**.

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You will be presented with a summary of the amendments you are making.

Click **Print** to print a copy of the amendment summary.

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

[Print](#)



Legal Aid  
Agency

## CCMS Provider: Amendments

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### 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](#)

Tick the box to confirm that any necessary client signatures have been obtained.

Click **Next**.

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

[View Case Notifications](#)

### Submission Confirmation

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

[Next](#)

Further evidence may also be required to support the amendment. A document request will be sent requesting evidence to support any Means and Merits changes.