



CCMS Provider: Providing a Cost Undertaking

This guide will take you through the process of how to enter a cost undertaking on CCMS.

Undertakings should be entered when there is an initial capital contribution and you want to limit the offer, or, where the statutory charge applies and funds have been paid to the LAA which you then require part of those funds back as a refund to the client.

Any undertakings entered are legally binding to show that your costs won't exceed the amount you have specified.

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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

Navigate to the relevant case through Your Cases and Applications.

From the Case Overview screen scroll to Available Actions.

Click **Billing**.

2

The Case Statement of Account screen will appear, this shows a summary of the financial details of the case to date.

Click **Enter Undertaking**.

Case Statement of Account [Return to Case Overview](#)

Please note that if a Bill or Payment on Account is in draft status, you will not be able to create a new Bill or POA until the Draft Bill has been submitted.

	LAWSON	Prior Solicitor	Counsel	Total
Certificate Cost Limitation	£ 4,500.00			£ 4,500.00
Total Counsel Cost Ceiling			£ 0.00	£ 0.00
Current Undertaking	£ 0.00			£ 0.00
Bills Authorised	£ 0.00			£ 0.00
Bills Submitted but not Authorised	£ 1,000.00			£ 1,000.00
Payments on Account Recouped	£ 0.00			£ 0.00
Payments on Account Authorised	£ 0.00			£ 0.00
Payments on Account Submitted but not Authorised	£ 0.00			£ 0.00
Cost Limitation Remaining	£ 4,500.00			£ 4,500.00
Counsel Cost Ceiling Remaining			£ 0.00	£ 0.00

[Enter Undertaking](#)



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Enter Undertaking

[Cancel and return to Financials Summary](#)

Please enter the details of the current Undertaking in the fields below. Once you have done this, please read the Acceptance of Undertaking Terms, and if you accept these terms, click **Submit**. This undertaking will be submitted to LAA for review.

*Indicates required field

* Total Bills including Counsel will not exceed:

£ 1350 x

From the Enter Undertaking screen, enter the details of the current Undertaking.

4

Tick the box to accept the
Undertaking Terms.

Click **Submit.**

Acceptance of Undertaking Terms

Text to be provided

* Please check this box to confirm that you accept the above Terms and that you have verified your data in making this Undertaking.

Submit

A notification from the LAA will be sent once the undertaking has been considered.

Notifications can be accessed from the CCMS home screen by clicking on **Your Actions and Notifications.**

Please see the **Managing Notifications** quick guide available on the CCMS Training website.