



CCMS Provider: Amending Opponents and Other Parties

This quick guide has been created to show you how to amend the opponents and other parties on your certificate.

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

Legal Aid Agency **Cases and Applications** Actions and Notifications Help

Logged in as _____ On Behalf of _____ [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](#)

From the CCMS homepage, click into **Cases and Applications**.

2

Click into the reference number from the Search Results screen.

Search Results

Your search has returned 12 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
300000043945	1234a	Laa Lewis	Family		Live

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Available Actions

Action	Description
Amend Case	Create an amendment for this application
Amend Client	View or update the client details

From the list of Available Actions, click into **Amend Case**.

4

Select the **Application Type** you require from the drop down list.

NOTE: You should only select Emergency if you have an emergency certificate and haven't amended this to substantive.

Application Type

Please select the relevant details.

* indicates required field

* Amendment Type

Please Select

- Emergency
- Substantive

[Next](#)



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Prior Authority [Edit Prior Authority](#)

Prior Authority	Prior Authority Type	Amount Requested	Status
None			

Opponents and Other Parties [Edit Opponents and Other Parties](#)

Party Type	Party Name	Relationship to Client	Relationship to Case
Individual	Mr Lee Lewis	Ex Husband/Wife	Opponent

Merits [Merits Assessment](#)

Status
Merits Assessment: No Assessment Performed

[Submit Amendments](#)

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From the Amend Case page, click into **Edit Opponents and other Parties**.

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From the Opponents and Other Parties screen, you can edit the parties you currently have on the certificate.

To add new individuals/organisations **click Add Organisation/Add Individual**.

Opponents and Other Parties

Please enter the details for any opponents and other parties involved in this application/amendment.

Please note that an opponent or other party cannot be removed from a Live Certificate. Please use the 'Any Other Information' field to tell LAA if you wish for an opponent or other party to be removed from a Live Certificate.

Party Name	Party Type	Relationship to Case	Relationship to Client	Action
Mr Lee Lewis	Individual	Opponent	Ex Husband/Wife	

[Add Organisation](#) [Add Individual](#)

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If you need to **remove** any opponents/other parties that are on the certificate you should submit a **Case Enquiry** detailing information on who you wish to be removed and the reason the opponent/other party needs to be removed.

Available Actions

Action	Description
Continue Amendment	Continue to create this amendment
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

[Abandon Amendment](#)

NOTE: Should you need to abandon your amendment for any reason, click the **Abandon Amendment** option on the Case Overview page.

The abandon option only applies to those amendments where you need to select the amend case option.