



CCMS Provider: Amend Correspondence Address

You may need to amend the Correspondence Address during the life of your case. To do this you can submit this request as a standalone amendment.

1

**Available Actions**

Action	Description
<a href="#">Continue Amendment</a>	Continue to create this amendment
<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

To Amend the Correspondence Address search for the case required and you will have the option to select the link at the bottom of the Available Actions section of the Case Overview screen.

2

**Amend Correspondence Address**

Please enter the correspondence address for your client on this case below. You may select Client Address or Provider's Address as the Preferred Address, in which case no further details are required. Otherwise, please complete the address details. The 'Find address' button is only valid for UK addresses. For non-UK addresses please manually enter the details.

If you would like to use another address as 'Correspondence Address' please indicate which address you prefer.

\*Indicates required field

\*Preferred Address  
Send to Client Address [v]

Country  
Please Select [v]

House Name / Number  
[ ]

Post Code  
[ ]

**Find Address**

C/O  
[ ]

Address Line 1  
[ ]

Address Line 2  
[ ]

City / Town  
[ ]

County  
[ ]

**Confirm**

You can now Search and amend the Preferred Address where client correspondence will be sent. Once you have changed the fields required click the Confirm button to submit the request.

**NOTE:**

This process is automated and will not require any action from a caseworker.