



CCMS Provider: Amend Provider Details

You may wish to amend your **Provider Details** during the life of your case. For example, this might take the form of changing the Provider Contact if a colleague is on long-term leave or has left the firm. You can submit a request as a standalone **Amendment**. This means that you can change your Provider Details independently from any other type of amendment.

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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

To **Amend Provider Details** 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.

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Amend Provider Details

Please enter the details in the fields provided.

* indicates required field

Office

Name of solicitor or Fellow of the Institute of Legal Executives instructed

Please Select

Supervisor

Please Select

Provider Case Reference

MADFF

* Contact Name

Please Select

Confirm

You can now change any of the above fields required. 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.