



CCMS Provider: Payment on Account

The rules for payments on account remain the same in CCMS. For profit costs you must wait 3 months from the grant of the certificate and you can claim two amounts within a 12 month period. For all other payments on accounts you can claim when required.

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Case Overview		Case Summary		Return to Search Results
Status of case	Cost Limit	Certificate Type	Category of Law	
Live	£4500.00	Substantive	Family	

Current Live Certificate				
Proceeding	Matter Type	Form of Civil Legal Service	Client Involvement Type	Status
CAO contact	Section 8 orders	Full Representation	Applicant/claimant/petitioner	Live

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

Case Costs	
Case Costs	Requested Amount
Case Cost Limitation	£4500.00

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

Search for the case you require by using **Cases and Applications**.

In your **Available Actions** click on the **Billing** link.

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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.				
		Prior Solicitor	Counsel	Total
Certificate Cost Limitation	£ 0.00	£ 3,500.00	£ 1,000.00	£ 4,500.00
Total Counsel Cost Ceiling			£ 1,000.00	£ 1,000.00
Current Undertaking	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Bills Authorised	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Bills Submitted but not Authorised	£ 0.00	£ 0.00	£ 68.94	£ 68.94
Payments on Account Recouped	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Payments on Account Authorised	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Payments on Account Submitted but not Authorised	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Cost Limitation Remaining	£ 0.00	£ 3,500.00	£ 1,000.00	£ 4,500.00
Counsel Cost Ceiling Remaining			£ 1,000.00	£ 1,000.00

Bills and Payment on Account (POA)

[Create POA](#) [Create Bill](#)

From the **Case Statement of Account** screen you can see the financial breakdown of your case.

Click **Create POA**.

Create a POA - POA Details

Please click 'POA Details' to enter the line details for the POA. Once complete click 'Submit' to send the information to LAA.

POA Details

Billing	Status
POA Details	Not Started

[Submit](#)

Click **POA Details**.



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[Cancel and return to Financials Summary](#)

POA Type

* indicates required field

* What POA type are you claiming?

Non Expert Disbursement - Private Law Children ▼

v5.1.3

Next

Select the **POA Type** and click **Next**.

You can select from the following

- Please Select
- Profit Cost - Domestic Abuse
 - Profit Cost - Finance
 - Profit Cost - Private Law Children
 - Non Expert Disbursement - Domestic Abuse
 - Non Expert Disbursement - Finance
 - Non Expert Disbursement - Private Law Children
 - Expert Cost - Domestic Abuse
 - Expert Cost - Finance
 - Expert Cost - Private Law Children

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In this example a **Non Expert Disbursement—Private Law Children** POA is being created.

Fill in all of the required fields.

* Activity Date
22/10/2015

* Activity Net Value
£ 85

* Expert VAT %
0% ▼

* Fee Earner
LAA

Please give the name of the fee earner who did this piece of work.

* Description
Court Fee

Please only enter 1 POA line per claim. If you use the 'Add' button you will be presented with an error message and asked to remove this line.

Remove

Add

Next [Back](#)

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Confirmation

Assessment completed.

ASSESSMENT SUMMARY

Bill type	Solicitor POA
Total Profit cost net claim	£0.00
Total Profit cost VAT	£0.00
Total Advocacy net claim	£0.00
Total Advocacy VAT	£0.00
Total Disbursement net claim	£0.00
Total Disbursement VAT	£0.00
Total net claim	£85.00
Total VAT claim	£0.00
POA total Net claim	£85.00
Total claim	£85.00

Confirm

Once you have completed the **POA Details** you will see the **Assessment Summary**.

Click **Confirm** to continue.



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Create a POA - POA Details

[Cancel and return to Financials Summary](#)

Please click '**POA Details**' to enter the line details for the POA. Once complete click 'Submit' to send the information to LAA.

Please click '**POA Summary**' to view a breakdown of the claim lines you have just entered.

POA Details

Billing	Status	Action
POA Details	Complete	POA Summary

[Submit](#)

You can change the details or view the summary by clicking on the highlighted links. Click **Submit** to send the POA to the LAA.

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Submission Confirmation

[View Case Notifications](#)

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

[Next](#)

Now click **Next** to continue.