



CCMS Provider: Offer Acceptance

This quick guide will take you through the action a provider is required to take on a case where an application is at the 'Under Offer' status.

An application will appear as 'Under Offer' in contributory applications and any means reassessments to non-contributory cases that result in them becoming contributory.

The client should discuss the offer with their instructing solicitor and make the decision to accept or decline the offer.

1

The offer letter will be sent to the provider as a notification, the client will receive their letter through the post.

In the Actions and Notifications section the offer letter will appear as a 'Letter for your Attention'.

Click the link in the **Subject** column to access the notification.

Your Actions / Notifications

Please find a list of your most recent actions and/or notifications below. Any overdue actions or notifications are listed at the top.

Your search has returned 3 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table.

Date Assigned ▶	Subject ▶	Due Date ▶	Assigned To ▶	Status ▶	LAA Ref ▶
23/11/2015	Letter For your Attention	23/12/2015		Notified	3000000
20/11/2015	Letter For your Attention	20/12/2015		Notified	3000000

2

Information about the notification will be displayed. Click **View** to read the letter.

Notice of Show Cause

[Return to Notification Search Results](#)

Date Assigned 01/12/2015	Due Date	Status Not Available	Assigned To
No Notes			

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
3000000			

Attachments

Description	Action
	View

Notification Response

* indicates required field

* Response
Please Select ▾

Submit

[Back](#)



CCMS Provider: Offer Acceptance

3

Dear Sirs,

Re: Alison

Thank you for your application of 07/04/2015. We can confirm the application has now been considered and the client is entitled to Legal Aid, subject to paying a contribution. Please see the attached offer of Legal Aid for details. Also please find attached a breakdown of the client's means assessment.

If the client wishes to receive Legal Aid on these terms, they must complete the attached offer and make payment by 15/06/2015. A copy of the offer letter and details of how to pay have been sent to the client separately so they may respond to us directly. Once the offer and payment have been received and processed, the Legal Aid certificate will be issued and you will be notified.

If you have any questions or queries, please contact a member of our Customer Service Team.

The offer letter will open and can either be printed or saved for your records.

4

A copy of the client response form will also be included within the letter.

The client should sign the letter and indicate whether they wish to accept or decline the offer and attach the cover sheet included to the front of the letter. The client will then send the signed letter to the Document Scanning Centre, the address of which can be found on the letter itself and the CCMS Training Website.

If the client wishes to pay their contributions via cheque, this needs to be sent to the Cash Office and must be sent before the certificate can be generated.

Legal Aid offer acceptance form

I accept the terms and conditions of the offer of Legal Aid made on 18/05/2015 subject to payment of the following contributions:

Capital Contribution:	£0.00	one off payment from capital
Monthly Contribution:	£199.82	every month from income for the lifetime of the case

Signed: _____

Dated: _____

This signed offer acceptance form **AND** your first contribution payment must be received before your Legal Aid certificate can be granted.

Your first contribution payment cannot be paid by direct debit. Please refer to the 'HOW TO PAY' information leaflet for alternative methods via which you can make the first payment.

If you have any questions or queries, please contact your solicitor as soon as possible.

Once signed and dated, please return this form to :-

Northgate Public Services
Unit 1, 26 Charles Way
Bulwell
Nottingham
NG6 8RF
DX 324205

NOTE: The client can use direct debit for all payments except the first contribution payment. The direct debit form is included in the offer letter.

The acceptance form should be sent to the Document Scanning Centre, but the cheque should be sent to the Cash Office:

7th Floor - 7.37 Cash Office
102 Petty France
London
SW1H 9AJ

DX 161440 Westminster 8



CCMS Provider: Offer Acceptance

5

Notification Response

* indicates required field

* Response

Please Select

Submit

[Back](#)

Once you have viewed the offer notification, you should provide a notification response in order to close the notification in CCMS.

Return to the notification detail screen as shown at step 2. Select a response from the drop down list and click **Submit**.

NOTE: In circumstances where delegated functions have been used, the initial offer must be accepted and paid as the client has had emergency funding. If having received the offer of funding from the LAA the client does not wish to continue with funding the certificate can be discharged once the initial offer amount is paid.

If the initial offer is not paid the client may have their emergency certificate revoked, at which point they will become liable for all costs claimed by the solicitor handling the case.