



You may be required to **allocate a cost limit** following instruction of Counsel. You can do this by submitting a standalone **Allocate Cost Limit** amendment at the bottom of your **available actions** within the **Case Overview**.

1

Action	Description
Amend Case	Create an amendment for this application
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 **Allocate** the **Cost Limit** 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

Case Costs [Cancel and return to View Case](#)

Please view the allocation of granted costs to counsels and, where the case has been subject to provider transfer, former providers. In order to change this allocation, please update the figures as necessary and click the 'Next' button to confirm. Please note that the Amount Used reflects the value of bills that have been paid, authorised for payment or matched against POA's as part of recoupment and excludes those elements that fall outside of the cost limit such as VAT and the Court Assessment fees.

[Add Counsel](#)

Provider	Type	Amount Used	Provider Cost Breakdown	Action
<b>Granted Cost Limitation</b>			£ 1350.00	
TEST FIRM	Provider		£ 1350.00	

[Add Counsel](#)

Calculate Next

In the **Case Costs** screen you can see your current cost limit. To **Add Counsel** click on the **Add Counsel** link highlighted above.



3

**Allocate Cost Limit**

**Counsel Search** [Return to Allocate Cost Limit](#)

Please enter the details for the counsel you are looking for in the fields provided and click 'Search' to find the relevant record.

Name:

Company:

LAA Counsel Reference:

Category:

**Search**

In the **Counsel Search** screen you can search by **Name, Company, LAA Counsel Reference** and **Category**. In this example the search is by name with the **Wildcard (%)** search. Click the **Search** button.

4

**Allocate Cost Limit**

**Counsel Search - Results** [Return to Search](#)

Your search has returned 1 results.

To select one of the records that have been returned, click on the counsel name. If the results shown do not include the counsel you are looking for, re-enter new search criteria and click 'Search'.

Name	Company	LAA Counsel Reference	Category	County
<b>TEST COUNSEL</b>	TEST COUNSEL	1234A	Junior	

After searching you will be presented with the search results. In this example one record has been found. Multiple results may be shown if counsel have the same surname. Select the counsel you require by clicking on the **Name** of counsel.

5

**Cost Limitation Allocation** [Add Counsel](#)

Provider	Type	Amount Used	Provider Cost Breakdown	Action
<b>Granted Cost Limitation</b>			£ 1350.00	
TEST FIRM	Provider		£ 1000.00	
TEST COUNSEL	Counsel	£ 0.00	£ <input type="text" value="350"/>	Remove

**Calculate** [Add Counsel](#) **Next**

Now you have the option to allocate costs to counsel. Put the figure required in the **Provider Cost Breakdown** field. You can use the **Calculate** button at the bottom right of the screen to show your remaining costs.

Now click next and then confirm to complete the submission of your Allocate Cost Limit request.

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



Legal Aid  
Agency

## CCMS Provider: Allocate Cost Limit