



CCMS Provider: Exceptional Case Funding Application

This guide will show how to create an exceptional case funding application.

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To create an Exceptional Case Funding (ECF) application click **New Application** from the home page.

Client and Cost Management System (CCMS)

Civil legal aid applications, amendments and billing.

[New Application](#)

You currently have:

[7 Outstanding Actions \(none overdue\)](#)

[View Notifications \(3 outstanding\)](#)

Support

Case enquiries: 0300 200 2020 (Monday to Friday, 9:00 - 17:00) Alternatively you can 'Submit Case Query' within a case. Technical Support: 0203 334 6664 (Monday to Friday, 9:00 - 17:30) online-support@legalaid.gsi.gov.uk. For non case-related queries please create a general request.

For technical support please [contact LAA](#)

[Create General Request](#)

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Select Office

Please select the office where the application will be held. Alternatively, click [Copy Case](#) to start a new application from an existing one.

*Indicates required field

* Office
Please Select

[Next](#)

Select the **Office** from the drop down list that the case is being conducted from.

Click **Next**.

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Click **Exceptional Funding**.

If an Exceptional case is created, there is no option to select Emergency or Substantive.

Category of Law

Please select the relevant Category of Law or click [Exceptional Funding](#) you wish to apply for exceptional case funding.

*Indicates required field

* Category of Law
Please Select

[Next](#)



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Category of Law

Please select the relevant Category of Law or click [Revert to Standard Application](#) if you do not wish to apply for exceptional case funding.

*Indicates required field

* Category of Law
Please Select

Next

Select a category of law from the **Category of Law** list, which will include Categories of Law normally out of scope.

Click **Next**.

NOTE: Search for and add client details in the usual manner. For more information on this please see the Making a Legal Aid Application quick guide.

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Creating an ECF application follows the same steps as a standard application. Enter **Provider, Client and General Details**.

Click **Proceedings and Costs**.

Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

Application Sections	Status	Last Saved
Application Type	Exceptional Case Funding	07/03/2016
Provider Details	Complete	07/03/2016
Client Details	Complete	
General Details	Complete	07/03/2016
Proceedings and Costs	Not Started	07/03/2016
Opponents and Other Parties	Not Started	
Merits Assessment	Not Available	
Document Upload NEW		
Means Assessment	Not Available	
View Application Summary	N/A	

Complete Application Abandon Application

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[Return to Create Application](#)

Proceedings and Costs

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once you have completed the proceedings, please review the Cost Limitations relating to Case.

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
None					
Add Proceeding					

Case Costs ?

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£0.00	£0.00

Prior Authority

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
None				
Add Prior Authority				

Add a proceeding by clicking **Add Proceeding** and follow the screen prompts.

The default scope limitation will automatically be added.

Scroll down and click **Next**.

Once all relevant proceedings and scope limitations have been added click **Return to create application**.



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From the Proceedings and Costs screen it is possible to add additional proceedings as required. If the application has more than one proceeding one must be designated as the lead.

NOTE: For ECF applications, the in scope proceeding cannot be the lead.

For standard applications, an out of scope proceeding cannot be the lead.

The system will prevent the incorrect proceeding being made the lead.

[Return to Create Application](#)

Proceedings and Costs

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Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
Section 8 orders	CAO residence	Family Help (Higher)	Applicant/claimant/petitioner	<input checked="" type="checkbox"/>	

[Add Proceeding](#)

Case Costs

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£2250.00	£0.00

Prior Authority

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
None				

[Add Prior Authority](#)

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Provider Details	Complete	07/03/2016
Client Details	Complete	
General Details	Complete	07/03/2016
Proceedings and Costs	Complete	07/03/2016
Opponents and Other Parties	Complete	07/03/2016
Merits Assessment	Not Started	
Document Upload NEW		
Means Assessment : Original Upgraded	Not Started	
View Application Summary	N/A	

[Complete Application](#)

[Abandon Application](#)

From the Application Summary it is now possible to complete the Means and Merits Assessments.

Please see the quick guide Exceptional Case Funding Merits Application for more information.