



CCMS Advocate: Remittance Advice

Chambers users will now receive one remittance advice containing financial information for all of their CCMS users. This will save time for chambers with numerous CCMS users as they will only need to access one document.

It will be sent as a notification in the actions and notifications section of CCMS. The remittance advice will be sent as an attachment which can be viewed or downloaded.

GETTING IT RIGHT FIRST TIME: The user with CCMS Chambers Administrator role will receive the remittance advice notification. Individual counsel will still receive their own copy of their remittance advice.

For more information on roles please see the User Set Up section of the CCMS Training website.

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From the CCMS homepage click **Actions and Notifications** or the **View Notifications** link.

Legal Aid Agency Home Cases and Applications **Actions and Notifications** Help Logout

Client and Cost Management System

Civil legal aid applications, amendments and billing.

[New Application](#)

You currently have:

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

[View Notifications \(20 outstanding\)](#)

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.

[Create General Request](#)

2

Legal Aid Agency Home Cases and Applications **Actions and Notifications** Help Logout

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. [Refine Search](#) [Return to Home](#)

Your search has returned 20 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](#) ▾ [Provider Ref](#) ▾ [Client](#) ▾ [Fee Earner](#) ▾

05/11/2015	Remittance Advice	06/12/2015	CHAMBER1	Notified
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You will receive a notification titled Remittance Advice.

Click the **Remittance Advice** link from the table of notifications.



Legal Aid Agency

CCMS Advocate: Remittance Advice

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The notification will open and there will be an attachment which you can view in the Attachments table.

Click **View** to open the attached remittance advice.

Legal Aid Agency Home Cases and Applications Actions and Notifications Help Logout

Remittance Advice [Return to Notification Search Results](#)

Date Assigned 05/11/2015 Due Date 05/12/2015 Status Notified

No Notes

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
None			

Attachments

Description	Action
Remittance Advice	View

Notification Response

* indicates required field

* Response
Please Select ▾

Submit Back

4

Legal Aid Agency

From Payer
Legal Aid Agency
PO Box 514
Legal Aid Agency (Recovery Services)
SALE
M33 0ET

VAT Number
Telephone Number
Fax Number

The following Payment has been Remitted

Payment Reference Number
Payment Date 12th Aug 2015
Payment Currency GBP
Payment Amount £225.00

Inv Type	Case Ref No	Client Name	Reference	Request	Profit Cost	Disbursement	VAT	Amount
Counsel POA				£225.00	£225.00	£0.00	£0.00	£225.00
SUBTOTAL				£225.00	£225.00	£0.00	£0.00	£225.00

The remittance advice will appear in a new window and the document can be downloaded, saved or printed.

The remittance advice will show a separate page for each counsel that has received payment, all counsel payments will be contained within the same notification.

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Once you have viewed the notification you must provide a **Notification Response** in order to move the notification into a closed position.

Once you have selected the response click **Submit**.

Attachments

Description	Action
Remittance Advice	View

Notification Response

* indicates required field

* Response
Read ▾

Submit Back



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GETTING IT RIGHT FIRST TIME: We have been made aware of a problem created when users download a document through their internet browser. Our investigations show that downloaded documents have an additional extension (.html) added to the file name. This is preventing the file opening in a readable format. We will not be able to fix this problem as it was not originated by us.

We can offer the following way forward for you:

- After downloading the file amend the file name by removing the characters .html and save the change before opening it.