



CCMS Provider: Responding to a Show Cause

This quick guide will show you how to **respond to a show cause**. The LAA will send you a notification when a show cause has been placed on the certificate. The status of the certificate will also change to show caused. You may also be sent a documents required action to enable you to provide supporting evidence.

1

You will receive a notification in your actions and notifications to inform you that a show cause has been placed on the certificate. Click **Notice of Show Cause**.

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 157 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
01/12/2015	Notice of Show Cause		WILLYLAWYER061114	Not Available	300000043821			

2

Information about the notice to show cause will be displayed. Click **View** to read the notice to show cause letter.

Notice of Show Cause

[Return to Notification Search Results](#)

Date Assigned 01/12/2015 Due Date Status Not Available Assigned To WILLYLAWYER061114

No Notes

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000043821		Georgie Friend	

Attachments

Description	Action
Client SCS Intent Revoke	View

Notification Response

* indicates required field

* Response

Please Select

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You will then need to respond to your show cause by submitting a case query.

Do this by clicking **Submit Case Query** from your available actions list

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

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Request Details

Please complete further details for your request and click 'Submit'.

* indicates required field

Request Type

Nature and details of enquiry

* Method of contact

Enquiry Details

161 / 8000

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You will then need to respond to your show cause by submitting a case query.

If the case needs to be discharged please explain this in your response to the show cause notification, rather than calling the LAA.

Do this by clicking **Submit Case Query** from your available actions list.

Getting it right first time:

Don't forget to return to the notification and provide your response in the box at the bottom of the notification. This will move the notification into a closed position and out of your CCMS inbox.

Notification Response

* indicates required field

* Response

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