If you have a direct contract with the LAA or are part of an instructing solicitors high cost contract based on an event model, you are entitled to claim 100% payments on account in accordance with the rules set out in the relevant event-based information pack.

CCMS does not currently support a POA of 100% and there are two options of how you can bill:

- Enter a POA in CCMS and receive 75% of the value of the sum being claimed. The benefits of this are that the LAA will process this POA in accordance with the published service level agreement.

If you wish to take advantage of this process follow the steps below.

- If you do not wish to obtain 75% and wish to claim 100% POA you will need to complete the CIVPOA1 form and e-mail it with your fee notes to counsel_events_POA@legalaid.gsi.gov.uk whereupon the POA will be processed by the LAA to provide payment. Payment will be at 100% subject to cost limits but requires additional processing steps which will affect the speed at which payment is made.

Access CCMS

1. Navigate to Cases and Applications

2. Search for Case and Open Billing

3. Select Create POA from Case Statement of Account

4. Choose ‘No Final Payment Received’ as POA type

5. Insert the full value of what you require to be paid, but be aware that you will only receive 75% of the available sum and you must take into account any sums already claimed either by way of POA of bill.