



# CCMS Provider: Means Review

A Means Review should be requested where the client disagrees with the outcome of the means assessment and want the LAA to reconsider the assessment.

If the client has had a change in their financial circumstances that the LAA need to be aware of you should initiate a means reassessment. The Initiating a [Means Reassessment quick guide](#) explains the process.

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From the homepage select **Cases & Applications** and search for the case you wish to amend.

Please provide [feedback](#) to help us improve this service.

Legal Aid Agency Cases and Applications Actions and Notifications Help [Logout](#)

### Client and Cost Management System (CCMS)

Civil legal aid applications, amendments and billing.

[New Application](#)

You currently have:

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

[View Notifications \(5 outstanding\)](#)

#### 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](mailto: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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[Return to Case and Application Search](#)

### Search Results

Your search has returned 1 results.

To view a case / application displayed in the results table, click on the 'LAA Application / Case Ref.' number. If the application/case you are searching for is not in the list below, please review your search criteria and search again.

LAA Application / Case Ref.	Provider Case Ref	Client name	Category of Law	Fee Earner	Status
<a href="#">300000046854</a>	1234A	Simon Jones	Family		Live

Select the appropriate case from the search results by clicking the **LAA Application / Case Reference number**.

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From the list of Available Actions select **Submit Case Query**

### Available Actions

Action	Description
<a href="#">Amend Case</a>	Create an amendment for this application
<a href="#">Amend Client</a>	View or update the client details
<a href="#">Billing</a>	View financial details and Bills/POAs for this case
<a href="#">Record Outcome</a>	Record an outcome for this case or for one of its proceedings
<a href="#">Submit Case Query</a>	Create a service request related to this case
<a href="#">View Case or Application</a>	Open a read-only version of this case or application
<a href="#">View Case Notifications</a>	View all notifications belonging to this case
<a href="#">View Outcome</a>	View the outcomes for this case
<a href="#">Amend Provider Details</a>	Amend Provider Details
<a href="#">Amend Correspondence Address</a>	Amend Correspondence Address
<a href="#">Allocate Cost Limit</a>	Allocate Cost Limit
<a href="#">Complete Means Reassessment</a>	Complete Means Reassessment



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You will then be presented with the **Request Type** menu.

From the drop down menu select **Means Review** and then click **Next**.

← [Cancel and return to Case Overview](#)

### Request Type

Please select your Request Type and click 'Next' to continue.

\* indicates required field

\* Request Type

Please Select ▼

- Please Select
- Billing Case Enquiry
- Case Complaint
- Case General Enquiry
- Means Case Enquiry
- Merits Case Enquiry
- Req Client Case Bal Statement
- Change Submitted Item Status
- Req Client Account Statement
- Adjustment Bill Request
- JR Discretionary Payment Req
- JR Disc. Payment Review Req
- Req your Case Bal Statement
- Reinstate Certificate
- Req to release funds to client

**Means Review**

Next

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← [Cancel and return to Case Overview](#)

### Request Details

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

\* indicates required field

Request Type Means Review

\* Reason for this request

Please Select ▼

Please Select

- Client disagrees with capital assessment
- Client disagrees with income and deduction assessment

Reason for review

0 / 8000

**Submit** [Back](#)

On the Request Details page select reason for the **Means Review** from the drop down menu.

Select '**Client disagrees with capital assessment**' or '**Client disagrees with income and deduction assessment**'.

Provide the reason why a review is required and select **Submit**.