



Legal Aid Agency

# CCMS Provider: Amend a Case Cost Limitation

This quick guide has been created to show you how to amend a Case Cost Limitation on your certificate.

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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

Home Cases and Applications **Actions and Applications** 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 \(9 outstanding\)](#)

#### Support

**Case enquiries:** 0300 200 2020 (Monday to Friday, 9:00 - 17:00)  
Alternatively you can "Submit Case Query" within a case.

**Technical Support:** 0300 200 2020 (Monday to Friday, 9:00 - 17:00)  
Email: [online-support@justice.gov.uk](mailto:online-support@justice.gov.uk)

For non case related queries please create a general request.

[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="#">300000568699</a>	PC2		Housing		

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

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From the Case Summary scroll down to the Available Actions.

Click **Amend Case**.

If Amend Case is not displayed, this indicates that a previous amendment is outstanding.

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

### Application Type

Please select the relevant details.

\* indicates required field

\* Amendment Type

Please Select

Emergency

Substantive

Next

Select the **Amendment Type**.

Click **Next**.

If you have a substantive certificate you must select **Substantive Amendment Type**.

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From the Amend Case screen click on **Edit Case Cost Limitation**.

**Costs** [Edit Case Cost Limitation](#)

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£5000.00	£5000.00

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[Cancel and return to Proceedings and Costs](#)

### Case Costs

Please view the case cost limitation. If you estimate that you need a limit that is higher than the granted figure - please enter a revised amount to request an increase and click the confirm button. Please note that an increase may not be requested once the certificate is revoked or discharged or when the office no longer has schedule authorisation to carry out work in the category of law of the case. Use the cost allocations link to allocate the limits that counsels may bill against the granted cost limit of the case.

#### Case Cost Limitation ?

\* indicates required field

Cost Limitation	Amount	Action
Default Cost Limitation	£ 5000.00	
Granted Cost Limitation	£ 5000.00	
* Requested Cost Limitation	£ 5000.00	

Confirm

From the Case Costs screen click on **Requested Cost Limitation**.

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Overtyping the requested amount. The original £5000 has been replaced with £9000.

Select **Confirm**.

#### Case Cost Limitation ?

\* indicates required field

Cost Limitation	Amount	Action
Default Cost Limitation	£ 5000.00	
Granted Cost Limitation	£ 5000.00	
* Requested Cost Limitation	£ 9000.00	

Confirm



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Merits		<a href="#">Merits Assessment</a>
	Status	
Merits Assessment	Requires Reassessment	

You will be returned to the Amend Case screen. As an increase in costs has been requested a Merits Reassessment is required.

You will not be able to submit the amendment until the Merits Assessment status shows as 'Complete'.

Click on **Merits Assessment**.

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In order to submit the amendment, the relevant sections need to be fully completed.

Click in **Summary of work completed & Reasons for amendment requested** text fields and complete full explanations in both fields.

### Merits Assessment

- Case Overview
- ECF and LAR Details
- Case Details
  - Previous Court Proceedings
  - General Details
  - Court Details
  - Opponents & Other Parties
  - About Your Case
  - Amendment
- Proceeding Specific
- Criterion
- Statements
- Evidence
- Declarations

#### Amendment

Please provide a summary of the work completed. If you are requesting an amendment to include an increase of costs please also advise how existing costs limit has been reached. \*

Please provide an explanation

Reasons for amendment requested \*

Please provide an explanation

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Merits		<a href="#">Merits Assessment</a>
	Status	
Merits Assessment	Complete	
Documents		<span style="background-color: #ffc107; padding: 2px;">NEW</span> <a href="#">Upload Documents</a> ?
	Status	
Upload Documents	Available	
<a href="#">Submit Amendments</a>		

Once the Merits Reassessment has been completed you will be returned to the Amend Case screen. It will be confirmed that the Merits Assessment is complete.

Click on **Submit Amendments**

Further evidence may also be required to support the amendment. You can either submit documents alongside the amendment or a Documents Required Action will be sent requesting evidence to support any Merits changes.