



CCMS Provider: Providing a Cost Undertaking

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Available Actions

| 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 |
| Amend Correspondence Address | Amend Correspondence Address |
| Allocate Cost Limit | Allocate Cost Limit |
| Complete Means Reassessment | Complete Means Reassessment |

Navigate to the relevant case through **Your Cases and Applications**.

From the **Case Overview** screen scroll to **Available Actions**.

Click **Billing**.

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The **Case Statement of Account** screen will appear.

Click **Enter Undertaking**.

Case Statement of Account [Return to Case Overview](#)

Please note that if a Bill or Payment on Account is in draft status, you will not be able to create a new Bill or POA until the Draft Bill has been submitted.

| | LAWSON LEWIS BLAKERS | Prior Solicitor | Counsel | Total |
|--|----------------------|-----------------|---------|------------|
| Certificate Cost Limitation | £ 4,500.00 | | | £ 4,500.00 |
| Total Counsel Cost Ceiling | | | £ 0.00 | £ 0.00 |
| Current Undertaking | £ 0.00 | | | £ 0.00 |
| Bills Authorised | £ 0.00 | | | £ 0.00 |
| Bills Submitted but not Authorised | £ 1,000.00 | | | £ 1,000.00 |
| Payments on Account Recouped | £ 0.00 | | | £ 0.00 |
| Payments on Account Authorised | £ 0.00 | | | £ 0.00 |
| Payments on Account Submitted but not Authorised | £ 0.00 | | | £ 0.00 |
| Cost Limitation Remaining | £ 4,500.00 | | | £ 4,500.00 |
| Counsel Cost Ceiling Remaining | | | £ 0.00 | £ 0.00 |

[Enter Undertaking](#)

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Enter Undertaking [Cancel and return to Financials Summary](#)

Please enter the details of the current Undertaking in the fields below. Once you have done this, please read the Acceptance of Undertaking Terms, and if you accept these terms, click 'Submit'. This undertaking will be submitted to LAA for review.

*Indicates required field

* Total Bills including Counsel will not exceed:
 £ 1350 x

From the **Enter Undertaking** screen, enter the details of the current Undertaking.



Legal Aid
Agency

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Acceptance of Undertaking Terms

Text to be provided

* Please check this box to confirm that you accept the above Terms and that you have verified your data in making this Undertaking.

Submit

Tick the box to accept the
Undertaking Terms.

Click **Submit.**

A notification from the LAA will be sent once the undertaking has been considered. Notifications can be accessed from the CCMS home screen by clicking on **Your Actions and Notifications.**