



CCMS Provider: Outcomes, Partial Claim and Other Party Liability

This guide provides an overview of how to submit a partial claim for costs or inform the LAA costs have been recovered in part or in full from the other party.

You should record the outcome of the case first and will then either be able to submit a bill or a nil bill depending on the circumstances of the outcome of the case.

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Begin the process by clicking on the **Record Outcome** option from the table of Available Actions on the Case Overview screen.

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

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Outcome and Awards

Please enter the Outcome and Awards details for this Case.

Proceeding Outcome Summary

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
Recover possession - tenant - Housing	Full Representation	Live		10/11/2015	

Awards Summary

Type	Date of Order / Agreement	Description	Value	Action
None				

Pre-Certificate and Legal Help Costs

Type	Pre-Certificate Amount	Legal Help Amount	Action
Pre-Certificate and Legal Help Costs	£ 0	£ 0	

This is the Outcome and Awards screen where you are able to record the outcome of the case, enter any awards or specify any pre-certificate or legal help costs.

Begin by recording the outcome of the case by clicking on the proceedings link.

Please see the **Recording Outcome and Discharge** Quick Guide on the CCMS Training website.



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Once the outcome has been recorded you can then record details of any awards that apply by clicking the **Add Award** button from the Outcome and Awards screen.

Outcome and Awards

Please enter the Outcome and Awards details for this Case.

Proceeding Outcome Summary

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
Recover possession - tenant - Housing	Full Representation	Live		10/11/2015	

Awards Summary

Type	Date of Order / Agreement	Description	Value	Action
Add Award				
None				

Pre-Certificate and Legal Help Costs

Type	Pre-Certificate Amount	Legal Help Amount	Action
Pre-Certificate and Legal Help Costs	£ 0	£ 0	

[Submit](#)

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Cost Award

Please enter the details below.

* indicates required field

* Date of Order / Agreement (DD/MM/YYYY)

* Court Assessment Status

Please Select

Pre-Certificate Costs Awarded

LAA funded Legal advice / assistance / help costs [?](#)

£ 0.00

Other Pre-Certificate Costs [?](#)

£ 0.00

Total Pre-Certificate Costs £ 0.00

During Certificate Costs Awarded

LAA Rate [?](#)

£ 0.00

Market Rate [?](#)

£ 0.00

Total Certificate Costs Awarded £ 0.00

Complete all mandatory fields on the Cost Award screen.

This is where you can detail any pre-certificate costs that have been awarded or any costs that were awarded during the case.

Complete all necessary fields.

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You should also complete the interest fields if there has been any interest awarded.

Click **Calculate** to calculate the total costs awarded.

Once calculated click **Next**.

Interest Awarded

Interest Rate 0.00 %

Interest Start Date (DD/MM/YYYY)

Date Order was served (DD/MM/YYYY)

Address of Service Line 1

Address of Service Line 2

Address of Service Line 3

Any other information about Award (Maximum 1000 characters allowed)

[Calculate](#)

[Next](#)



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[Cancel and return to Outcome and Awards](#)

Liabe Parties

Award Type COST

Award Description Cost

Award Amount or Value £ 100.00

Name	Party Type	Relationship to Case	Address	Action
None				
<input type="button" value="Add Party"/>				
<input type="button" value="Next"/> Back				

Once the costs awarded have been calculated you can detail any liable parties.

Click **Add Party**.

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The other parties registered on the case will be listed for you to specify if they are involved in the cost award by ticking the box.

If the parties are not listed you can add individuals or organisations at this point.

Specify the liable parties then click **Select**.

Party List

Please select the opponents and other parties involved in this case to this award.

Select	Name	Party Type	Relationship to Case	Address
<input type="checkbox"/>	Miss Sarah Jones	Individual	Child	
<input type="button" value="Select"/>				

Individual or Organisation not in the list

If an individual or organisation is not in the list, you could add a new individual or organisation to the case, please click on the 'Add Individual' or 'Add Organisation' button to enter the details.

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Recovery

Please enter the details below.

Award Type COST

Award Description Cost

Award Amount or Value £ 100.00

Recovery	Amount	Date Received (dd/mm/yyyy)	Paid to LAA
Solicitor	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>
Court	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>
Client	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>
Total Recovered £ 0.00			
Amount Unrecovered £ 100.00			

You should also specify details of any costs that have been recovered and any payments to the LAA.



Legal Aid Agency

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Once the cost award details have been input you will be returned to the Outcome and Awards screen.

Use the **Pre-Certificate and Legal Help Costs** table if there are any to input.

Once you have input all the information click **Submit** to submit the outcome and awards.

Outcome and Awards

Please enter the Outcome and Awards details for this Case.

Proceeding Outcome Summary

Proceeding	Form of Civil Legal Service	Status	Outcome	Date Granted	Action
Recover possession - tenant - Housing	Full Representation	Live		10/11/2015	

Awards Summary

Type	Date of Order / Agreement	Description	Value	Action
None				

Pre-Certificate and Legal Help Costs

Type	Pre-Certificate Amount	Legal Help Amount	Action
Pre-Certificate and Legal Help Costs	£ 0	£ 0	

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Once the outcome and awards information has been submitted you can then submit the necessary bill.

If you have recovered all costs of the case from the other party you will need to submit a nil bill through CCMS. For more information please see the **Submit Nil Bill** Quick Guide available on the CCMS Training website.

You may need to submit a partial claim for costs, if so please see the **Submit an LAA Assessed Bill** Quick Guide or the **Court Assessed Bill** Quick Guide available on the CCMS Training website.