



Best practice when assigning a Counsel on CCMS

We strongly recommend that providers grant advocates access to a case on CCMS as soon as they are instructed and that an individual cost limit is agreed and authorised.

If the above has not been done, any work advocates do **will be at their own risk**.

Chambers are encouraged to report providers who fail to assign them to a case in good time to the LAA.

TIP: If you have additional amendments to make at the time of assigning Counsel, assign Counsel first as this is automatically granted. This will ensure advocates are assigned to a case quickly and allow you to submit further amendments sooner.

At the point of instruction:

- Agree an individual cost limit with counsel (this can be amended during the case)
- Agree work to be done within the scope of the legal aid certificate.
- Share the **LAA case reference number** for the case with counsel (this replaces the public funding certificate reference).

Maintain strong communication links with counsel from the outset to ensure case costs and work are managed appropriately

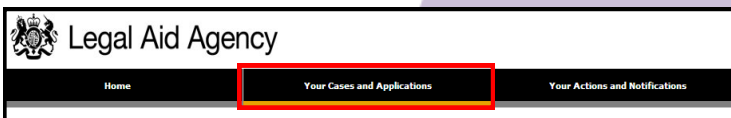
- Importantly, an advocate can't be added to a case on CCMS once a final bill has been submitted and assessed. Therefore, it's essential that they are added at the point of instruction to enable any claim to be made.

Short notice instructions:

We would expect a provider to be able to add the advocate onto CCMS at any time.

Where the provider is unable to add the advocate onto CCMS prior to an emergency hearing, we would expect the provider to include in the instruction an email undertaking confirming the authorised individual cost limit for the advocate and their intention to assign counsel at the next available opportunity.

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From the CCMS home screen navigate to the relevant case through **Your Cases and Applications**

Select **Amend Case** in 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



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Client Name: Serena Gordon LAA Application / Case Reference: 30000010947 Provider Case Reference:

Amend Case

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

Please select the relevant details.

* Indicates required field

* Amendment Type

Select **Substantive** as the **Amendment Type** from the drop down menu

Click **Next**

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Please review the information below for this Application/Case.

General Details [Edit General Details](#)

Status of case	Live	Preferred Address	Send to Client Address
Client name	Serena Gordon	Amendment Type	Substantive
Category of Law	Family		

Provider Details [Edit Provider Details](#)

Provider Case Reference		Fee Earner	
Provider	CHAMBERLAIN MARTIN SOLICITORS	Supervisor	
Office	CHAMBERLAIN MARTIN SOLICITORS-0C064U	Contact Name	TIMWARREN

Proceedings [Edit Proceedings and Costs](#)

Non-molestation order - Domestic Abuse

Click **Edit Proceedings and Costs**.

NOTE: You are not required to update **Means** or **Merits** assessments.

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Select **Case Cost Limitation**.

Case Costs [?](#)

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£9000.00	£9000.00

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Case Cost Limitation [?](#)

* indicates required field

Cost Limitation	Amount	Action
Default Cost Limitation	£ 9000.00	
Granted Cost Limitation	£ 9000.00	Cost Limit Allocation
* Requested Cost Limitation	£ <input type="text" value="9000.00"/>	

Select **Cost Limit Allocation**

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Click **Add Counsel**

Cost Limitation Allocation [?](#) [Add Counsel](#)

Provider	Type	Amount Used	Provider Cost Breakdown	Action
Granted Cost Limitation				
			£ 9000.00	
GRAY LLP	Provider		£ 9000.00	



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Amend Case

Counsel Search [Return to Case Cost Limitations](#)

Please enter the details for the counsel you are looking for in the fields provided and click 'Search' to find the relevant record.

Name

Company

LAA Counsel Reference

Category

Enter search criteria to locate Counsel to assign.

Click **Search**.

NOTE: It is advisable to obtain Counsel's LAA Reference number. Searching on the LAA Counsel Reference number should only return one result ensuring the correct counsel is assigned.

It is also possible to use 'wild card' searches by using %. For example a search on BURN% will bring back all counsel names such as Burns, Burnside, Burnton etc

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Counsel Search - Results [Return to Counsel Search](#)

Your search has returned 1 results.

To select one of the records that have been returned, click on the counsel name. If the results shown do not include the counsel you are looking for, re-enter new search criteria and click Search.

Name	Company	LAA Counsel Reference	Category	County
J DOE	J DOE	123A	Junior	

Click on the **Name** of the relevant counsel to select, review counsel details in the **Counsel Confirmation** screen and click **confirm** to proceed.

TIP: If the counsel you want to allocate is not listed click **Return to Counsel Search link** and search

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Enter the agreed counsel costs in the **Provider Cost Break-down** column

Click **Calculate** and review the cost breakdown.

Click **Next**.

Cost Limitation Allocation [Add Counsel](#)

Provider	Type	Amount Used	Provider Cost Breakdown	Action
Granted Cost Limitation				
GRAY LLP	Provider		£ 9000.00	
J DOE	Counsel		£ <input type="text" value="100"/>	Remove

[Add Counsel](#)

NOTE: For Non Family, if the Provider is billing on behalf of Counsel, the allocated cost limit should be 0.

NOTE: To add multiple counsel, repeat steps 6,7,8 and 9.



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Case Cost Limitation ?

* indicates required field

Cost Limitation	Amount	Action
Default Cost Limitation	£ 9000.00	
Granted Cost Limitation	£ 9000.00	Cost Limit Allocation
* Requested Cost Limitation	£ <input type="text" value="9000.00"/>	

To finalise the allocation of costs the amendment must be submitted for the allocation to take effect

Click **Confirm**.

From the **Proceeding and Costs** screen, select **Return to Amend Case**.

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From the **Amend Case** screen, scroll to the bottom of the screen

Select **Submit Amendments**.

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Scroll to the bottom of the **Case Amendment Summary** page.

Select **Next**

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Click in the **Declaration** box

Select **Continue**

Submit Case Amendment - 300000003171

Sign Declaration

Please complete the declaration below by selecting the statements to confirm your agreement.

I confirm that I have obtained the necessary signed declarations/signatures and will retain them upon the client's file.

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Submit Case Amendment - 300000003171

Submission Confirmation

Your data has been successfully processed. Please click 'Next' to continue.

A confirmation screen will be displayed

Counsel will receive a notification through CCMS to confirm they have been allocated.