



CCMS Provider: Initiating A Means Reassessment

If your client informs you that they have had a change in financial circumstances that may impact their eligibility for Legal Aid you can initiate a Means Reassessment using the following steps.

1

Search for the case using the search function in Your Cases & Applications and navigate to your Available Actions.

At the bottom of the screen you have the option to **Complete a Means Reassessment** by clicking the highlighted link.

Available Actions

Action	Description
Amend Client	View or update the client details
Billing	View financial details and Bills/POAs for this case
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

2

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

Legal Aid Agency

Jack Bruce 300000041097 JB2

Logged In as: WILLYLAWYER061114 [Logout](#)

[Cancel and return to View Case](#)

Means Reassessment

Status [Means Assessment](#)

Means Assessment No Assessment Performed

[Submit](#)

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You are now at the Means Reassessment page and the status is No Assessment Performed.

To initiate the means reassessment click the **Means Assessment** link and complete and submit the means assessment obtaining the necessary signatures.

Further information on how to complete a Means Assessment can be found on the Quick Guide section of www.ccmstraining.gov.uk.