



Legal Aid  
Agency

## CCMS Provider: Advanced Guide Bills Formerly Submitted Under Court Assessed Process

Bills previously submitted to court for taxation (above £2,500 net) will now be uploaded to CCMS for LAA assessment.

We will require a bill to be created in one of three formats to be considered by LAA caseworkers rather than the Court. You can use the Online Portal or Claim Upload.

There are some exclusions to this process; please refer to the FAQ document for those cases.

When billing, Solicitors should consider what works best for their firm and what option offers the best approach:

- **Bill of Costs:** if a bill of costs has already been created but not assessed at court, then we will accept this uploaded as evidence alongside the usual summary level claim on CCMS. Caseworkers will then consider the bill of costs in the same manner as done so by the courts and pay that amount.
- **Claim 1/1A:** if no bill of costs has been created, the LAA will accept a summary level claim with a completed Claim 1 or Claim 1A uploaded as evidence of work done. This will be assessed in same manner as done so by the courts and payment confirmed.
- **CCMS Line-by-Line:** we will also accept a line by line CCMS hourly rates bill on CCMS. this will replace the need to complete a summary level bill and can be uploaded to the portal to be assessed by the LAA.

Any reduction in costs by LAA caseworkers will be communicated and the usual rights of appeal to the LAA stands as normal.

**Any bill already assessed by the court should follow the usual submission process for Court Assessed Bills to the LAA.**

**You can follow the Advanced Guide 'Court Assessed Bills'**



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Start to create the Bill as normal.

The following questions should appear in sequence, clicking next after answering each question is answered:

1. **Provider Bill Type:** select Solicitor Interim or Solicitor Final from the dropdown as applicable.
2. **Client has a Financial Interest:** Select Yes or No as applicable.

Please see Quick Guide 'Bill Interim Process' on how to create a bill if the client does have a financial interest and you wish to send a copy of the bill before submitting to LAA.

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### **IMPORTANT:**

The third question will ask if your claim has been assessed at court: answer Yes.

This will direct your claim to the right team at LAA. If you do not answer yes, LAA will still consider your claim, but you may experience delays to payment as a result.

The date of assessment/taxation can be entered as the date of submission of your bill to the LAA.

[← Cancel and return to Bill Details](#)

### **Court Assessed Bills**

\* indicates required field

\* Has this claim been assessed by the court, or will you be sending it to the court for assessment?

Yes

No

Please answer yes to this question if you have already sent or plan to send your claim to the court for assessment.

[Next](#)

[Back](#)



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The remaining questions will appear as per the usual process in CCMS. You can follow the relevant Quick or Advanced Guides as necessary.

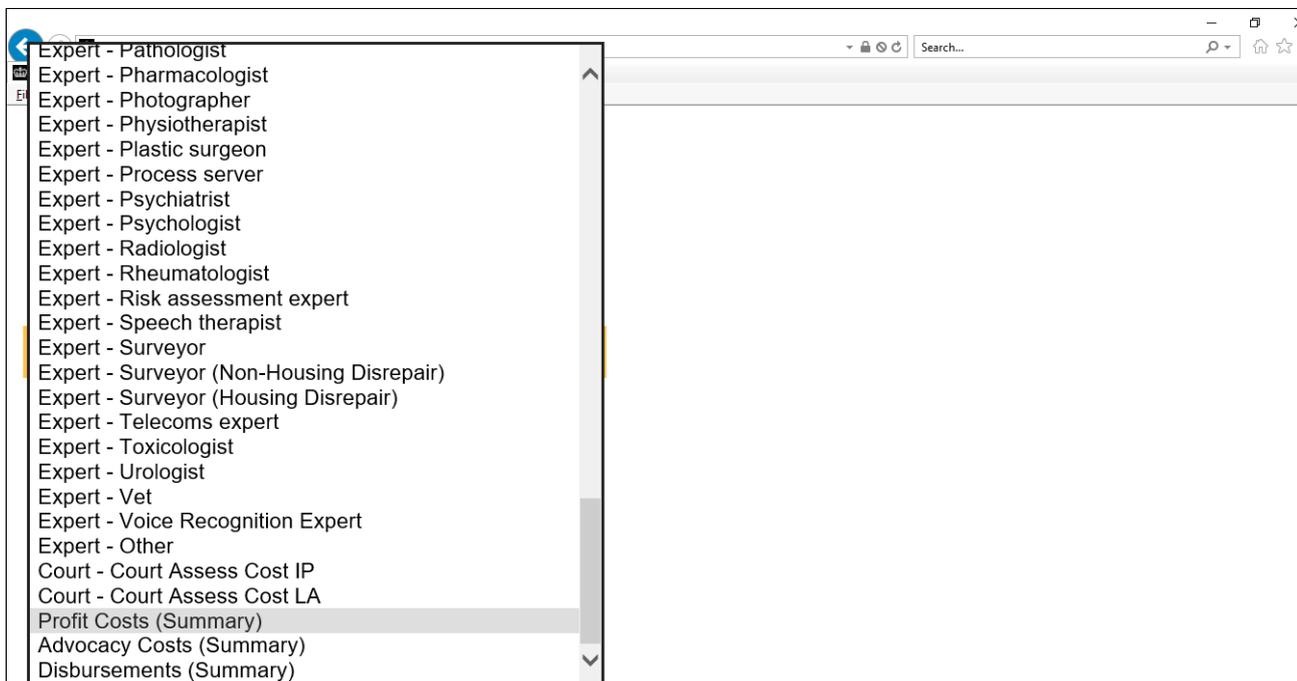
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### Creating Summary Level Lines

You should create a summary level line for your profit costs on the Disbursements page when you are submitting:

- A Bill of Costs that has been drawn already, but not assessed at court; or
- You are evidencing the work undertaken with a CLAIM1 or CLAIM1A form

Summary level applies to profit costs only, any claim for FAS must be broken down line-by-line if applicable.





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#### The Summary Page

This page shows the costs that CCMS has calculated to be submitted. Double-check these figures against your file to make sure it is as expected.

Click 'Confirm' to move to the next stage.

If costs are not correct, click 'Confirm', but you will still have the chance to go back to the bill to make amendments.

You can now select

- **Request Draft Print** for a copy of the bill if you need to share with the client
- **Bill Details** to return to the bill for amendment
- **Submit** to submit the claim to LAA

[◀ Cancel and return to Financials Summary](#)

### Create a Bill - Bill Details

Please click '**Bill Details**' to enter the line details for the Bill. Once complete click '**Submit**' to send the information to LAA.

Please click '**Bill Summary**' to view a breakdown of the claim lines you have just entered.

Please click '**Request Draft Print**' to receive a printable version of the claim which will be sent to you as a notification.

Billing	Status	Action
<a href="#">Bill Details</a>	Complete	<a href="#">Request Draft Print</a>   <a href="#">Bill Summary</a>

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#### Using Claim Upload

Please ensure you create the bill as a '**Court Assessed Bill**' in your software for the summary level or the line by line submissions.

Answer the relevant question as 'True' on Court Taxation:

```
<ATTR_NAME>GB_CLAIM_ASSESSED_BY_COURT</ATTR_NAME><ATTR_VALUE>true</ATTR_VALUE>
```

This will direct your claim to the right team at LAA. If you do not create a 'Court Assessed Bill' LAA will still consider your claim, but you may experience delays to payment as a result.



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### Evidence Requirements for Submissions:

You should follow the below list of requirements, depending on which option is chosen and not follow the CCMS generated notification for documents to provide:

#### Bill of Costs Option:

Completed Bill of Costs, Disbursement Vouchers, FAS forms, Court Orders. The bill of costs should clearly indicate the rates applied and justification for any enhancement claimed referencing panel membership where applicable.

#### Claim 1 or 1A Option:

Completed Claim 1(A), Disbursement Vouchers, FAS Forms, Court Orders. As above the Claim 1 should indicate justification for enhancement and provide a breakdown or schedule of disbursements being claimed. Explanation of any DOT codes used.

#### Line by Line CCMS Bill Option:

Attendance notes for any work above 3 hours, Disbursement Vouchers, FAS Forms, Court Orders. Narrative confirming case details and any justification for enhancement. No full files of papers are required to be sent to the LAA.