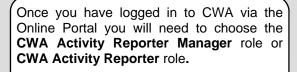


Contracted Work & Administration (CWA) Quick Guides Civil Line by Line Submission for Immigration Cases

Access Activity Management



NB: You can enter and save outcomes using the CWA Activity Reporter role, but you will need the CWA Activity Reporter Manager role in order to submit your claim.



Click on the 'Activity Management' tab.

You can then see the list of your current submissions by clicking on 'Submission List' from the menu.



Activity Management

<u>Home Loqout Preferences</u>

Orders

Select Your Submission



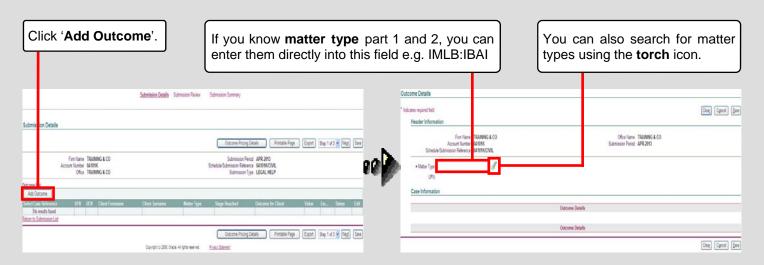
The submission list shows all of the current submissions for your firm. Your civil submission will be labelled **LEGAL HELP**.

If you have more than one office you may have more than one submission.

Ensure that you select the correct submission from the list.

Click 'Update' to start your submission.

Add a New Outcome, Step 1

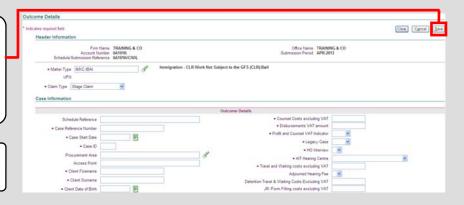


Entering Your Data

Enter the data for your civil outcome here. Once you have entered the data click the 'Save' button to save your outcome.

You will only be asked to input in to the relevant fields based on your entries.

Repeat this process for all outcomes for the submission period.

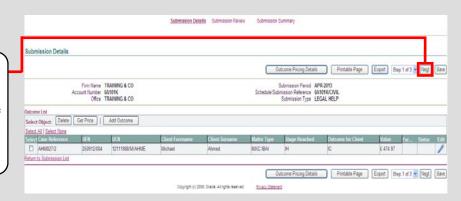


Steps 2 and 3

Submission details displays a summary of each outcome and its value.

Click 'Next' to move to Step 2, a summary of your submission so far.

Click 'Next' again to move to Step 3.



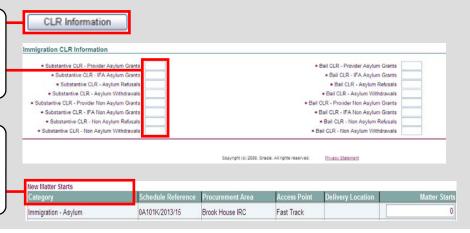
6. CLR Data and New Matter Starts

Click on 'CLR Information'. Enter your CLR data and click 'Save & Close'.

Note: If you have no data to report you must still enter **0** in each field.

Enter your new matter starts in the last column of the New Matter Starts table.

Leave the column blank if you have none to report.



7. Submitting

Submit

Once you have entered all of the data for the month you can now submit by clicking the 'Submit' button.

A confirmation screen will appear asking you to confirm you wish to submit, click 'Yes'.

Once you have confirmed you wish to submit you will not be able to make any changes to your submission.