



Use this guide to submit your Advocates' Graduated Fee Scheme (AGFS) and Litigators' Graduated Fee Scheme (LGFS) bills online claim for Crown Court Defence (CCD).

1. Signing in to CCD

Once you have set up your login credentials (see section 12), you simply have to enter your email and password on the sign in page to begin using CCD.

2. Claims page

The initial page you will see when you login is the 'all claims' page.

This will show you a dashboard of all claims that you have submitted and drafted, along with their current status (submitted, rejected, authorised etc.).

On this page you can also see the total amount of money you have had authorised by the LAA and the amount claimed that is outstanding.

You can manage users from this page, manager your firm details, search for old claims and begin to start a new claim.

You can also search for a particular claim and filter by either AGFS or LGFS bill type.

Search
for example case number, defendant name, advocate/litigator name

All claims Showing 10 claims of 30

Type	Case number	Advocate / Litigator	Defendants	Claimed	Assessed	Status	Date submitted	Messages
LGFS Final	A20131234 t20135431	John Smith	Joe Smith	£756.00	-	Submitted	01/03/2017	View
AGFS Final	A20161246 AB124	Jamey Kunze	Joe Smith	£187.20	-	Submitted	17/02/2017	No messages
AGFS Final	A20161246 AB124	Jamey Kunze	Joe Smith	£30,888.00	-	Submitted	16/02/2017	No messages
AGFS Final	T12345098 R143	Bob Smith	Sherwood Hackett	£977.00	-	Refused	03/08/2016	View
AGFS Final	A20161936 1234203	Jamey Kunze	Jon Smith	£180.00	-	Draft	-	No messages

3. Starting a claim

After clicking the green 'start a claim' button, you will be asked to select your fee type.

When you continue, you will be asked to provide the same case and offence information as required by the paper form.

Certain questions may only appear once you have selected an answer. i.e. the first day of trial will only appear after you have selected 'trial' as your case type.

GOV.UK Claim for crown court defence
John Smith Sign out

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What would you like to do?

Choose your fee scheme

Advocate fees Litigator final fee Litigator interim fee

Litigator transfer fee

[Should you require help with completing this form you can contact us.](#)

4. Fee page

Once you have entered your case and offence information, you will come to the 'fees' page.

CCD does not currently calculate fees for you, so this needs to be entered manually.

However, there is an option for a link to be created between CCD and your internal case management system, which will automatically transfer a case from your case management system into CCD as a draft.

Ask your IT supplier to contact crowncourtdefence@legalaid.gsi.gov.uk for further information on how to develop this functionality.

Fees		Quantity		Rate	
All fees should be entered exclusive of VAT. The system will add VAT to fees for VAT registered users.					
Initial fees					
You must enter a quantity and rate. Check the graduated fee calculators for help.					
Fee type		Quantity		Rate	
Basic fee		0	£	0.00	
Please include dates for those Standard appearance fees and PCMH's included in the Basic Fee					
Dates				Total	£0.00
No dates currently selected. Add dates					
Daily attendance fee (3 to 40)					
Fee type		Quantity		Rate	
Daily attendance fee (3 to 40)		0	£	0.00	
Dates				Total	£0.00
No dates currently selected. Add dates					

5. Evidence

CCD allows you to attach documents to support your claim.

The requirements for submitting supporting documents for a claim are the same as for paper bills.

Evidence supplied on disk

Will you be sending disk evidence for this claim?

Yes No

[Help with sending the evidence](#)

Upload supporting evidence

If you have electronic evidence on disk that relates to this case, you must send it by courier.

Drag and drop files here
or
[Choose a file](#)

Evidence supplied on disk		Summary total	
Will you be sending disk evidence for this claim?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Help with sending the evidence			
Upload supporting evidence			
If you have electronic evidence on disk that relates to this case, you must send it by courier.			
Drag and drop files here or Choose a file			

If you wish to claim for prosecution evidence served electronically, this currently still needs to be submitted through the post and should be done so as soon as possible after submitting your bill online. CCD will flag to the LAA that the claim is waiting for a disk to arrive. The disk should be clearly labelled with case name, court name and case number and a note that your bill has been submitted through CCD.

6. Check your claim

Before submitting your claim, you can see an overview of the information you have provided and you can make changes if required.

Check your claim

Check all the information below is correct before submitting your claim at the bottom of the page.

Claim and case type		Summary total
Provider reference number	12341	Fees Total £290.00
Advocate	Jamey Kunze	VAT total £58.00
Advocate category	Junior alone	Total £348.00
Crown court	Aylesbury	Continue
Case number	B20131234	Edit this claim
Case type	Trial	
Offence category	Abandonment of children under two	
Offence class	C: Lesser offences involving violence or damage and less serious drug offences	
First day of trial	01/01/2017	
Estimated trial length	3	
Actual trial length	3	
Trial concluded on	01/02/2017	

7. Certification

On the certification page you confirm that the information you have provided is correct.

For AGFS claims you certify the reason you are the Instructed Advocate as in the AF1 form.

No signature is required to submit a claim using CCD. This requirement is contained within the terms and conditions of the application.

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John Smith Sign out

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Certification

By ticking a box, you confirm you are the trial advocate (in cases where legal aid was granted on or after 5 May 2015) or instructed advocate and that you are entitled to submit a claim for this case. If our records show that you are not the trial or instructed advocate, we may reject this claim without payment.

Please only tick the relevant box.

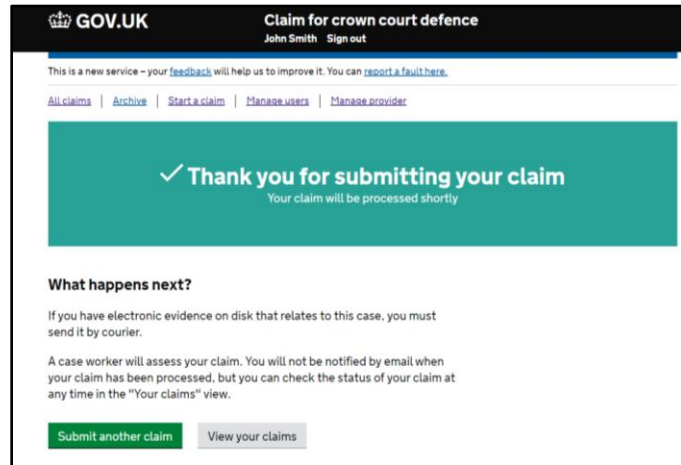
Final fee claims where the representation order was granted on or after 5 May 2015.

I certify that I am the trial advocate as:

I attended the main hearing (1st day of trial)

8. Submission

Once you certify and submit your claim, you reach the confirmation page, where you can go on to submit another claim or return to your claims page.

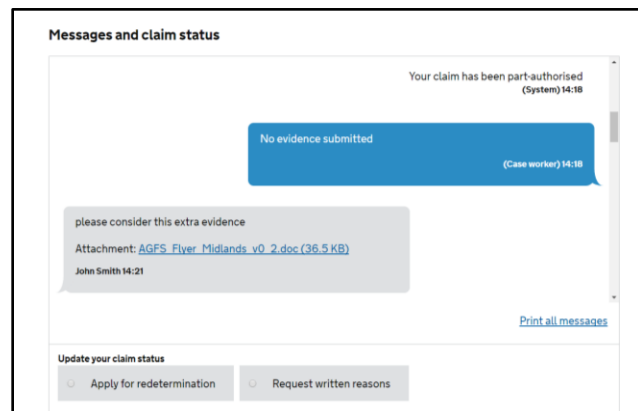


9. Messaging and applying for redeterminations

There is a messaging functionality within CCD which allows you to message the caseworker directly about your specific bill.

You do not need to fill out a separate online form to request a redetermination if your claim has been rejected for payment. All redeterminations are dealt with through the messaging function where you can provide your reasons for appeal and upload any additional evidence where required.

Claims that have been rejected will be clearly indicated in red in the 'all claims' dashboard.



Search
for example case number, defendant name, advocate/litigator name

Search claims

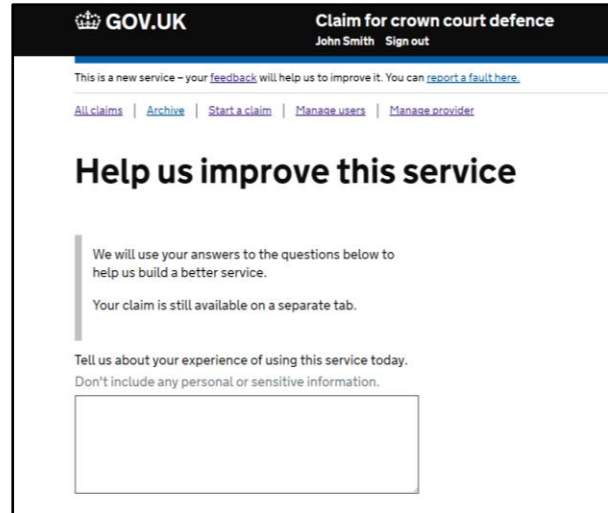
All claims Showing 10 claims of 30

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AGFS Final	I12345028 <small>81143</small>	Bob Smith	Sherwood Hackett	£977.00	-	Refused	03/08/2016	View
AGFS Final	A20161936 <small>8101202 1234203</small>	Jamey Kunze	Jon Smith	£180.00	-	Draft	-	No messages

10. Feedback

If you wish to give any feedback or experience any problems using CCD, there is a feedback link at the top of each page.

This will be sent to the development team who will take on board your feedback and help resolve any issues.



11. How to sign up

Email crowncourtdefence@legalaid.gsi.gov.uk with the following information:

Name
Chambers/Firm
Role - i.e. Clerk/Advocate/Solicitor Advocate
LAA Advocate Supplier Number* i.e. 02ABC
VAT status*

*for solicitors' firms only

Once your request has been received, your account will be set up within 5 working days. Your login details will be communicated to you via email. For further information on setting up additional users within your organisation please see the FAQ document at <https://www.gov.uk/government/publications/simplifying-criminal-legal-aid-processing>
