



Separated migrant children will be eligible for legal aid to help with Citizenship and non-asylum immigration applications and appeals from October 2019.

Immigration-Asylum Upper Tribunal proceedings were moved to Certificated work in September 2018. This means that where the client wants to appeal the application beyond the First Tier Tribunal, then the application must be registered through CCMS. This guide sets out how to add the required proceeding. It will help you with the transitional arrangements for submitting separated migrant children cases through CCMS. This guidance is only applicable until the necessary changes have been made to our case management system.

The guide will not cover the steps required to register a client or a case, only the specific steps required to complete a separated migrant children application.

For additional support registering clients and basic case setup please visit: [CCMS training website](#) and select the relevant section.

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Civil legal aid application, amendments and billing.

New Application

You currently have:

[1 Outstanding Actions \(none overdue\)](#)

[View Notifications \(2 outstanding\)](#)

To begin creating a new application click **New Application** on the CCMS homepage

PLEASE NOTE: Not all screens will be shown. Only screens where specific information is required for creating the application during the transitional period will be shown.

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Choose **Immigration-Asylum** in the **Category of Law** drop down list

PLEASE NOTE: while these claims are for non-asylum immigration, the transitional arrangements require you to select 'immigration-asylum'.

Click **Next**

Category of Law

Please select the relevant Category of Law or click [Exceptional Funding](#) if you wish to apply for exceptional case funding.

* indicates required field

* Category of Law
Immigration - Asylum ▼

Next



Legal Aid Agency

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[← Cancel and return to Home](#)

Application Type

Please select the relevant details.

* indicates required field

* Application Type

Substantive

Next

Choose **Substantive** in the **Application Type** drop down list

Click **Next**

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After registering a client in CCMS you will be directed to the Application Summary page.

The provider details, general details and opponents and other parties sections need to be completed as normal .

To continue creating an unaccompanied migrant children application click **Proceedings and Costs**.

Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

Application Sections	Status	Last Saved	Last Saved By
Application Type	Substantive	10/10/2019	
Provider Details	Complete	10/10/2019	
Client Details	Complete		
General Details	Complete	10/10/2019	
Proceedings and Costs	Not Started	10/10/2019	
Opponents and Other Parties	Not Started		
Means Assessment	Not Available		
Merits Assessment	Not Available		
Document Upload ?			

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Click **Add Proceeding** to add the proceeding details to your application.

Proceedings and Costs

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once you have completed the proceedings, please review the Cost Limitations relating to Case.

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
None					

[Add Proceeding](#)

Case Costs [?](#)

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£0.00	£0.00

Prior Authority

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
None				



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Proceeding Details - Step 1 of 4

Please enter the proceeding details for your application.

* indicates required field

* Matter Type

Immigration - Asylum ▼

Next

Choose **Immigration-Asylum** from the **Matter Type** drop down list

Click **Next**.

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Proceeding Details - Step 2 of 4

Please enter the proceeding details for your application.

* indicates required field

Matter Type Immigration - Asylum

* Proceeding

- Residence Card Application - Appeal - Asylum
- Residence Card Application - Asylum
- Residence Card Application - Enforcement - Asylum
- Special Immigration Appeals Commission - Asylum
- Special Immigration Appeals Commission - Enforcement - Asylum
- Special Immigration Appeals Commission- Appeal - Asylum
- Terrorism Prevention and Investigation Measures Act 2011 - Appeal - Asylum
- Terrorism Prevention and Investigation Measures Act 2011 - Asylum
- Terrorism Prevention and Investigation Measures Act 2011 - Enforcement - Asylum
- Appealing a Decision of the First-Tier Tribunal-Asylum
- Appealing a Decision of the First-Tier Tribunal-Enforcement-Asylum

Please Select ▼

Next Back

Choose **Appealing a Decision of the First-Tier Tribunal-Asylum** from the **Proceeding** drop down list

Please note; Additional guidance is included at the end of this guide for the merits assessment.

Click **Next**

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Select **Subject of Proceedings (child)** from the **Client Involvement Type** drop down list

Select **Full Representation** from the **Form of Civil Legal Service** drop down list

Click **Next**

Proceeding Details - Step 3 of 4

Please enter the proceeding details for your application.

* indicates required field

Matter Type Immigration - Asylum

Proceeding Appealing a Decision of the First-Tier Tribunal-Asylum

Proceeding description to be represented on an appeal or review against a decision of the First-Tier Tribunal to the Upper Tribunal

* Client Involvement Type

Subject of proceedings (child) ▼

* Form of Civil Legal Service

Full Representation ▼

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A default scope limitation will be applied. This is the scope limitation you will need for this type of application during the transitional period.

Proceeding Details - Step 4 of 4

Please review the information below and, if required, update the scope limitations for this Proceeding. You can add, edit or remove existing scope limitations, but at least one scope limitation must exist to complete this Proceeding.

Matter Type Immigration - Asylum

Proceeding Appealing a Decision of the First-Tier Tribunal-Asylum

Proceeding description to be represented on an appeal or review against a decision of the First-Tier Tribunal to the Upper Tribunal

Client Involvement Type Subject of proceedings (child)

Form of Civil Legal Service Full Representation

Scope Limitation	Scope Limitation Wording	Action
Permission - First-Tier Tribunal	Limited to lodging an application for permission to appeal to the First-Tier Tribunal	

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The Proceedings and Costs screen will give you an overview of the Proceeding and the Case Cost Limitation.

Click **Next**

Proceedings and Costs

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once you have completed the proceedings, please review the Cost Limitations relating to Case.

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead	Action
Immigration - Asylum	Appealing a Decision of the First-Tier Tribunal-Asylum	Full Representation	Subject of proceedings (child)	<input checked="" type="checkbox"/>	

Case Costs ?

Case Costs	Requested Amount	Granted Amount
Case Cost Limitation	£4500.00	£0.00

Prior Authority

Prior Authority	Prior Authority Type	Amount Requested	Status	Action
<input type="button" value="Next"/>	Back			



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When returned to the Application Summary screen the Means and Merits Assessment sections will be available to complete. Click the respective section headings to begin.

All of the questions in each section must be answered before the application can be submitted.

Once all sections are marked complete, the application can be submitted for assessment. Click **Complete Application** to begin the submission process and follow the on screen instructions.

Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

Application Sections	Status	Last Saved	Last Saved By
Application Type	Substantive	10/10/2019	MARTIN.ROGAN@DAVIDGRAY.CO.UK
Provider Details	Complete	10/10/2019	MARTIN.ROGAN@DAVIDGRAY.CO.UK
Client Details	Complete		
General Details	Complete	10/10/2019	MARTIN.ROGAN@DAVIDGRAY.CO.UK
Proceedings and Costs	Complete	10/10/2019	MARTIN.ROGAN@DAVIDGRAY.CO.UK
Opponents and Other Parties	Not Started		
Means Assessment	Not Available		
Merits Assessment	Not Available		

[Complete Application](#)
[Abandon Application](#)

Please Note:

Merits Assessment

Please ensure that you complete **ALL** parts of the merits assessment.

The following guidance will assist you on the relevant screens in relation to the Separated Migrant Children cases during the transitional period.



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Merits Assessment

Warning

The following warnings were encountered when starting the interview:

Where a client was assisted under a Controlled Work matter for the initial application and/or appeal to the First-Tier Tribunal and that matter was commenced prior to 1st September 2018 then work on the Upper Tribunal appeal should be funded as Controlled Legal Representation. Please see Regulation 5 of the Civil Legal Aid (Procedure, Remuneration and Statutory Change) (Amendment) Regulations 2018. Please click next to continue.

[Continue](#)

Read the information.

Click **Continue**

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Click **Uncertain** to 'Has this appeal arisen out of a case where the client was assisted under a Controlled Work matter that was started by you or another provider before 1st September 2018? (optional)

Click **Next**

Merits Assessment

Case Overview

Merits Interview

Has this appeal arisen out of a case where the client was assisted under a Controlled Work matter that was started by you or another provider before 1st September 2018? (optional)

Are you making an urgent application?

Have you exercised delegated functions in this immigration matter?
Previous Legal Aid and Legal Help

Has this appeal arisen out of a case where the client was assisted under a Controlled Work matter that was started by you or another provider before 1st September 2018? (optional)

Yes No **Uncertain**

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Merits Assessment

Case Overview

Merits Interview

Are you making an urgent application?

ECF and LAR Details

Case Details

Proceeding Specific

Criterion

Statements

Evidence

Declarations

Are you making an urgent application?

Yes **No**

▶ [Should the application be marked urgent?](#)

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Click **No** to **Are you making an urgent application?**

Click **Next**



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Click **Yes** to **Have you exercised delegated functions in this immigration matter?**

Click the **Calendar Icon** and complete the date of delegated functions

Complete the text field as applicable

Click **Next**

Merits Assessment

- Case Overview
 - Merits Interview
 - Are you making an urgent application?
 - Have you exercised delegated functions in this immigration matter?
 - Previous Legal Aid and Legal Help
- ECF and LAR Details
- Case Details
- Proceeding Specific
- Criterion
- Statements
- Evidence
- Declarations

Have you exercised delegated functions in this immigration matter?

Yes No

Date of delegated functions
dd/mm/yyyy

If this application has not been submitted within 5 working days of the date of exercise of delegated functions confirm the reason for the delay.

[▶ What if it has been submitted within five working days?](#)
If this application has been submitted within five working days answer N/A.

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Merits Assessment

- Case Overview
- ECF and LAR Details
- Case Details
 - General Details
 - Proceeding Specific
 - Criterion
 - Statements
 - Evidence
 - Declarations

General Details

Confirm the date your client first visited the firm about this case
dd/mm/yyyy

What is the main purpose of the application?

Number of clients represented in these proceedings

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Please Note:

When you reach the 'General Details' screen – please make it clear in the 'What is the main purpose of the application' field that this is a **Separated Migrant Child case**, rather than just an upper tribunal matter.

Please include all additional relevant information.

Click **Next**

Please Note:

The transitional arrangements are explained on: <https://www.gov.uk/government/news/civil-news-eligibility-changes-for-separated-migrant-children>

The permanent arrangements will be published once the long-term system changes have been completed.