Legal Aid Agency

Contracted Work & Administration (CWA) Quick Guides

Nil Submissions for Immigration Providers

What is a Nil Submission?

If your organisation does not have any completed work to report for a specific submission period, you must still complete a submission. This is called a Nil submission.
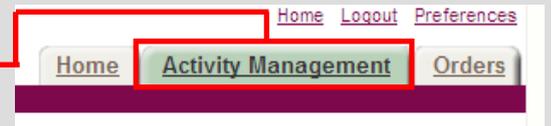
If you have any CLR data or New Matter Starts to report for this specific period, they must be included in the Nil submission.

Access Activity Management

Once you have logged in to CWA via the Online Portal you will need to choose the **CWA Activity Reporter Manager** role.
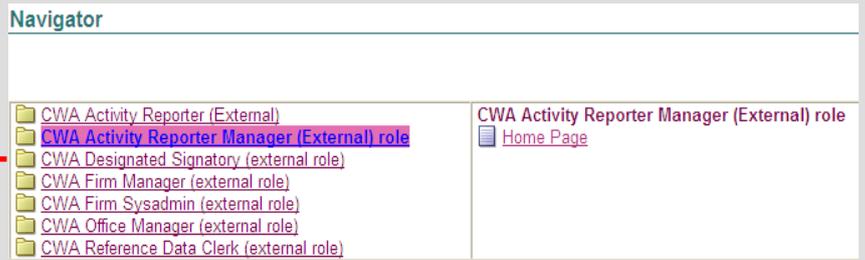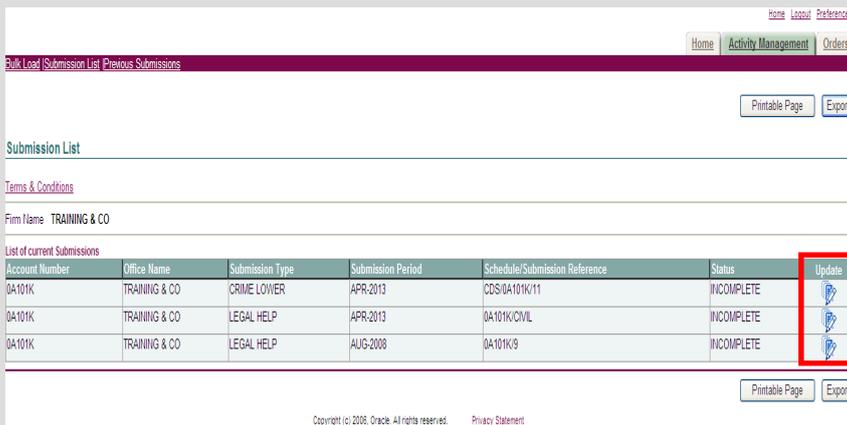
Click on the '**Activity Management**' tab.

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

Select Your Submission

The submission list shows all of the current submissions for your organisation.

If you have no completed work to report for the current submission period, you must complete a Nil submission.

Ensure that you select the correct submission from the list.

Click '**Update**' to start the Nil submission.

Step 1

You are directed to the Submission Details screen (Step 1 of the submission process).

There are no outcomes to report. You can therefore move to Step 2.

Click '**Next**' to move to Step 2.

Step 2

You are directed to the Submission Review screen (Step 2 of the submission process).

The summary table will state 'No results found'.

Click '**Next**' to move to Step 3.

Step 3: CLR Data and New Matter Starts

You are directed to the Submission Summary screen (Step 3 of the submission process).

The summary table will state 'No results found'.

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.

Final Step

Click **'Submit'** to complete the Nil submission.

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

You will receive an email notification to confirm that the Nil submission has been successfully completed.