Legal Aid Agency

eForms Quick Guides

Submitting a CRM5

1. Starting a CRM5

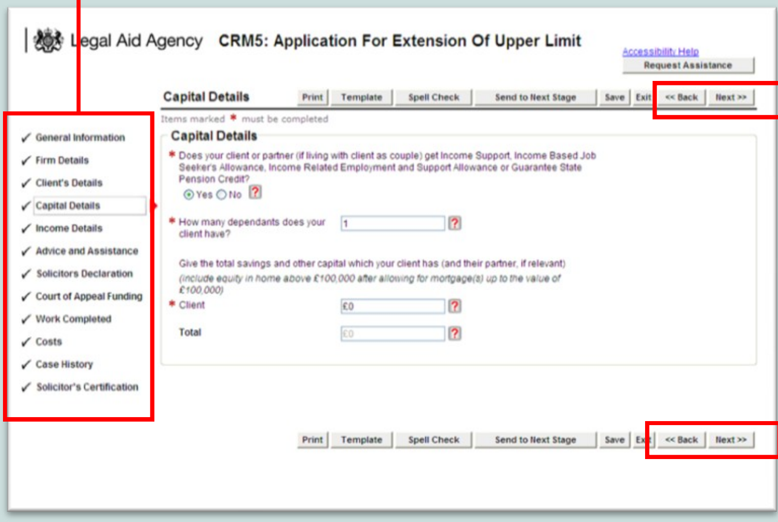
Click on **New Forms**.

Select **Start New Form** next to the CRM5 option.

2. Layout of CRM5

Use the menu on the left of the screen to move around the eForm.

You can also use the **Next** and **Back** buttons.



The tick-list on the left of the screen indicates the progress of your claim.

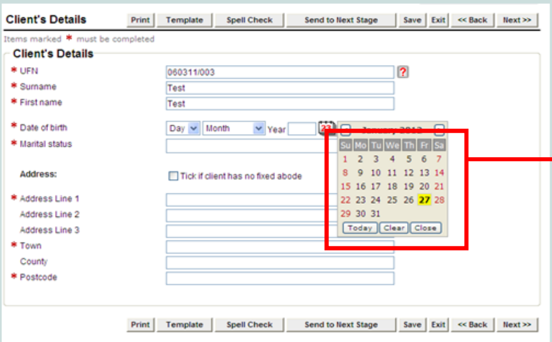
✓ Completed

Not Completed

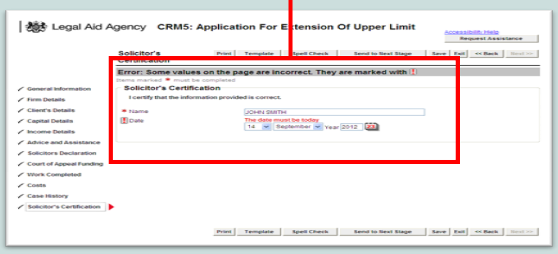
3. Entering Details

You will be prompted to enter details in the correct format.

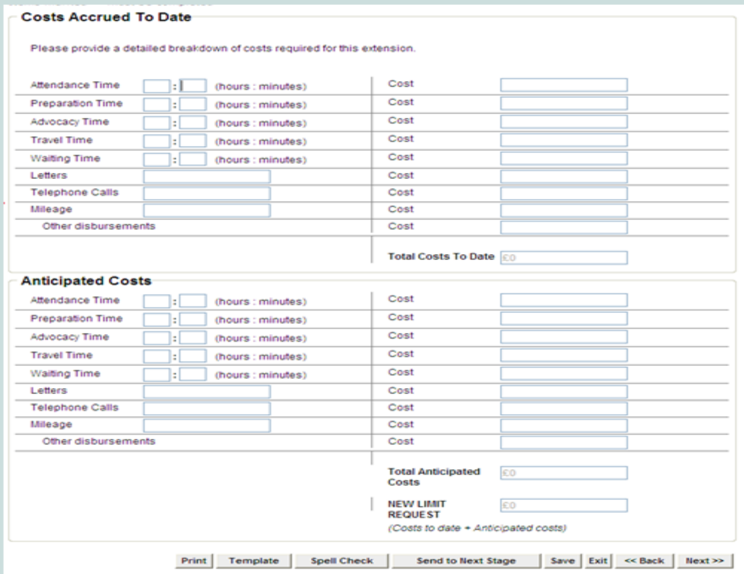
If you enter incorrect information, you will see an error message and be prompted how to correct it.



Note: A calendar function for your ease of use.



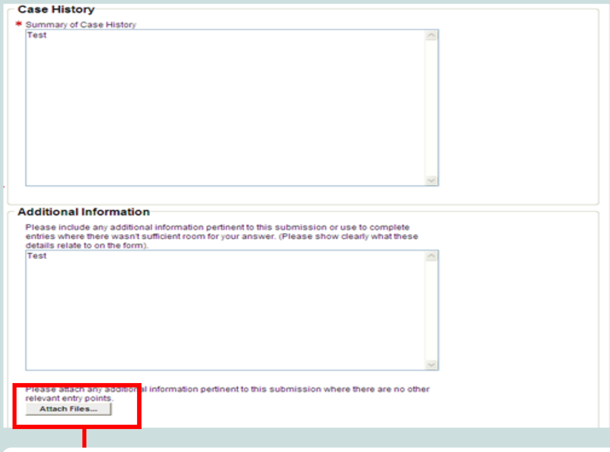
4. Costs



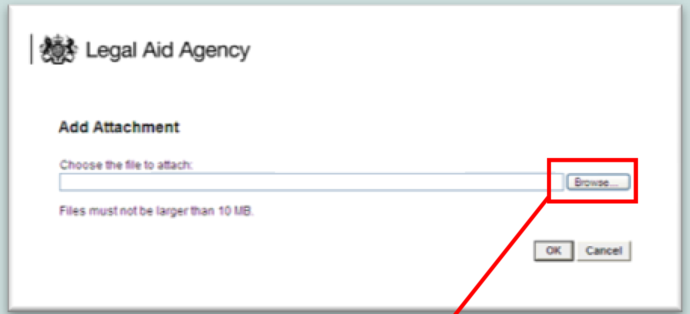
For **Costs Accrued to Date** enter the actual costs incurred irrespective of whether any previous limit has been exceeded.

For the **Anticipated Costs** section enter the additional work that is to be carried out.

5. Attaching Documents

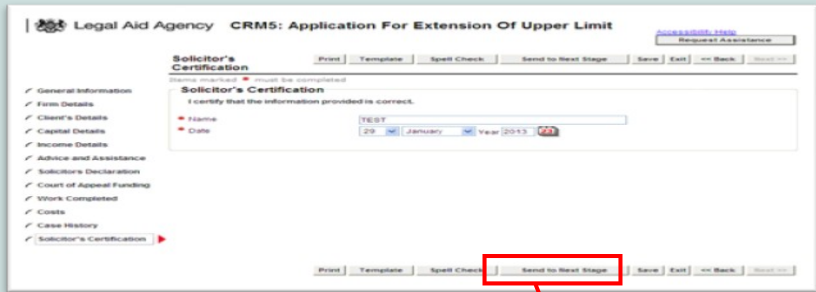


You can attach supporting documents electronically.

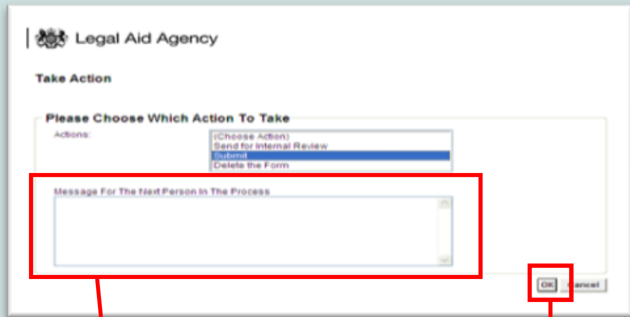


Select **Browse** to bring up the search function, select the file, then click **OK**.

6. Submitting the CRM5



When you have completed the eForm click -
Send to Next Stage.
Here you can submit the form to the LAA, delete or send for internal review before submission.



You can add an optional message for the caseworker in this section.

Click **OK** to send the eForm.

For more information please visit http://www.justice.gov.uk/legal-aid/submit-claim/eforms