

eForms Quick Guides

Submitting an eForm (Generic)

1. Starting a New Form Legal Aid Agency eForms Accessibility H In Trav Messages Saved F Close New Fo Case Management Form Upload Click the New Forms tab on the main Case Management Form Upload... Upload XML packages of forms menu. Crime Forms CRM4 Start New Form Click Start New Form as required. ements in Criminal Cases Application for prior aut (incorporates CRM 4a) CRM5 Start New Form ion for ext er Limit CRM7 Start New Form Standard Fee C Assessment Form Civil Forms POA Start New Form Civil Cases

2. Saving a Partially Completed Form

You can save your progress at any stage.	
	Legal Aid Agency
Send to Next Stage Save Exit	Form Close Would you like to save the changes to your form?
If you click Exit without saving, you will also be prompted to save your work.	Save Changes Discard Changes Cancel

3. Opening a Saved Form



In Tray	Messages	Saved Fo	rms Track Forms N	ew Forms			
	eated 🔘 Other form	s you are w	orking on				
Refresh Records 1 - 5	of 5		P	age 1	<< Previous Next >>		Reco
USN / Type	Started		Last Viewed	Deta	s		
2920 : CRM4	14/Feb/2013 1	:48	14/Feb/2013 15:51		case Ref = rt Surname =	Provider Case Ref = LAA Decision =	Provider Account LAA Decision Da
2919 : POA	14/Feb/2013 1	:47	14/Feb/2013 15:48		case Ref = rt Surname =	Provider Case Ref =	Provider Account
2912 : CRM7	29/Jan/2013 1	44	11/Feb/2013 15:10		case Ref = Sumame =	Provider Case Ref =	Provider Account

Open the form by clicking its **ID** number on the left. Or use the option buttons to narrow your search. Use the **Previous** and **Next** links to move between pages.

4. Attaching Electronic Documents

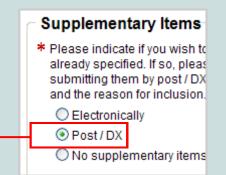
					🎉 Legal Aid Agency
If you need to send supporting documents and invoices, your forms will be processes much quicker if you send them electronically. Click Attach .			Browse to the file you want to attach. Once you've attached a file you can view		Add Attachment Choose he file to attach: Browse Files must not be larger than 10 MB. OK Cancel
Order Attachment Please indicate whether you will attach a copy submitting it by post / DX.	? ttach	it	it by clicking Retrieve .		Retrieve Remove

5. Sending Documents Through the Post/DX

If you don't have a scanner you can send documents through the post, or by DX.

You must attach an eForms **cover sheet** so our staff can allocate the paper document to the right eForm.

Choose the **Post/DX** option button and print the pdf document that appears.



6. Submitting the eForm

When you're ready to submit, click **Send to Next Stage.**

eForms will ask you to electronically certify the form.

You will receive a notification showing the form's **Unique Submission Number** which you can use to search for the eForm.

The system will notify you when decisions are made on your submission.

