



eForms Quick Guides

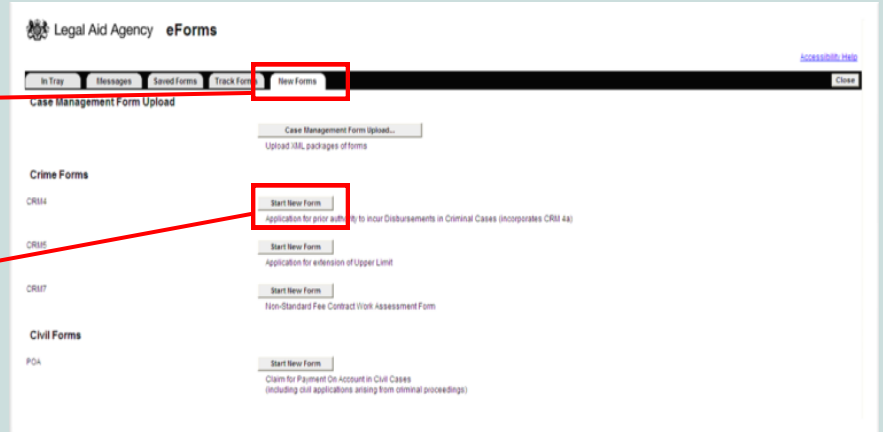
Legal Aid
Agency

Submitting a CRM4

1. Starting a CRM4

Click on **New Forms**.

Select **Start New Form** next to the CDS4 option.



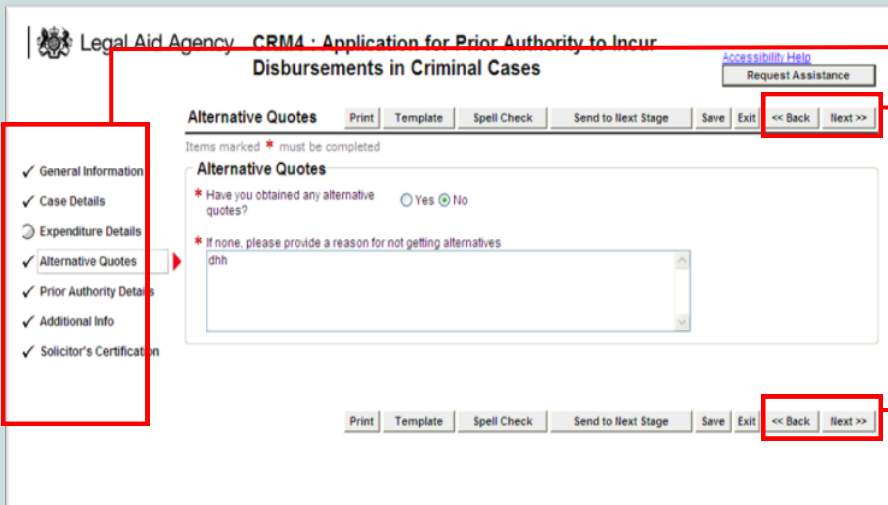
2. Layout of CRM4

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

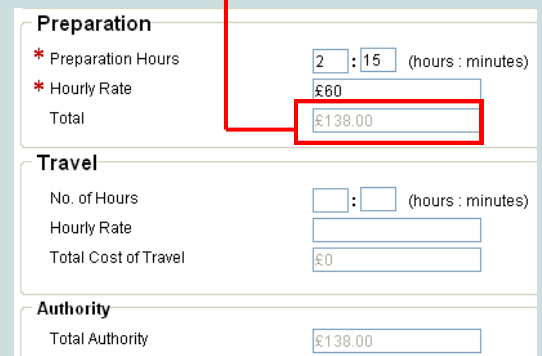
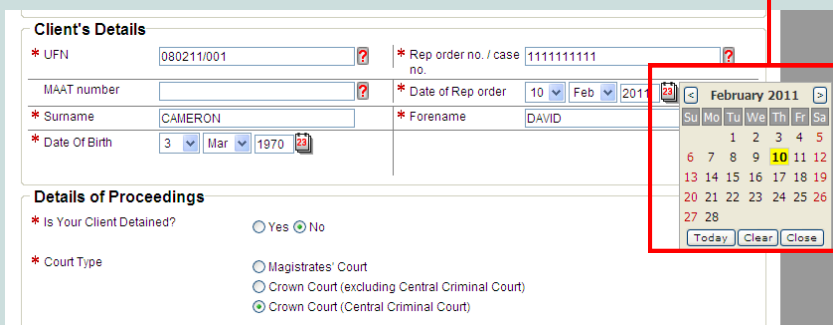
- Completed
- Not Completed



3. Entering Details

Note: A calendar function for your ease of use.

eForms will only ask for relevant information and automatically calculate totals for you.



4. Expenditure Details

eForms understands the different ways each type of authority is costed.

If you request an expert's report, it will ask for details of the preparation time and the hourly rate.

If you ask for photocopying it will ask for the number of pages and cost per page.

Expenditure Details

- * Type of Expenditure (e.g. Medical Report)
- * Have you already been granted Prior Authority for this case under the same category of expenditure?
 Yes No
- * Name of Expert
Company Name
Type / Status of Expert

Preparation

- * Preparation Hours : (hours : minutes)
- * Hourly Rate
- Total

5. Attaching Documents

* Give a brief summary of the prosecution case. You may attach the copy advance disclosure or extracts.

If you wish, you can attach the copy advance disclosure or extracts

* Give a summary of the defence or mitigation. Attach a copy of your client's statement and details of any previous convictions, if available.

If you wish, you can attach a copy of your client's statement and details of any previous convictions

You can attach supporting documents electronically.

Legal Aid Agency

Add Attachment

Choose the file to attach:

Files must not be larger than 10 MB.

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

6. Submitting the CRM4

Legal Aid Agency CRM4 : Application for Prior Authority to Incur Disbursements in Criminal Cases

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.

Legal Aid Agency

Take Action

Please Choose Which Action To Take

Actions:

Message For The Next Person In The Process

At this stage you can add an optional message for the caseworker.

Then click **OK** to send the eForm.