



Legal Aid
Agency

18 December 2015

Dear Provider

MANDATORY ELECTRONIC WORKING – NOTICE UNDER LAA CONTRACTS¹

In January 2015 we gave you notice of the introduction of the Mandatory Electronic Working requirement in relation to Licensed Work, which was intended to take effect from 1 October 2015. In July 2015 the Mandatory Electronic Working requirement was subsequently waived until 1 February 2016.

For the reasons set out below, except in relation to all Special Children Act 1989 Cases² (“SCA Cases”) we have decided to temporarily waive the Mandatory Electronic Working requirement for a further period until 1 April 2016.

This means that the Mandatory Electronic Working requirements will be mandatory from:

- **1 February 2016 for SCA Cases; and**
- **1 April 2016 for all other new Licensed Work cases.**

Reasons for change to the Mandatory Electronic Working requirement date

By making CCMS use mandatory for Special Children Act applications from 1 February we expect more than 75% of all civil submissions will be made electronically from this date.

Adopting this approach to mandatory use of CCMS will allow us to provide more time to CCMS users doing more complex work to get fully up to speed with enhancements before the 1 April.

A number of key enhancements are due to be released in the next few weeks. We want all CCMS users to have the chance to get used to the changes for the most complex case types.

¹ This notice applies to providers with the following LAA Contracts:

1. *2014 Standard Civil Contract;*
2. *2013 Standard Civil Contract;*
3. *2013 Standard Civil Contract (Welfare Benefits);*
4. *2010 Standard Civil Contract; and*
5. *2013 CLA Contract*

² As defined at paragraph 1.5 of the 2013 Standard Civil Contract Specification General Rules

We have developed this approach after considering feedback from both CCMS users and your representative bodies. There will be no change to this revised date.

If you have yet to start using CCMS then it is important to start doing so now. We are ready to take all of your applications via CCMS now should you should start to use CCMS for all of your civil work as soon as possible. We have taken steps to improve our processing times to ensure CCMS is quicker than our paper processes from initial applications through to billing.

Information and support on getting started on CCMS is available on our training website <http://ccmstraining.justice.gov.uk/>.

Any words or phrases which are capitalised but not defined within this notice shall have the meaning as set out in your Contract. This notice will be deemed to have been given in accordance with Clause 20 of the Standard Terms.

If you have any questions please email us at: CCMS.team@legalaid.gsi.gov.uk

Yours faithfully

Catherine Little

Director of Finance and Digital