



Legal Aid
Agency

2nd July 2015

Dear Provider

MANDATORY ELECTRONIC WORKING

As communicated recently, we have decided to waive the mandatory requirement for you to use our Client and Cost Management System (CCMS) to apply for and manage all new Licensed Work cases until 1st February 2016.

As a consequence the original mandatory date of 1st October 2015 will no longer apply.

Following discussions with your representative bodies, we would like to give you more time to prepare and train, embed new ways of working into your practices and become familiar with the enhancements we are making to the system on an ongoing basis.

We encourage you to prepare for future changes and to use CCMS in advance of the revised mandatory date of 1st February 2016. Current users have told us that undertaking training and becoming familiar with the system – to a timetable that suits them – has been beneficial. It has allowed them to build in time for this change while managing other priorities.

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

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

Yours faithfully

Catherine Little

Director of Finance and Digital