

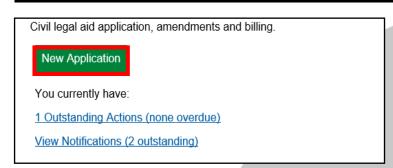
Separated migrant children will be eligible for legal aid to help with Citizenship and non-asylum immigration applications and appeals from October 2019.

Immigration-Asylum Upper Tribunal proceedings were moved to Certificated work in September 2018. This means that where the client wants to appeal the application beyond the First Tier Tribunal, then the application must be registered through CCMS. This guide sets out how to add the required proceeding. It will help you with the transitional arrangements for submitting separated migrant children cases through CCMS. This guidance is only applicable until the necessary changes have been made to our case management system.

The guide will not cover the steps required to register a client or a case, only the specific steps required to complete a separated migrant children application.

For additional support registering clients and basic case setup please visit: CCMS training website and select the relevant section.

1



To begin creating a new application click

New Application on the CCMS homepage

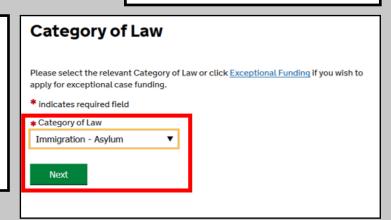
PLEASE NOTE: Not all screens will be shown. Only screens where specific information is required for creating the application during the transitional period will be shown.

2

Choose **Immigration-Asylum** in the **Category of Law** drop down list

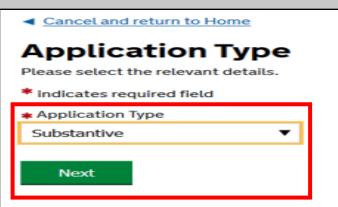
PLEASE NOTE: while these claims are for non-asylum immigration, the transitional arrangements require you to select 'immigration-asylum'.

Click Next





3



Choose **Substantive** in the **Application Type** drop down list

Click Next

4

After registering a client in CCMS you will be directed to the Application Summary page.

The provider details, general details and opponents and other parties sections need to be completed as normal.

To continue creating an unaccompanied migrant children application click **Proceedings** and Costs.

Application Summary To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections. When you have finished all application sections, click 'Complete Application' to send your application details to LAA. Application Sections Status Last Saved Last Saved By Application Type Substantive 10/10/2019 Provider Details Complete 10/10/2019 Client Details Complete 10/10/2019 General Details Complete 10/10/2019 Proceedings and Costs Opponents and Other Parties Not Started Means Assessment Not Available Merits Assessment Not Available Document Upload ?

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Click **Add Proceeding** to add the proceeding details to your application.

Proceeding	gs and Co	sts			
be entered and you can	n add more proceed	is Application. At least one pr dings by clicking on 'Add Proc ase review the Cost Limitation	eeding'. Once		
Matter Type	Proceeding	Form of Civil Legal Serv	rice	Client Involvement Type Lead	Action
None					
Add Proceeding					
Case Costs 🤢					
Case Costs		Requested Amou	nt	Granted Amount	
Case Cost Limitation		£0.00		£0.00	
Prior Authority	,				
Prior Authority		Prior Authority Type	Amount Requested	Status	Action
None					



Proceeding Details - Step 1 of 4
Please enter the proceeding details for your application.

* indicates required field

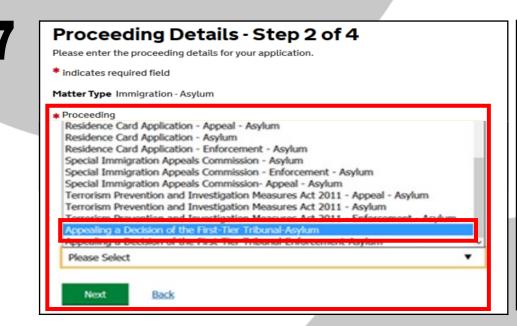
* Matter Type

Immigration - Asylum

Next

Choose **Immigration-Asylum** from the **Matter Type** drop down list

Click Next.



Choose Appealing a Decision of the First-Tier Tribunal-Asylum from the Proceeding drop down list

Please note;

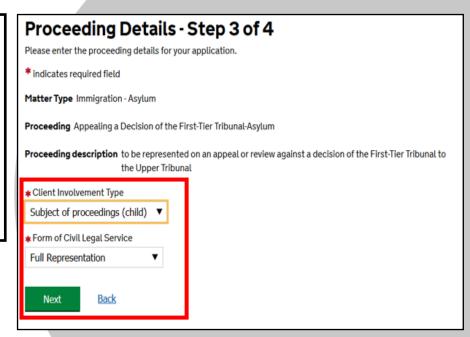
Additional guidance is included at the end of this guide for the merits assessment.

Click Next

Select Subject of
Proceedings (child)
from the Client
Involvement Type drop
down list

Select Full
Representation from
the Form of Civil Legal
Service drop down list

Click Next





A default scope limitation will be applied. This is the scope limitation you will need for this type of application during the transitional period.

Proceeding Details - Step 4 of 4

Please review the information below and, if required, update the scope limitations for this Proceeding. You can add, edit or remove existing scope limitations, but at least one scope limitation must exist to complete this Proceeding.

Matter Type Immigration - Asylum

Proceeding Appealing a Decision of the First-Tier Tribunal-Asylum

Proceeding description to be represented on an appeal or review against a decision of the First-Tier Tribunal to

the Upper Tribunal

Client Involvement Type Subject of proceedings (child)

Form of Civil Legal Service Full Representation

Scope Limitation	Scope Limitation Wording	Action
Permission - First-Tier Tribunal	Limited to lodging an application for permission to appeal to the First-Tier Tribunal	

The Proceedings and Costs screen will give you an overview of the Proceeding and the Case Cost Limitation.

Click Next

Proceedings and Costs

Please enter the proceeding details for this Application. At least one proceeding must be entered and you can add more proceedings by clicking on 'Add Proceeding'. Once

Matter Type	Proceeding	Form of Civil Legal Service	Client Involvement Type	Lead Acti
<u>Immigration -</u> Asylum	Appealing a Decision of the First-Tier Tribunal- Asylum	Full Representation	Subject of proceedings (child)	•
Add Proceeding				
Add Proceeding				
)			
Case Costs ②) Requested Amou	nt	Granted Amount	
Case Costs @	Requested Amou	nt	Granted Amount	
Case Costs Case Costs Case Cost Limitation Prior Authorit	Requested Amou	nt		

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When returned to the Application Summary screen the Means and Merits Assessment sections will be available to complete. Click the respective section headings to begin.

All of the questions in each section must be answered before the application can be submitted.

Once all sections are marked complete, the application can be submitted for assessment. Click **Complete Application** to begin the submission process and follow the on screen instructions.

Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

Application Sections	Status	Last Saved	Last Saved By
Application Type	Substantive	10/10/2019	MARTIN.RONAN@DAVIDGRAY.CO.UK
Provider Details	Complete	10/10/2019	MARTIN.RONAN@DAVIDGRAY.CO.UK
Client Details	Complete		
General Details	Complete	10/10/2019	MARTIN.RONAN@DAVIDGRAY.CO.UK
Proceedings and Costs	Complete	10/10/2019	MARTIN.RONAN@DAVIDGRAY.CO.UK
Opponents and Other Parties	Not Started		
Means Assessment	Not Available		
Merits Assessment	Not Available		
Complete Application Abandon Application			

Please Note:

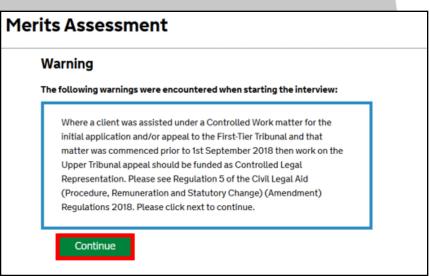
Merits Assessment

Please ensure that you complete **ALL** parts of the merits assessment.

The following guidance will assist you on the relevant screens in relation to the Separated Migrant Children cases during the transitional period.



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Read the information.

Click **Continue**

Click Uncertain to 'Has this appeal arisen out of a case where the client was assisted under a Controlled Work matter that was started by you or another provider before 1st September

2018? (optional)

Click Next

Merits Assessmen	t
Case Overview Merits Interview Has this appeal arisen out of a case where the client was assisted under a Controlled Work matter that was started by you or another provider before 1st September 2018?	Has this appeal arisen out of a case where the client was assisted under a Controlled Work matter that was started by you or another provider before 1st September 2018? (optional)
(optional) Are you making an urgent application?	○ Yes ○ No ● Uncertain
Have you exercised delegated functions in this immigration matter? Previous Legal Aid and Legal Help	Next Back

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Case Overview Merits Interview	Are you making an urgent application?
Are you making an urgent application?	
ECF and LAR Details	
Case Details	○ Yes No
Proceeding Specific	
Criterion	Should the application be marked urgent?
Statements	
Evidence	Next <u>Back</u>
Declarations	

Click No to Are you making an urgent application?

Click Next

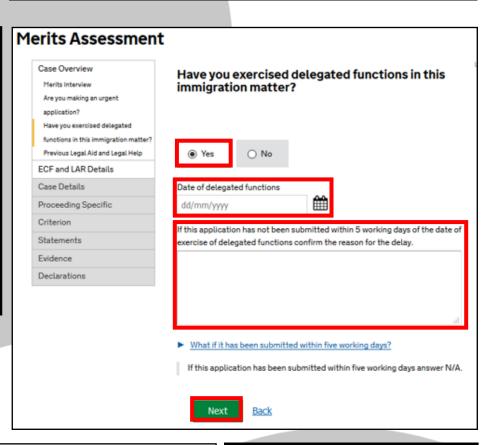


Click Yes to Have you exercised delegated functions in this immigration matter?

Click the Calendar **Icon** and complete the date of delegated functions

Complete the text field as applicable

Click Next



Merits Assessment Please Note: Case Overview **General Details** ECF and LAR Details Case Details Confirm the date your client first visited the firm about this case General Details dd/mm/yyyy Proceeding Specific What is the main purpose of the application? Criterion Statements Evidence Declarations Number of clients represented in these proceedings Click Next Next <u>Back</u>

When you reach the 'General **Details'** screen – please make it clear in the 'What is the main purpose of the application' field that this is a **Separated Migrant** Child case, rather than just an upper tribunal matter.

Please include all additional relevant information.

Please Note:

The transitional arrangements are explained on: https://www.gov.uk/government/news/civilnews-eligibility-changes-for-separated-migrant-children

The permanent arrangements will be published once the long-term system changes have been completed.