



Legal Aid
Agency

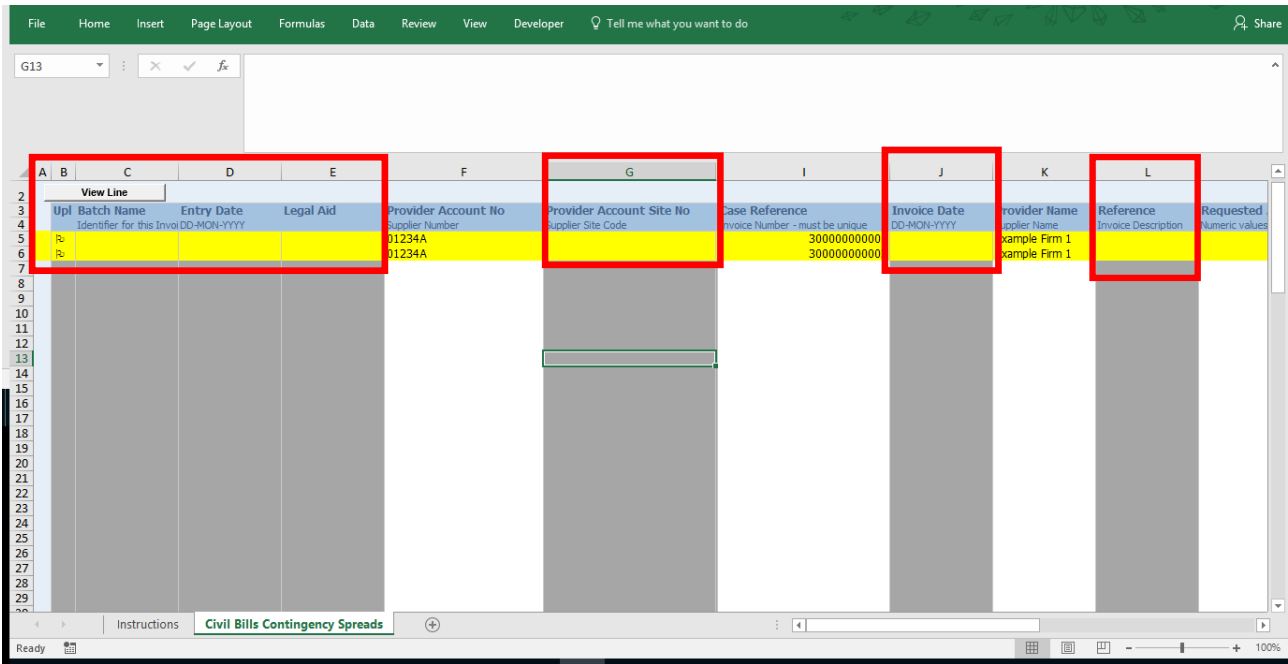
Spreadsheet Picture Guide & Guidance

Step-by-Step Guide to Completing the CCMS Contingency Payment Spreadsheet

This document contains a complete step-by-step guide to make sure the CCMS Contingency Payment Spreadsheet is completed correctly. Please ensure you read this guidance prior to submission of your contingency request to ensure your request is correct and avoid delays in payment.

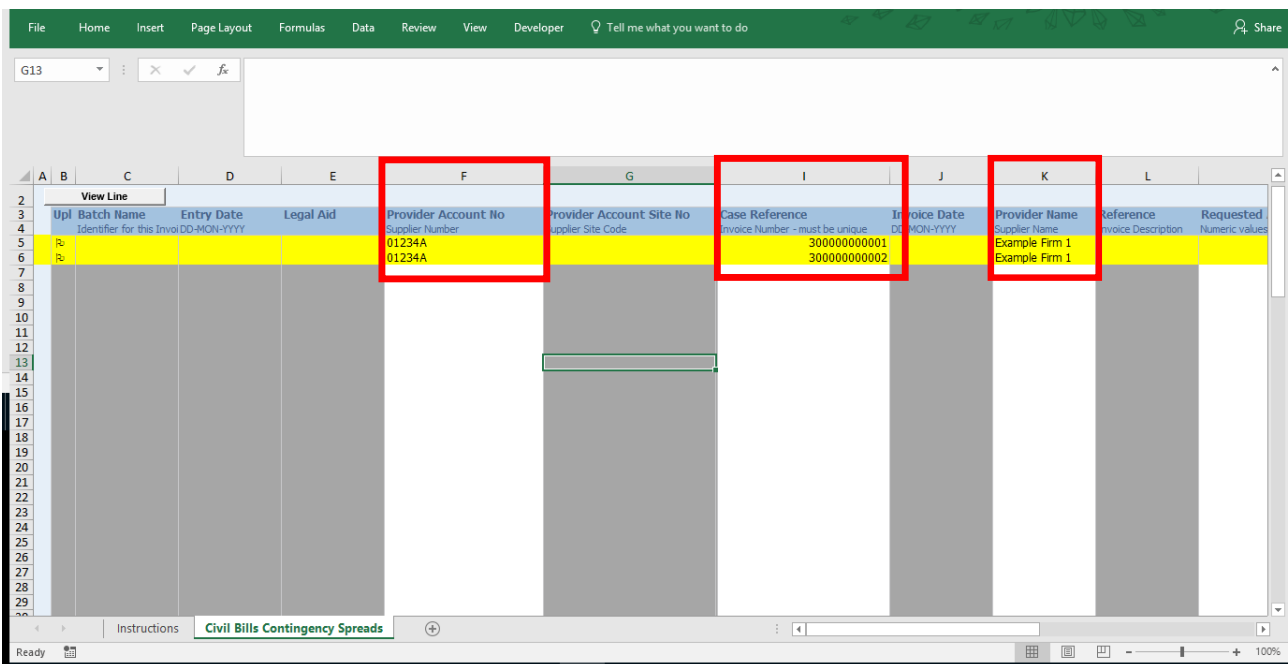
1. Picture Guide

1.1. Columns A-E, G, H and J can be left blank. LAA will complete these steps.



1.2. You should complete:

- Column F with the office account number you wish to be credited;
- Column I with the CCMS case reference number the payment relates to; and
- Column K with your firm name;
- Column L with the type of payment. A shorthand description of the claim in any form will be fine. POA, FF, Court Assessed, etc;



1.3. You should then complete columns M-Q for the values you are claiming:

- N is for profit costs, less anything already paid (net);
- O is for disbursements (net);
- P is for VAT;
- M is the total you are seeking to be paid (gross, i.e. the value of columns N + O + P);
- Q is the check total. Columns M and Q must match as a verification of the claim.

Important:

If you are claiming profit costs for an interim or final bill, please note that the net figures in column M should be for the balance of payment. i.e. if you are expecting a bill for £1,000, but have already had a 75% payment for £750, this figure should be the remaining balance of £250.

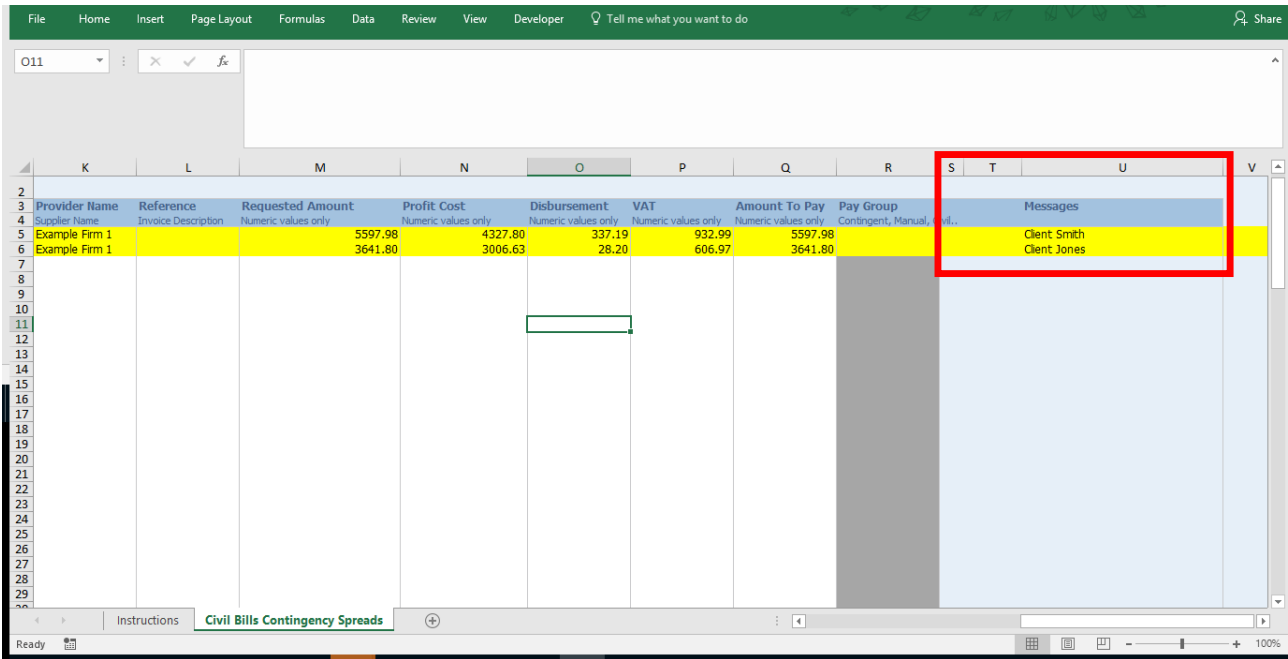
If you enter the full value of £1,000, this may cause a debt position when you submit the final bill in CCMS and the credit payment is balanced out.

Column R will be pre-populated as 'Civil'.

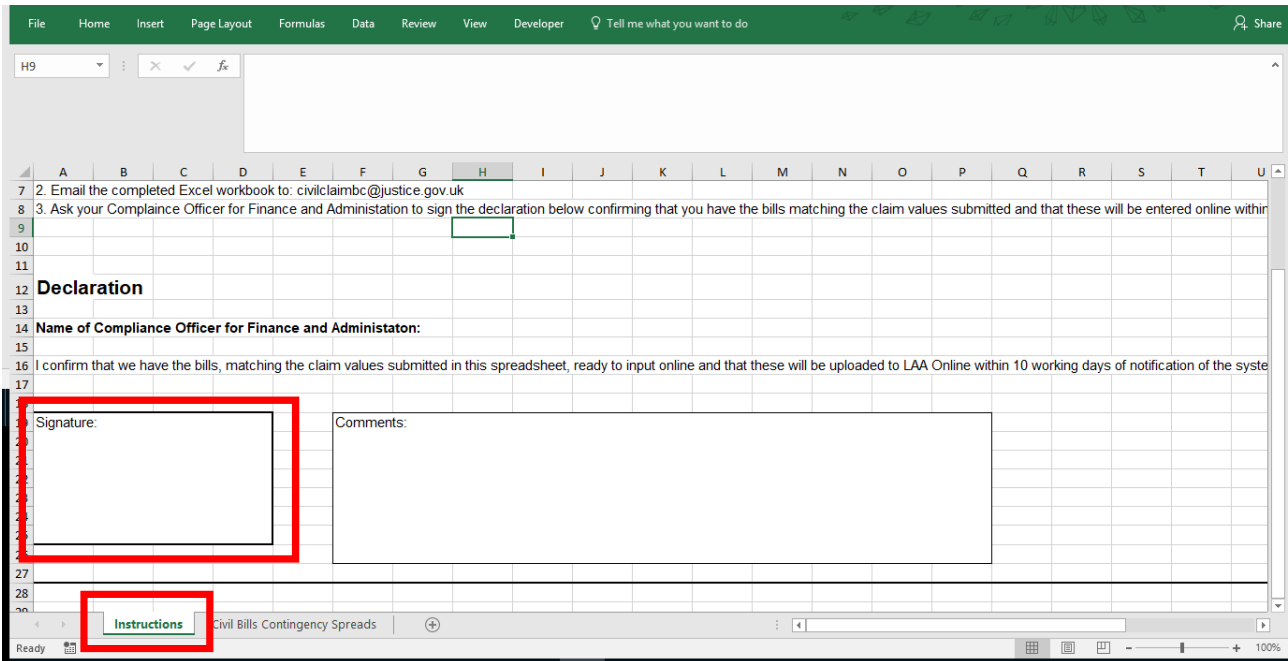
Reference	Requested Amount	Profit Cost	Disbursement	VAT	Amount To Pay
Example Firm 1	5597.98	4327.80	337.19	932.99	5597
Example Firm 1	3641.80	3006.63	28.20	606.97	3641

Contingency Payment Spreadsheet Picture Guide & Guidance
Version 1.0

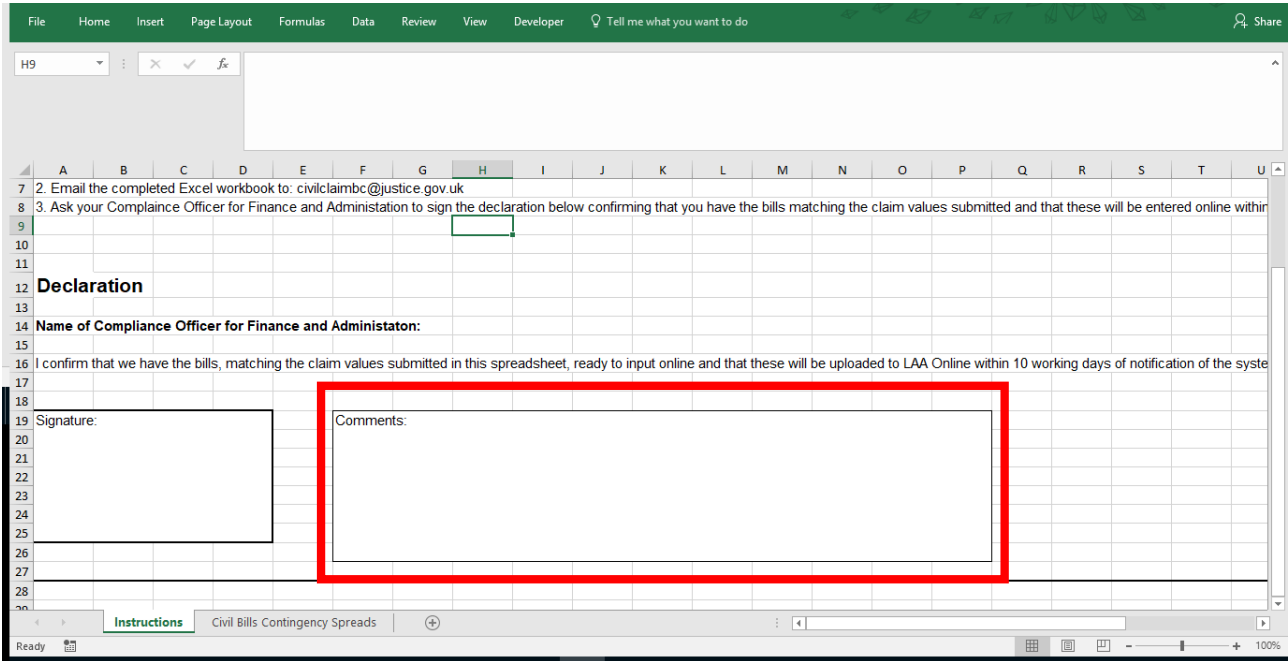
- 1.4. If you have any notes for LAA on the claim, please provide these in column U. You should use this box to explain any claims that may appear out of pattern: for example, if you have been holding claims to submit to LAA due to delays in assessment at court.



- 1.5. You must also make sure the digital signature on the 'Instructions' tab is completed. If you send it blank, we will return the spreadsheet to you for this to be completed.



- 1.6. You must use the Comments box to explain to LAA any issues that would cause your claim to appear higher than your weekly average. For example, bills held for LAA assessment in lieu of sending to the court.



- 1.7. Once you have completed the spreadsheet, you must submit it to CivilClaimBC@justice.gov.uk

Completed sheets should be submitted to LAA by **12.00pm on Monday** to make the payment run on the following Wednesday.

You do not need to upload any further supporting evidence, but should retain this for submission of the bill in CCMS once it is operational again.

2. Checklist

Prior to submitting, please make sure you check the following:

Number Check	
1.	You have completed the sheet with the correct account number for your office.
2.	You have given us the correct CCMS reference number for the payment.
3.	You have validated the figures in columns M and columns Q match exactly.

4.	You have explained anything unusual or above average in the comments box.
5.	You have provided a digital signature on the sheet.

3. FAQ

Question	Answer
Is there a limit to how many rows we can fill in?	No, although you should only apply for payments that you would otherwise have been expecting in the calendar week.
Does this apply to counsel or is it just solicitors?	It applies to both counsel and solicitors.
I have a claim I submitted in CCMS outstanding, can I submit a contingency claim for this?	No, please only use this contingency process for claims that are expected to be made. Please do not submit claims that are already in CCMS awaiting processing.
How long will Contingency be in operation?	We will run this as a weekly exercise until CCMS is operational again.
How long will we have to submit the actual claims in CCMS?	We will allow three times the length of the outage. For example, a CCMS outage of one week would give you three weeks to submit the claims.
Will LAA reduce my claims on assessment under the contingency process	<p>No, but LAA will verify the request you have put in against your average weekly payments.</p> <p>In the event the request is out of profile, we will require a reason why, which can be provided in column U. Where one is not forthcoming, we will limit the payment to the maximum weekly figure paid out previously.</p>

	<p>An example you may wish to highlight are claims held back by yourself to submit to LAA instead of the court for assessment.</p> <p>We reserve the right to assess the claims subject to the normal rules on assessment once the actual final claim is in CCMS.</p>
Will LAA reject any of these contingency claims?	<p>Yes, where the Contingency Spreadsheet is not completed correctly, is unsigned or any further information is required. Although they will not be formal Rejects nor will they count towards any figures monitored for KPI, LAA may monitor reject levels for training issues.</p>
Is this for all claims or just CCMS?	<p>This process is just for CCMS claims. There is a separate contingency process for older paper-based claims in operation. Guidance on this process can be accessed here: https://ccmstraining.justice.gov.uk/training-resources/billing-contingency-measures</p>

4. Queries

If you have any questions for LAA, please direct these to Contact.Civil@justice.gov.uk. We will not be responding to queries sent to the CivilClaimBC@justice.gov.uk address, which should only be used for claim submission.