

**CCMS CONTINGENCY APPLICATION – COMPLETE AND SEND WITH EMAIL**

Client name	
Contingency reference number	
Solicitors firm	
CCMS reference number	
Area of law	
Is this an emergency application or amendment?	
Is the certificate registered as a High Cost case?	
Is the certificate being dealt with by ECCT?	
Is the amendment for prior authority?	
Is the amendment to transfer the certificate to a new provider?	

**Information for providers**

Please note that we are unable to access CCMS to view previously submitted documents. Please therefore attach all relevant documents submitted previously to the contingency application so we can make a determination. This is to save time having to request documents.

If you are submitting an emergency application without delegated functions, then please submit an [App6](#) and complete the relevant means assessment form.

If you are seeking an amendment to an existing certificate, then please complete and attach an [App8](#).

If you are seeking a prior authority then please complete an [App8A](#) if there are no other amendments to be made to the certificate.

If you are seeking to transfer a legal aid certificate, then please complete an [App8](#). Please also provide evidence of consent from the current firm for the transfer and evidence of complaint if it is to do with client dissatisfaction. For bulk certificate transfers please provide all references on one [App8](#) so we can consider the transfers at once.