



Legal Aid
Agency

Submit a Bulk Claim User Guide V1.5

March 2026

This guide contains instructions on how to bulk upload a monthly submission for Civil (Legal Help), Crime Lower or Mediation via Submit a Bulk Claim for legal aid providers.

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Overview of Submit a Bulk Claim

Submit a Bulk Claim is an application to enable legal aid providers to submit monthly submissions, including reported Matter Starts, to the Legal Aid Agency (LAA) for Civil (Legal help), Crime Lower or Mediation work. Users will also be able to search for and view submissions for their provider offices that had previously been uploaded to Submit a Bulk Claim.

Submit a Bulk Claim replaces the functionality previously available in CWA that enabled users to submit their monthly submissions either manually or via bulk upload but it will only allow users to submit their submissions via bulk upload.

This application was made available to users from February 2026 and it accepts files in CSV, XML or TXT format created using the LAAs bulk upload spreadsheets or an external Case Management System.

What you can do

- Upload a submission file in csv, xml or txt format for April 2025 onwards including any reported Matter Starts
- Upload a submission file for any provider office account number that is attached to your Sign in to legal aid services (SILAS) profile
- Upload a submission file for one area of law and provider office at a time
- Upload a 'nil submission' file if there are no claims or new matter starts to report for that month
- Upload a submission file for a month prior to the month in which you upload it (e.g. upload an October 2025 submission during November 2025)
- Upload submission files for a contract in any order you like (e.g. you could upload submissions in the order of June 2025, May 2025 & April 2025 instead of being forced to follow the order of April, May, June)
- Download a successful submission and a pricing breakdown for each of its claims in CSV format

What you cannot do

- Manually create and submit submissions or manually record Matter Starts within Submit a Bulk Claim
- Upload a file for any provider office account number that is not attached to your profile in Sign in to legal aid services (SILAS)
- View or amend an uploaded submission in Submit a Bulk Claim before you submit it
- Upload a submission file dated prior to April 2025
- Upload a submission file for the same month as the month in which you upload it (e.g. uploading a November 2025 submission during November 2025)


- Upload a submission file containing monthly submissions for multiple offices (if your provider firm has multiple offices who carry out legal aid work)
- Access any submissions uploaded to CWA

We will be adding more features over the coming months.

Accessing Submit a Bulk Claim

To access Submit a Bulk Claim, you will need to have a verified account with Sign in to legal aid services (SILAS) and Submit a Bulk Claim will need to have been added to your profile by somebody in your firm with Firm Admin responsibility. See this guide for more information. <https://legalaidlearning.justice.gov.uk/sign-in-to-legal-aid-services/#1-Setupandmanaginguseraccess>.

Once this has been done, and you are logged into SILAS, you will be able to click on a link to access the Submit a Bulk Claim landing page. See the [Legal Aid Agency training website](#) for guidance on how to create an account with and use SILAS.

 **Your legal aid services** [Sign out](#)

Alpha This is a new service. Help us improve it and [give your feedback by email](#).

Your legal aid services

Admin services

[Manage your users](#)

Manage user access and permissions

Legal aid services

[Apply for civil legal aid \(opens in a new tab\)](#)

For special children act, public law family, domestic abuse and section 8 proceedings only

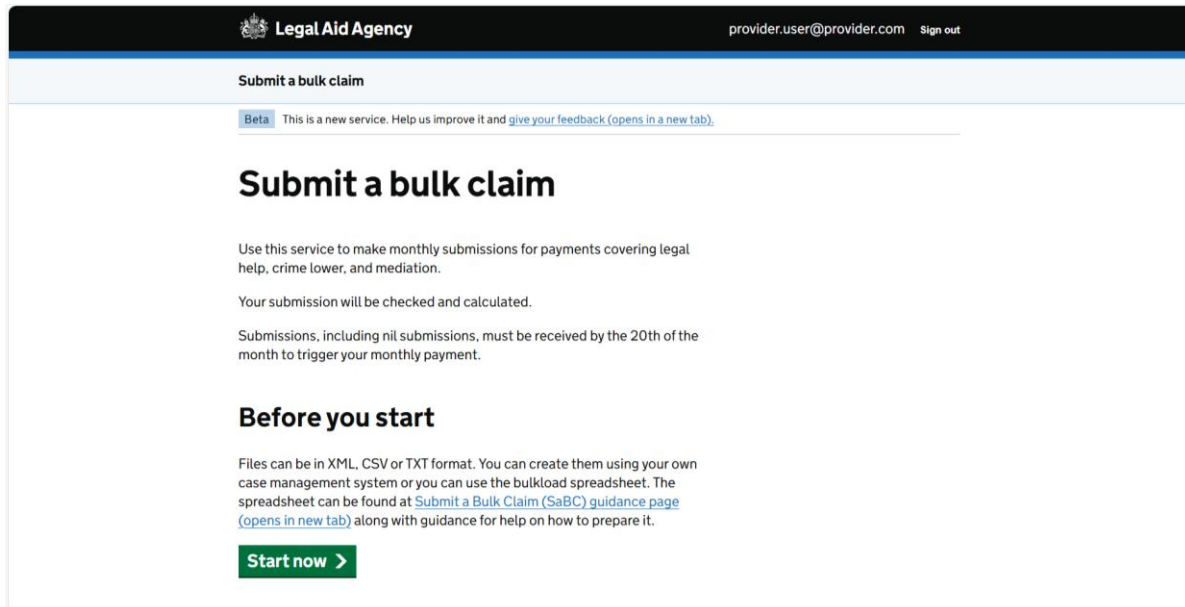
[Client and Cost Management System \(opens in a new tab\)](#)

For all remaining civil legal aid proceedings, managing applications, billing and payments

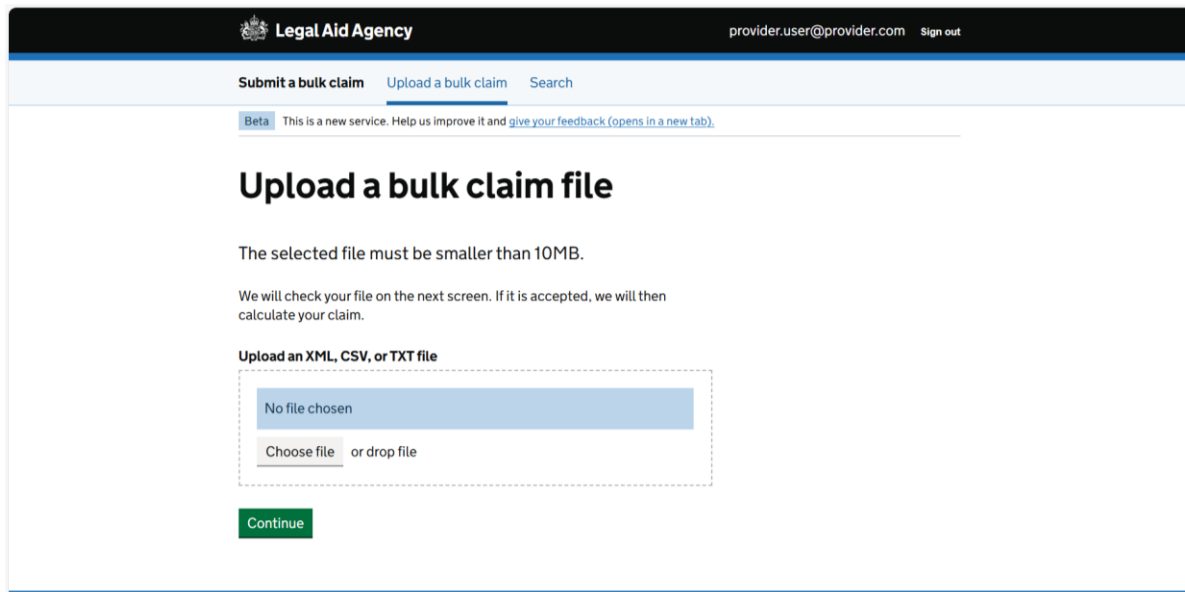
[Submit A Bulk Claim \(opens in a new tab\)](#)

Submit A Bulk Claim

Clicking the link will take you to the Submit a Bulk Claim landing page which contains information about the application and the wider submission process and allows you to begin your user journey.



From the landing page, you will be taken to a page entitled '**Upload a bulk claim file**'. The left tab on the page allows you to upload your file.



Who can upload bulk claim files

If a provider office has been attached to your SILAS profile, you will be able to:

- Upload a submission file on behalf of that provider office, as long as that office has/had a valid contract and schedule for the relevant area of law in the month that you are uploading for
- Search for and view details for a previously uploaded submission file if the provider office for the submission is attached to your SILAS profile

Creating a bulk claim file

You can use either your own Case Management System or the latest version of the Legal Aid Agency (LAA) bulkload spreadsheet to create a file. Submit a Bulk Claim will only accept files in CSV, TXT or XML format.

You can only upload a submission file for one office at a time. Therefore for each month, if your office has a contract in Civil and Crime you will need a separate spreadsheet for each of these submission files. Mediation will also require its own separate spreadsheet if applicable. If your provider firm has other offices who carry out legal aid work, their submissions will need to be uploaded in separate files.

The latest version of the LAA bulkload spreadsheet and guidance on how to use it to create a bulk upload file can be found at the following location: [Submit a Bulk Claim \(SaBC\) - GOV.UK](#)

Uploading a bulk claim file

To upload, you can either drag and drop your submission file into the large rectangle on the screen or click the 'Choose File' button to select a file to upload. You will need to click 'Continue' to upload your file.

There is a link to [Submit a Bulk Claim \(SaBC\) - GOV.UK](#) on the landing page which, as mentioned above, contains a link to the LAA bulkload spreadsheet and guidance to assist you with using the spreadsheet to create your file.

'Nil' submissions

If you do not have any claims to report for the month that you are uploading for, you will still need to create and upload a submission file, containing provider office and submission level information but no claim lines, in order to trigger your monthly payment. If you have matter starts to report for the month, you will need to include them in your file in the usual way.

Initial validation

At this stage, Submit a Bulk Claim will perform some validation checks on the file to validate that:

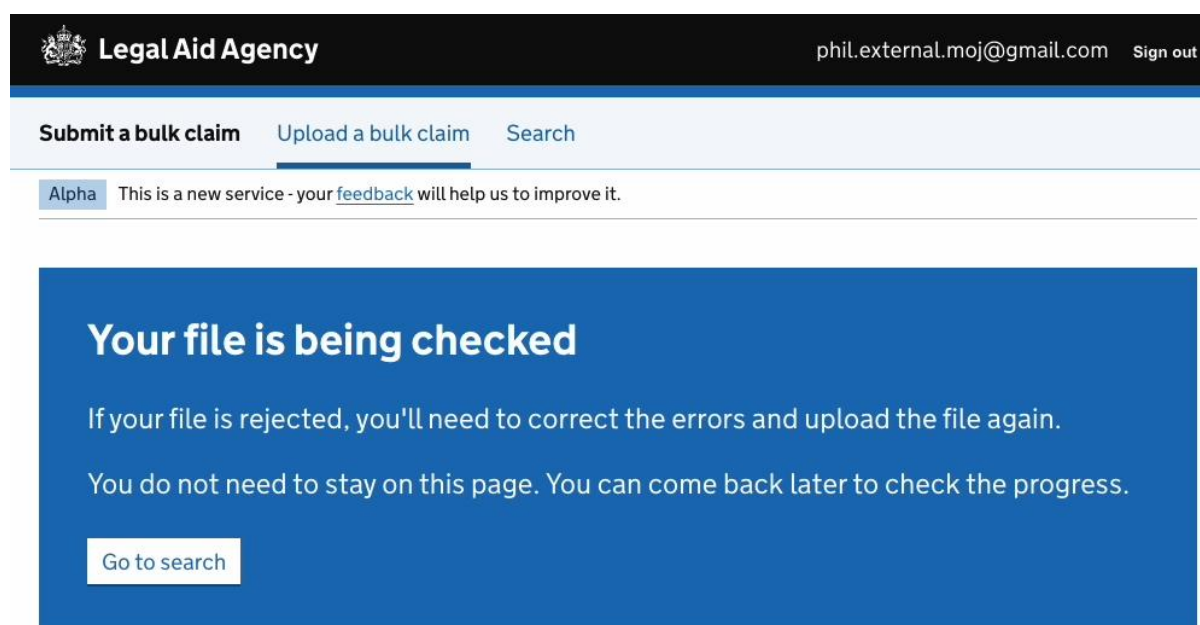
- it is not an empty file
- its content matches the file extension type (e.g. you have created an xml file and saved it with the extension 'xml')
- it is in the correct format i.e. csv, txt or xml and structure

- it does not exceed the current file size limit of 10MB
- it does not contain any viruses
- all tags contained within the file are in the correct format and are expected by the Submit a Bulk Claim system
- it contains the Area of law and Submission period in the correct format (MMM-YYYY)
- values in all number or currency fields are in number format and within any specified parameters as shown in the relevant guidance
- values in all Boolean fields contain Y or N

If the file fails any of the above checks, you will see an error message and the application will not accept the file for submission. You will need to correct the error(s) in the file and then upload and submit it again.

What happens next

Once your file has passed all the above checks and you have clicked Continue, you will see a message telling you that your file is being checked.



The screenshot shows the top navigation bar of the Legal Aid Agency website. It includes the Royal Coat of Arms, the text 'Legal Aid Agency', the user email 'phil.external.moj@gmail.com', and a 'Sign out' link. Below the navigation bar are three menu items: 'Submit a bulk claim', 'Upload a bulk claim' (which is highlighted with a blue underline), and 'Search'. A blue banner below the menu contains the text 'Alpha This is a new service - your [feedback](#) will help us to improve it.' The main content area is a large blue box with the heading 'Your file is being checked' in white. Below the heading, it says 'If your file is rejected, you'll need to correct the errors and upload the file again.' and 'You do not need to stay on this page. You can come back later to check the progress.' At the bottom of the blue box is a white button with the text 'Go to search'.

Checks at this stage include whether:

- the provider office holds a valid contract for the submission file area of law
- a submission file for that period and area of law has not already been uploaded to Submit a Bulk Claim, aka it is not a 'duplicate' file
- the submission file is for the period April 2025 or later and not for the current month (the month it is being uploaded in) or a future month or year

- claim lines are not duplicated elsewhere in the current submission file or in a submission file previously uploaded to Submit a Bulk Claim (Office account number, Client name, UFN, Fee Code & UCN will be used to compare claim lines and if all match with a claim in a previous submission, the claim will be flagged as a duplicate claim)
- the fee code used in a claim is valid for the submission area of law and the case start date or UFN used for that claim
- all mandatory information required by Submit a Bulk Claim to process the file has been provided
- information entered adheres to the correct format and is valid i.e. where data is selected from a list of values
- work for a claim was carried out when the provider office had an open schedule period for that category of law (e.g. Family, Immigration)
- for Legal Help disbursement claims, another disbursement claim for the same case has not been included in another file successfully uploaded to Submit a Bulk Claim for a period within 3 months of the 20th of the month following the submission period for the current file (Office account number, Fee Code, UFN & UCN will be used to compare claims)
- for any Legal Help disbursement claims, the submission period for the file is 3 or more months after the case start date entered

To see whether your file submission has been accepted or rejected, you can either wait on this screen until the process has completed or use the Search functionality to find out whether the file was submitted successfully. You can navigate to a different screen while the submission is in progress without disturbing the upload process.

Outcome screen

When the file submission process has finished, you will be taken to the **'Submission Summary'** screen informing you of three possible outcomes:

- Your submission file has been accepted
- Your file has been accepted but with warnings (see the Warnings section for more information about these)
- Your submission file has been rejected

Successful Submission

If the submission file has been accepted, this means that it did not contain any errors and has been accepted for pricing. You will see the following information on the screen relating to the successful submission:

- Date and time of the upload
- Provider office account number
- Area of law
- Monthly Submission Period

- Submission reference (automatically generated by Submit a Bulk Claim)
- Total calculated value of the submission

The screenshot shows a green success banner at the top with the text: "Success", "Your submission has been accepted.", and "You cannot make changes. See messages for any actions you may want to take. For example, [request an amendment](#)." Below this is a "Submission summary" section with a "Print this page" button. A green "Accepted" tag is visible. The summary table contains the following information:

Date and time	27 Jan 2026 at 16:23:29
Account	OM8QK4
Area of law	Legal help
Submission period	DEC-2025
Reference	019c0044-68f4-7724-928a-3bf656fbb33b
Calculated bulk claim value	£38,427.60

A message on that screen will tell you if any Warnings apply to any of the claims in your submission file. You will not be able to make any changes to your submission at this stage using Submit a Bulk Claim. If you need any amendments to be made to your submission, you can request a claim amendment. The screen will contain 3 separate tabs:

Claims tab

Here, you will see a table containing all claim lines in your submission. The information in each table varies according to submission area of law, details are outlined below, but the table has a '**Claim**' column containing the word '**View**' with a link to where you can see how the claim value for that claim was calculated and any Warning messages applicable to that claim.

For a **Civil** submission, the table will contain columns with the following sortable headings:

- Client surname
- Client forename
- UFN
- UCN
- Fee code
- Calculated Value (as calculated by the Submit a Bulk Claim application)
- Escape case flag
- Messages

Claims (2) Messages (1) Matter starts

Claims

Claim	Client Surname	Client Forename	UFN	UCN	Fee code	Calculated value	Escape case	Me
View	FISH	JON	010216/005	01011970/J/FISH	IMLB	£1,199.20	Escaped	View
View	SMITH	TIM	020216/006	01021971/T/SMIT	IMLB	£532.00	No	

For a **Mediation** submission, the table will contain columns with the following sortable headings:

- Client 1 surname
- Client 1 forename
- Client 1 UCN
- Client 2 surname (if there isn't a second client, this field will be blank)
- Client 2 forename (if there isn't a second client, this field will be blank)
- Client 2 UCN (if there isn't a second client, this field will be blank)
- Fee code
- Calculated Value (as calculated by the Submit a Bulk Claim application)

Claims (5) Messages (0) Matter starts

Claims

Claim	Client 1 Surname	Client 1 Forename	Client 1 UCN	Client 2 Surname	Client 2 Forename	Client 2 UCN	Fee code
View	Terry	Julie	12122000/J/TERR	-	-	-	ASS
View	Crab	Leon	13121991/L/CRAB	Hull	Rachel	02021981/R/HULL	ASS
View	Lopez	Ella	26011990/E/LOPE	-	-	-	ASS
View	Johnson	Frodo	25041981/F/JOHN	Bowler	Kate	11051996/K/BOWL	MDA
View	Hall	Kate	22031988/K/HALL	Shelton	Luton	22011980/L/SHEL	MDF

For a **Crime** submission, the table will contain columns with the following sortable headings:

- Client surname (for claims with the PROD fee code, this field will be blank)
- Client initial (for claims with the PROD fee code, this field will be blank)
- UFN (for claims with the PROD fee code, this field will be blank)
- Fee code
- Date work concluded
- Calculated Value (as calculated by the Submit a Bulk Claim application)
- Escape case flag
- Messages

Claim	Client Surname	Client Initial	UFN	Fee code	Date work concluded	Calculated value	Escape case	Messages
View	SMITH	F	020125/001	INVC	28 Dec 2025	£268.22	No	
View	JONES	G	020125/002	INVC	29 Dec 2025	£268.22	Escaped	View (1)
View	HUNTER	G	020125/003	PRIA	28 Dec 2025	£276.90	No	

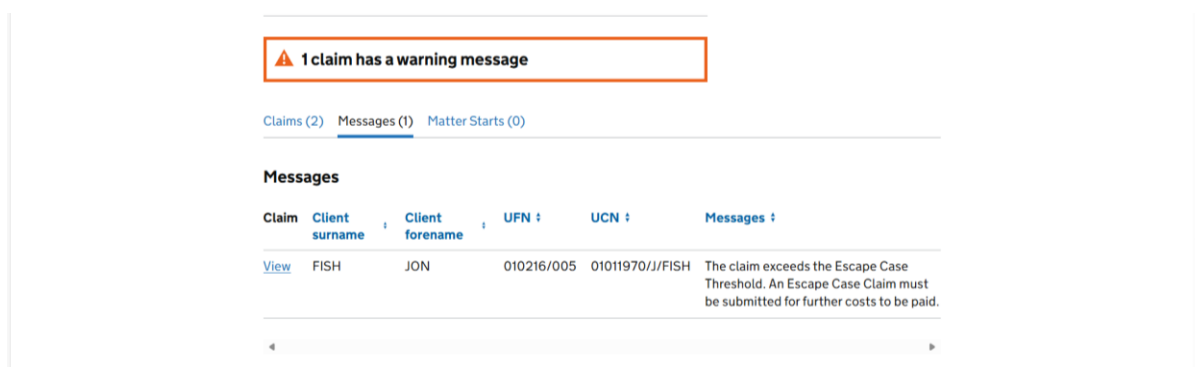
If a claim has been voided by the Legal Aid Agency after submission, this will be indicated in the Claim column on the relevant row. However the calculated value of both the submission and the voided claim will still show the values as they were when the submission was submitted and before the voiding, as the record shown here will always reflect the value of the original submission.

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Messages tab

Here, you will see any Warning messages that apply to any of the claims in your submission file. This will be for Civil or Crime Lower submissions only. No Warnings are generated for Mediation submissions. You can navigate to the Fee Calculation screen for a particular claim from this tab by clicking 'View' in the Claim tab.



Claim	Client surname	Client forename	UFN	UCN	Messages
View	FISH	JON	010216/005	01011970/JJ/FISH	The claim exceeds the Escape Case Threshold. An Escape Case Claim must be submitted for further costs to be paid.

Matter Starts tab

You can also view any matter starts information that you included in your Civil or Mediation submission file on the **Matter Starts** tab. You will be able to see a breakdown of the matter starts figure included in your claim by category of law.



Claims (10) Messages (3) Matter Starts

Matter starts

MAT	2
IMMAS	3

Fee Calculation screen

If you click View on any of the claim lines in the table on the Claims tab, you will be taken to another screen showing a table with 3 columns containing:

- the calculated value of that claim with a breakdown of that value by cost type to enable you to see how it was calculated (Calculated Claim Value column)
- any costs that were entered in the submission file for that claim to enable comparison with the calculated value (Entered Value column)
- information on which fields in the table are only applicable to certain areas of law or Civil matter types. These are indicated in the Area of Law column in the table (Area of Law column)

You can see a screenshot below:

Submit a bulk claim
Submit a bulk claim
Search

Alpha
This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

Claim details

Client surname: Doe
Client initial: J
UFN: 12345
Matter type: ABC:ABC
Stage reached: 1
Outcome code: CN09
Date of work concluded: 06 Mar 2025

Fee calculation

Bulk claim item	Entered value	Calculated claim value	Notes
Fixed Fee	NA	£822.47	
Net Profit Cost	£800.00	£0.00	
Net Disbursements	£225.00	£225.00	
Disbursement VAT	£45.00	£45.00	
Net Cost of Counsel	NA	£0.00	Immigration, asylum and discrimination only
Travel and Waiting Costs	£200.00	£200.00	Crime only
Adjournd Hearing Fee	NA	£0.00	Immigration, asylum and mental health only
JR / Form Filling	NA	£0.00	
Detention Travel & Waiting Costs	NA	£0.00	
CMRH Telephone	NA	£0.00	
CMRH Oral	NA	£0.00	Immigration and asylum only
Home Office Interview	NA	£0.00	
Substantive Hearing	NA	£0.00	
VAT	NA	£214.49	
Total		£1556.96	

If the claim was voided by the Legal Aid Agency after submission, you will see a message informing you of this at the top of the page. The total Calculated claim value will show the value of the claim as it was when the submission was submitted and before the voiding.

Downloading Submissions

From the Submission Summary screen, you can click the ‘Download Claims’ button to download a CSV file containing all information entered, and a breakdown of the Calculated value for each claim in your submission. The ‘Calculated Fee Detail – Total Amount’ column in the file contains the final calculated price of each claim.

If a claim is an Escape claim, the figure in the ‘Calculated Fee Detail – Total Amount’ column will show the original calculated value of the claim as calculated before any Escape case assessment, even after the claim has been assessed via the Amend a Bulk Claim service. The values in the file will not change when an Escape claim is assessed or if a claim has been voided, as it will reflect the original values in the submission.

Beta This is a new service. Help us improve it and [give your feedback \(opens in a new tab\)](#).

Success

Your submission has been accepted.

You cannot make changes. See messages for any actions you may want to take. For example, [request an amendment](#).

Submission summary

Download Claims

Print this page

Accepted

Submission date and time	26 Jan 2026 at 15:45:21
Account	0P322F
Area of law	Crime lower
Submission period	APR-2020
Submission reference	019bfafb-206d-794a-9012-07d801c79c2e
Calculated bulk claim value	£8,351.70

Providers	Submissio	Area of La	Crime	Low Stage	Rear	Fee Code	Claim Stat	Client surr	Client Initi	Gender	Ethnicity	Disability	UFN	Represent	Standard	F Outcome	Matter Typ	Net Profit	Net Disbur Ne
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/01	##### 1B	CN02	4	252	142		
0P322F	Apr-20	CRIME_LO	CRM/1A12	PROL	PROL1	VALID	AbeTestt	A	M	3	HEA	070100/0C	##### 1B	CN02	4	252	142		

If you wish to download a file for a previously uploaded claim that was successful, you will be able to Search for the submission and navigate to the Submission Summary screen from the Search tab (see the Search section of this document for more details on how to do this).

Unsuccessful Submissions

If at least one error is found in any of your claims, the submission file will not have been accepted, and you will see a **'Rejected'** banner on the Submission Summary screen along with an error message at the top of the screen informing you how many claims contain errors. You will need to fix all of the errors found before re-uploading the file.

Errors can relate to the submission as a whole, for example if the submission is a 'duplicate' i.e. has the same monthly period, office account number and category of law as a file that has already been successfully submitted, or if the monthly period is before April 2025, or they can relate to an individual claim line within the submission.

If there are errors relating to the submission, you will not see any errors relating to any individual claims as Submit a Bulk Claim will not check any claim information. Once the submission errors are corrected and the file is reuploaded, the system will check each claim and will find any claim-related errors then.

You will see a table containing all errors found. For submission-related errors, you will just see the error message(s). For claim-specific errors, you will see which claim the error relates to and the Error Description field in the table will contain the specific error messages. If a claim or submission has more than one error, each error will be displayed on a new line.

The screenshot shows the 'Submission summary' page. At the top, a red-bordered box contains a warning icon and the text: '1 claim has errors for missing or incorrect information. Resolve the errors and upload the file again.' Below this, the 'Submission summary' section includes a 'Print this page' button and a 'Rejected' status label. The submission details are as follows:

Date and time	19 Jan 2026 at 10:21:23			
Account	K8M5D1			
Area of law	Legal help			
Submission period	FEB-2025			
Reference	019bd5c6-0653-78a5-9fb9-c6ba520feb12			

Below the details, there is a section for '1 claim error' with a table:

Client surname	Client forename	UFN	UCN	Messages
TEST	TEST	010125/001	01011980/T/TEST	Disbursement claims can only be submitted at least 3 calendar months after the Case Start Date 01/01/2025

From this page, you can navigate back to the beginning of the journey to upload another submission or search for an existing submission that was previously uploaded.

Warnings

Warnings are indicated on the Submission Summary screen for successful submissions. If your submission has attracted a warning, it has still been uploaded successfully, and priced but Submit a Bulk Claim is making you aware of any specific pricing rules that mean that the

calculated claim value for a claim line does not match the costs reported for that claim. The system will flag a warning for any claims where:

- A cost limit has been exceeded
- A claim is an ‘Escape’ claim i.e. the net profit and Counsel costs (if applicable) exceed the escape threshold for that claim

- In some Civil Immigration & Asylum matters:
 - certain reported costs have been capped due to cost limit validation rules that exist within the relevant Civil legal aid contract. For example, case costs exceed a threshold but a prior authority number has not been reported to demonstrate the entitlement to report costs above an initial limit
 - some Additional Costs have been entered separately instead of being combined with net profit costs

- In some Crime matters:
 - costs have been incorrectly entered when they cannot be claimed

As mentioned previously, navigating to the Messages tab or clicking on the hyperlinks in the Messages column allows you to view all Warnings for a submission file. A warning will not prevent a submission from being accepted by Submit a Bulk Claim. Warnings will not display in a downloaded CSV file but the amount in the ‘Calculated Fee Detail – Total Amount’ column will reflect any costs capping that has occurred for that claim. You will also see where this has impacted an individual element of the costs. For example, if Profit costs have been capped, you will see the Reported Value and the Calculated value in two separate fields, with the Calculated value contributing to the Calculated Fee Detail - Total Amount.

The screenshot shows a submission summary for an 'Accepted' case. The summary includes the following details:

- Date and time:** 12 Jan 2026 at 13:07:32
- Account:** OMBQK4
- Area of law:** Legal help
- Submission period:** SEPT-2025
- Reference:** 019bb251-a151-7197-ae9d-ee149ebfd4ee
- Calculated bulk claim value:** £1,789.20

A warning message is displayed: **2 claims have warning messages**.

Below the warning, there are navigation links: [Claims \(5\)](#), [Messages \(2\)](#), and [Matter starts](#).

The 'Claims' table is as follows:

It name	Client Forename	UFN	UCN	Fee code	Calculated value	Escape case	Messages
ON	SARAH	180922/004	05101993/S/MASO	FPB010	£158.40	Escaped	View (1)
	FRIEDA	180922/005	10121998/F/LYLE	FPB010	£158.40	Escaped	View (1)
TH	JOHN	121024/001	19091989/J/SMIT	FPB030	£596.40	No	
ES	FRED	131024/002	10101990/F/JONE	FPB020	£438.00	No	
	ALBERT	180922/003	08081967/A/DEE	FPB020	£438.00	No	

Searching for a previous submission

You will be able to navigate to a screen, called **'Search for a submission'**, where you can search for all submissions for any provider office attached to your profile that have previously been uploaded to Submit a Bulk Claim, including rejected submissions.

You will be able to search using one or more of the following:

- Submission Period (optional)
- Area of law (mandatory)
- Submission Outcome (mandatory):
 - Successful Submissions
 - Failed Submissions
 - All Submissions

Office Account (mandatory - to aid users who can submit for more than one provider office)

Once you have completed your search, you will be able to navigate to the Submission Summary page for a particular submission from the Search for a submission screen via clicking on the hyperlink in the 'Date Submitted' column.

220 Search results

Date submitted ▾	Office account ▾	Area of law ▾	Submission period ▾	Status ▾
30 Jan 2026 at 16:00:28	OP322F	Mediation	May 2023	Validation succeeded
30 Jan 2026 at 12:57:59	OP322F	Legal help	March 2021	Validation succeeded
30 Jan 2026 at 12:57:00	OP322F	Legal help	March 2024	Validation failed
30 Jan 2026 at 12:55:08	OP322F	Legal help	April 2024	Validation failed
30 Jan 2026 at 12:51:42	OP322F	Legal help	August 2024	Validation succeeded
30 Jan 2026 at 12:44:04	OP322F	Legal help	September 2020	Validation succeeded
30 Jan 2026 at 12:42:53	OP322F	Legal help	September 2024	Validation failed
29 Jan 2026 at 14:17:01	P6R2F7	Crime lower	December 2025	Validation failed
27 Jan 2026 at 16:23:29	OM8QK4	Legal help	December 2025	Validation succeeded
27 Jan 2026 at 16:15:53	OM8QK4	Legal help	December 2025	Validation failed

1 2 ... 22 Next →

Useful Links

Submit a Bulk Claim guidance page: [Submit a Bulk Claim \(SaBC\) - GOV.UK](#)

Information on how to submit Escape cases: [Escape cases electronic handbook - GOV.UK](#)

Information on Escape fee case claim forms:

[EC-CLAIM 1: escape fee case claim form - GOV.UK](#) (Civil)

[CRM18: escape fee case claim form \(crime\) - GOV.UK](#) (Crime excluding Prison Law)

[CRM18A: escape fee case claim form \(crime prison law\) - GOV.UK](#)

Information on Criminal Bill Assessments:

[Legal aid guidance - GOV.UK](#)

Further help and support

If you require any further help or support with using this application, you can contact the Legal Aid Agency Online Support team via the following methods:

Email (for reporting issues): online-support@justice.gov.uk

Email (for queries): submitabulkclaimqueries@justice.gov.uk

Email (for requests for claim amendments/voiding of claims): PA-ClaimAmend@justice.gov.uk

Telephone: [0300 200 2020](tel:03002002020)