



2 July 2025

Dear Provider,

Please see below the latest on progress to restore LAA systems and contingency approaches. The latest position can also be found on the incident webpage: [Legal Aid Agency cyber-security incident GOV.UK page](#) and the associated [FAQ](#).

Crime Applications

(Updated on 2 July) We have made some amendments to guidance and templates in response to feedback / questions:

Extradition Matters: Extradition Matters fall outside of the revised Business Continuity arrangements, and so all applications for Extradition must be submitted to the LAA for processing. To ensure that we can process these applications on a priority basis, please email all relevant forms (such as CRM14) to the Nottingham office (NottinghamCAT@justice.gov.uk). The guidance has been amended accordingly.

Both Representation Order templates have been simplified by removing any reference to ASN which is not required. The URN is required. This is the Unique Reference Number generated by the Common Platform. When withdrawing a Representation Order, providers must inform their client that the Representation Order has been withdrawn and must keep a file note that this has been done, but there is no requirement to use a standard template for this.

We have also added further clarity to our approach on audit. Recognising the need for providers to have confidence in their ability to make delegated decisions, the LAA does not intend to recoup any payments following audit, on cases where a good faith and proportionate approach has been demonstrated to implementing the contingency processes in line with the guidance.

Crime Billing

(Added on 2 July) Please note that due to the ongoing impact of the recent cyberattack, the Magistrates Billing Team does not have the resource to provide copies of Granted/Part Granted CRM4 Prior Authorities.

The Crown Billing Teams have access to the same information as the magistrates team, so will be able to check these for providers at the time of billing.

When submitting bills, providers need to indicate the LAA Reference number of the prior authority on the bill. This will enable the Crown Court caseworkers to search for the relevant prior authority for the case and make payment accordingly.

Monthly Claim Submissions

(Updated on 1 July) Today we have uploaded a new form to the incident webpage to use for July submissions. This can be found in the Monthly Claim Submissions section, [here](#). Please disregard any previous versions of the form and use the new version.

Further information can be found on the incident webpage, [here](#).

Civil Billing

A reminder that the process to opt in to civil billing contingency and accept the payment is running on a weekly basis, giving you flexibility to opt in each week. To opt in, you must let us know by midday each Monday to make that week's payment run.

Further information can be found on the incident webpage, [here](#).

FAQ

Today we have updated the [FAQ](#) page with the following:

Applying for substantive applications where emergency representation has expired.

Emergency representation granted under delegated functions now includes a 16-week time limit and £4,500 costs limitation. These limitations will apply to emergency representation granted under delegated functions where the LAA is yet to make a substantive determination. Limitations on substantive determinations are effective from the date of the emergency representation determination, meaning funding will be continuous from the date of delegated functions where the LAA issues a substantive certificate. Providers can amend limitations under emergency representation where the work is completed within the 16-week limitation.

Where emergency representation has been granted by the LAA and not under delegated functions, providers can use the CIVAPP8 form to apply for amendments where further urgent work is required.

In cases where the 16-week limitation has expired providers can submit a substantive application. Please note, we will require a CIVAPP1 (non-family) or CIVAPP3 (family) and the relevant Financial Assessment form(s). Substantive applications cannot be made using the CIVAPP8 form.

What are the time limits on emergency certificates if providers used delegated functions before the changes on 27 June 2025?

New emergency time limits of 16-weeks apply to all cases where the provider has used delegated functions to grant funding (and emergency representation is still in place) regardless of when the determination was made, if this was initially 8-weeks providers now have the power to extend emergency time limit up to 16 weeks.