



# Legal Aid Agency

14 July 2025

Dear Provider,

See below the latest updates relating to business contingency processes. For the full list of contingencies, please visit [GOV.UK](https://www.gov.uk).

## **Civil billing – Average Payments Scheme**

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.

**(Added on 8 July)** The civil average payment process for escalation has been made clearer on the incident webpage. If contacted, your contract manager will explain the escalation process for considering whether a higher (or lower if desired) contingency payment is justified.

## **Civil Applications**

As communicated on 7 July, please note the following reminders and ensure you are directing your submissions to the correct team.

- Civil Prior Authority requests must be submitted directly to [CivilPriorAuthorityRequests@Justice.gov.uk](mailto:CivilPriorAuthorityRequests@Justice.gov.uk). Providers should use the CIV APP8A, you will need to detail that you have a current live certificate on CCMS, that you have delegated functions to grant emergency funding or been granted an application under LAA Contingency in this matter. This service cannot be used for standalone cost limit increases.
- **(Added on 14 July)** All other Civil Application forms (CIV APP1, CIV APP3, CIVAPP6 CIVAPP8, CIVAPP11, and Means forms) should be emailed to [ContactCivil@justice.gov.uk](mailto:ContactCivil@justice.gov.uk). Ensure the subject line is titled '**LAA BC Plus** – Type of Application form – Type of Means Form (if applicable) - client's name – firm name' Please note that all forms need to be submitted via email. Paper forms submitted by post are not accepted.

- For all matters involving exceptional and complex cases, please click here [ECCT submission quick guide](#) for further information on how to submit work.
- For all High-Cost Family related work please click here [High Cost Family \(HCF\) Contingency Processes](#) for further information on how to submit work. Please use the [High Cost Family submission cover sheet](#)
- **(Added on 14 July)** Where providers have used delegated functions, they can continue to amend under delegated functions for any related proceedings, scope and cost limitations of their emergency grant for the 16 weeks, or until they submit the application on CCMS. Emergency certificates will have a £4,500 costs limitation; providers have the ability to use delegated functions for a higher cost limit under emergency representation where it can be justified for work required.
- Providers can delegate functions to amend a substantive certificate where the LAA has made an initial substantive determination. This will include changing scope limitations, adding new proceedings and amending costs limitations to a maximum of £7,900 where a higher limit is not already in place. Providers cannot use delegated functions to grant a cost limitation above £7,900, if providers seek a higher cost limit following use of delegated functions on a substantive certificate, they can submit the amendment for a decision at a later date, the LAA will exercise the backdating provisions were required. The determination will need to be in the same Category of Law as the original determination and will need to arise out of the same dispute, issue or incident as the original determination. Providers will keep a file record of amendment under delegated functions. The amendment will need to be submitted to LAA via CCMS once system access has been restored. Do not submit a CIVAPP8 form when delegated functions has been used.
- **(Added on 14 July)** Providers are authorised to sign off on applications and carry on work in non-means and non-merits tested cases. *These are Special Children Act matters and parental placement and adoption cases.* When access is restored to the LAA systems, applications can be submitted, and

certificates will be backdated to the initial date work began. Please note that for a parental placement and adoption case the client must be the parent or have parental responsibility and must oppose the order being made. If the client does not oppose the order, then the matter falls to be means and merits tested. When the LAA issue these certificates, they will have a £25,000 cost limitation.

## **Crime**

**(Added on 14 July)** We have updated the contingency guidance in relation to passported benefits to clarify the process of evidencing passported benefits (except where the client is in court custody), what to do if this cannot be obtained, and to address the question of what to do with stockpiled applications.

For applications that were held pending a decision on next steps that are now being processed under devolved powers:

- if the case has concluded, no evidence of passporting benefit will need to be retrospectively obtained.
- If the case is still live, requests for appropriate passported benefit evidence should be made of your client now. If evidence cannot be obtained or is not provided despite chasers, the applications should be assessed as non-passported. The attempts made to obtain the evidence should be recorded on file.