



23 July 2025

Dear Provider,

Please note that as communicated yesterday, we are changing the rhythm of our communications with you on contingency processes from daily to weekly emails. After today, emails will be sent every Wednesday. Any time critical updates will be shared, if necessary, out of sync with the weekly communications.

The incident page on [GOV.UK](https://www.gov.uk) will continue to be updated regularly with the latest information on current contingencies. We encourage you to consult this page as your first point of reference.

Civil billing – Average Payments Scheme

[added 23 July] We have published an update to our guidance for the average payment scheme following feedback from the representative bodies. We have added further advice on how you can use any payment made under the average payment scheme, further advice on how the recoupment schedule will work, and

have re-organised the FAQ under headings to make questions easier to find. The updated guidance can be accessed here: [Contingency Payment - Providers Guide](#)

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.

FAQ

Today we have updated the [FAQ](#) section on the incident webpage with the following:

What can help with assessment if I am claiming a Committal for Sentence fixed fee on a case where no MAAT number has been provided? [added 23 July]

- Please claim the case on CCCD using the dummy number 4900900.
- Provide a copy of the manual representation order issued by the solicitor, or confirm in the additional information section if the representation order was self-granted.
- If you are making an Advocates claim, please also provide an attendance note as this will enable an accurate assessment on initial submission.

On the Representation Orders that firms have been provided with - what should they populate the ASN, ASN Seq and URN fields with? [added 23 July 2025]

We previously updated the Representation Order templates to remove the ASN field as this is not needed. Similarly, the ASN Seq field has also now been removed so that only the offences and date of each offence need to be listed. Please use Version 3 of the templates available on the incident webpage. The URN is the Unique Reference Number used in the Common Platform.

When access to systems has been restored will providers be required to submit all self-granted applications onto Crime Apply? Providers are retaining records of self-grant and using 900900 but it will be onerous for providers and LAA staff alike, if they are required to retrospectively apply for funding. [added 23 July 2025]

Providers do not need to submit any self-granted applications, either now or when Crime Apply becomes available.