



10 December 2025

Dear Provider,

Please find below a reminder for civil legal aid providers and barristers regarding the end of contingency application submissions via email, and the end of the Average Payment Scheme on 12 January 2026. Included is also a reminder about the recent increases to some Civil and Crime legal aid fees, and guidance on how to prepare to submit your historic submissions for payments received under contingency.

Key dates to note:

- **12 December 2025:** Final day for civil contingency applications via email.
- **15 December 2025:** All civil applications to be submitted through Civil Apply/CCMS.
- **22 December 2025:** Controlled fee uplifts effective.
- **12 January 2026:** Average Payment Scheme ends.
- **19 January 2026:** Final payments made under Average Payment Scheme.

- **26 January 2026:** Beginning of Average Payment Scheme staggered recoupment process, 2 weeks after the last opt-in date - with the first recoupments being applied to payments received on 2 February.

For the attention of Civil legal aid contract holders:

Civil Legal Aid Applications

As previously communicated, we would like to remind you that the Civil Applications Team will stop accepting contingency applications sent via email on Friday 12 December. We would like to remind you that the Civil Applications Team will stop accepting contingency applications via email on **Friday 12 December**. Any submissions from Monday 15 December will need to be made via Civil Apply or CCMS. Any submissions from Monday 15 December will need to be made via Civil Apply or CCMS. If any work has been submitted to the LAA but has yet to appear on CCMS, please continue to use the existing contingency arrangements – they can be found here. If work has been submitted to the LAA but has yet to appear on CCMS, please continue to use the existing contingency arrangements: [Civil System Restoration – Handling of Contingency Work - GOV.UK](#)

Contingency submissions which do not meet the acceptance criteria will not be considered. You will need to make the correct submission on CCMS/Apply. You will need to make the correct submission on CCMS or Civil Apply.

Providers should not re-submit applications on CCMS or Civil Apply where a decision has already been made under contingency. The LAA will upload these decisions in CCMS over the coming weeks.

Prior Authority

As a reminder, please use emails received from the Civil Prior Authority team as proof of prior authority grants under contingency. Prior Authority decisions made under contingency will not be uploaded to CCMS. Please submit a copy of your prior authority grant email with your submitted bill. If prior authority has been granted by email in contingency, you do not need to submit an application on CCMS.

Average Payment Scheme

This is a reminder that the Average Payment Scheme will continue until **12 January 2026, with final payments to be made on 19 January 2026**. This is a reminder that the Average Payment Scheme will end on **12 January 2026, with final payments to be made on 19 January 2026**. Providers and barristers should resume submitting claims via CCMS and only use the Average Payment Scheme if no other option is available.

If you are opting in, a new declaration has been published on our restoration hub, here, [Opt-In Contingency Declaration 2025 v1.2 December 2025 version .xlsx](#)

A staggered recoupment process will begin on Monday 26 January, 2 weeks after the last opt-in date, with the first recoupments being applied to payments received on 2 February. This will allow time for bill submissions and receipts of payments and minimise risks of deficits forming on accounts.

For more information on how to opt into the scheme, and the recoupment schedule for average payments, please see [Legal Aid Agency cyber security incident - GOV.UK](#). For guidance on how to submit claims via CCMS, please see [Civil legal Aid – Legal Aid Learning](#)

For the attention of Civil and Crime legal aid contract holders:

Monthly Claim Submissions

This is a reminder that the statutory instrument laid on 1 December, introducing increases to some Civil and Crime legal aid fees, comes into effect on **22 December**. Please see [Submit a Bulk Claim \(SaBC\) - GOV.UK](#) for further details as well as the fee uplifts FAQs and latest fee code spreadsheet. These changes have also been shared with Software Vendors to ensure their systems reflect the uplifts.

The uplifts for controlled work will apply to applications made on or after the implementation date of 22 December 2025.

Providers will need to apply the fee uplifts via the contingency process until Submit a Bulk Claim becomes available. The deadline for December claims will be **20 January**.

We'd like to reassure you that licensed work fee uplifts remain a priority, and we are working to implement these as soon as possible. We will keep you updated on progress towards implementation.

As previously communicated, once Submit a Bulk Claim becomes available you will be required to submit your historic submissions that you have received contingency payments for (currently April – October 2025).

To help you prepare in advance, please begin organising your contingency-period claims now. We recognise that firms will be at different stages in terms of preparing historic submissions, so please take the steps that apply to your tools and processes:

If your software vendor provides a bulk-export tool

Most vendors have confirmed they support exporting contingency-period claims in a format aligned to Submit a Bulk Claim (SaBC). If your system already allows you to generate this export, please check with your vendor that this functionality is enabled and if so, you should prepare your historic submissions now using this functionality.

If you prepare claims in spreadsheets

If you plan to export your contingency-period claims directly from your spreadsheet or system into the bulkload spreadsheet for SaBC, please start preparing your submissions now in preparation for SaBC becoming available.

If you do not currently use either method

We are aware there are some providers who cannot easily re-produce historic submissions to include the new fee code and we continue to explore how we can support you with that so your submissions can be compatible with SaBC.

We expect most Providers to be able to export their claims for the contingency period with fee codes included and to then upload these into SaBC. We want to hear from Providers who will not be able to do this, and from those who have yet to start completing the bulkload spreadsheet manually. For those who:

- Cannot export contingency period claims with fee codes
- Do not have a case management system and will be completing the bulkload spreadsheet manually,
- we kindly ask you to complete this survey https://www.smartsurvey.co.uk/s/SaBC_FeeCodeTool/

Communications update

We would like to remind you that we are changing the frequency of our communications with you. After this week updates will be shared on an as-needed basis, rather than bi-weekly.

Guidance and resources on legal aid systems, and current contingencies are available on GOV.UK:

- [Legal Aid Agency cyber security incident - GOV.UK](#)
- [Legal Aid Agency cyber security incident: frequently asked questions - GOV.UK](#)
- [Civil System Restoration – Handling of Contingency Work - GOV.UK](#)
- [LAA SILAS Help and Information - GOV.UK](#)

- [Submit a Bulk Claim \(SaBC\) - GOV.UK](#)
- [Restoration – Legal Aid Learning](#)
- [Contingency – Legal Aid Learning](#)