



23 December 2025

Dear Provider

Please find below guidance about backdating Criminal legal aid applications during the Christmas break.

We sincerely thank you for your hard work and support throughout this challenging year and would like to extend our best wishes for a Merry Christmas and a happy, healthy New Year.

For the attention of Crime legal aid contract holders:

Requests to backdate date stamps when systems are offline

On **25 and 26 December 2025, and 1 January 2026**, when systems will be unavailable, Criminal Legal Aid providers can request their applications are backdated during these periods. The Legal Aid Agency will honour these requests for the dates the systems are offline only.

Systems offline on 25 and 26 December 2025

Systems will be back online from Saturday 27 December 2025. If you wish to backdate an application, please clearly indicate the date stamp you require in the 'Further information' section of the Crime Apply application.

Backdating requests for this period will be accepted until 24 December 2025 and must be submitted in Crime Apply with a date stamp no later than 29 December 2025.

Systems offline on 1 January 2026

Systems will be back online from Friday 2 January 2026. If you wish to backdate an application, please clearly indicate the date stamp you require in the 'Further information' section of the Crime Apply application.

Backdating requests for this period will only be accepted until 31 December 2025 and must be submitted with a date stamp no later than 2 January 2026.

Please note that if you do not secure a date stamp in line with the guidance provided above, we will be unable to honour such requests.