



23 January 2026

Dear Provider,

Please find below the instructions and deadlines for your January submissions via Submit a Bulk Claim (SaBC), along with historic submissions from April to December 2025. We are also re-sharing guidance on “Apply for Civil Legal Aid,” including when the service should be used, and have included responses to the most common Civil applications queries received by our Customer Service Team.

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

**Submit a Bulk Claim (SaBC) – Historic Contingency submissions**

SaBC must be used to upload your historic contingency submissions from April to December 2025. These should be uploaded by **20 March 2026**.

We understand that historic submissions may have been prepared before the new fee codes were introduced and we have taken action to minimise any burden in having to now prepare those submissions for SaBC.

As previously communicated, most software vendors have confirmed they can rerun exports with the new fee codes. Where you use a software vendor, please contact them to understand how they can assist with exporting submissions that are compatible with SaBC.

To assist those where this isn't possible, we have created a tool which will generate the applicable fee code for you.

To check if you need to use the fee code assigning tool for contingency period claims, complete [this brief survey](#), or visit [Submit a Bulk Claim \(SaBC\) - GOV.UK](#)

We are also conducting some private beta testing on the submission of contingency claims with a small number of Providers between now and go-live to ensure the process is as smooth as possible.

You should upload a submission for each individual month (one file per office and per area of law); this will aid the reconciliation of your accounts as we will be able to identify which (if any) months differ between amounts requested via contingency, and the value of the subsequent claims reported. It will also help you in reconciling contingency payments received and enable quick identification of any significant, unexpected discrepancies.

Once submissions are uploaded, a review will take place in April 2026 before any reconciliation takes place, and providers will be supplied with confirmation of any difference in value between contingency submissions and actual submissions by their Contract Manager. Your Contract Manager will reach out for a discussion where there are significant differences in the figures and there will be an opportunity to rectify any issues or omissions.

Final reconciliation will take place on the payment due 4 May 2026.

### **Submit a Bulk Claim submission deadlines**

A reminder that the new Submit a Bulk Claim system will go live **on 4 February**.

You should use SaBC to submit your January 26 submission by **17 February**. This early deadline is to allow the processing time required to ensure payments are made on time at the start of March. No further changes to the standard monthly deadline of the 20<sup>th</sup> are expected in 2026.

Monthly submissions via the contingency process ends on 20 January, and all future submissions must be via SaBC.

### **Immigration contingency claims**

We have identified an issue with the export files created by versions 1.36-1.38 of the bulkload spreadsheet (which were published in October 2025). Any exports created using these versions did not carry across the values entered in the 'travel time' field. As this field is one which is mandatory in SaBC, this may may lead to the submission being rejected.

To prevent this, providers should copy the details of their previously prepared submission, into the latest version of the bulkload spreadsheet (version 1.39) and create a new export file. Providers can find out further details of how best to do so, on our dedicated SaBC page on gov.uk - [Submit a Bulk Claim \(SaBC\) - GOV.UK](#)

## **For the attention of Civil legal aid contract holders**

### **Apply for civil legal aid service**

“Apply for civil legal aid”, more commonly referred to as “Civil Apply”, is a simpler, user-friendly online service that can be used instead of CCMS to make new applications for clients. CCMS can still be used to manage the live case.

Civil Apply can be used when the client’s means assessment is either passported or non-passported.

If the application is means tested then clients who are prisoners, in the armed forces, self-employed, involved in running a business, such as partnership, company director or shareholder are excluding from the Apply service.

This exclusion also applies if the client lives aboard.

You can use Civil Apply for:

- Domestic Abuse – excluding Domestic Abuse Protection Orders (DAPOs)
- Section 8
- Combined Domestic Abuse and Section 8 – excluding Domestic Abuse Protection Orders (DAPOs)
- Special Children Act
- Public Law Family

More information about the service, including how to access it, can be found at [Introduction to Apply for civil legal aid – Legal Aid Learning](#).

### **Civil applications reminders**

In response to a number of enquiries received by our Customer Service Team, we would like to remind providers of the following. Ensuring submissions are completed correctly the first time helps us process cases more quickly and efficiently, which benefits both individual providers and the wider provider base.

- If you are making a delegated functions emergency application and you already have all necessary information and evidence available, you are encouraged to use the ‘single stage’ application process, submitting the emergency and substantive applications as part of the same submission. Further guidance on the process is available on the LAA Learning website: [Single stage emergency application – Legal Aid Learning](#)
- Providers should still supply the same level of information that would normally be included with application and amendment submissions. This includes evidence of financial eligibility with initial applications, a statement of case, court orders, expert reports and other supporting documents including the relevant gateway evidence where applicable. If evidence is not provided it is likely that the LAA will be unable to make a streamlined decision and will be required to issue a document request task to providers, slowing down the issuing of certificates.
- Please ensure amendments are created as ‘substantive’ rather than ‘emergency’ amendments, even where you are reporting the use of delegated functions.

- Providers can continue to use delegated functions to grant themselves emergency funding if they have any work to undertake (which falls within the scope of Legal Aid regulations) and any subsequent work under the time limit of the emergency certificate before the application is submitted to the LAA. Providers should check the [Civil processing dates - GOV.UK](#) to consider if they should use delegated functions or submit a substantive certificate for any work they may need to undertake. After submitting Delegated functions applications there is no need to chase for a decision to be made before starting work.
- For Prior Authority requests, if you have a CCMS reference number please submit your expert request/expense via CCMS. If you have yet to be provided with a CCMS reference number you can continue to use the contingency process emailing [CivilPriorAuthorityRequests@Justice.gov.uk](mailto:CivilPriorAuthorityRequests@Justice.gov.uk)
- If a provider has an urgent provider transfer request and the initial solicitor has a pending application, you should ask for it to be expedited via our customer services team before the new provider submits the provider transfer request for consideration. If the initial provider has used delegated functions and has yet to submit their application to the LAA the new provider can consider using the existing contingency arrangements <https://www.gov.uk/guidance/legal-aid-agency-cyber-security-incident#civil-applications-provider-transfer> to delegate again if urgent. If there is no urgent pending work for the new provider they should await the initial provider's certificate being submitted and issued before making an application.
- Providers should now be entering their Special Children Act applications and applications they have used delegated functions on via Civil Apply or CCMS. The LAA will be entering applications on CCMS for anything that was granted by the LAA under contingency arrangement. For more information on restoration scenarios <https://www.gov.uk/guidance/civil-system-restoration-handling-of-contingency-work#civil-applications-system-restoration-scenarios>

- Please do not submit case specific queries via email. These should be submitted via the CCMS - Case Enquiry Task.

Further guidance is available at [Civil legal Aid – Legal Aid Learning](#)