



26 January 2026

Dear Provider,

[For the attention of Crime and Civil legal aid contract holders](#)

**Submit a Bulk Claim (SaBC) go-live**

We would like to remind you that the new Submit a Bulk Claim (SaBC) system will go live on 4 February. You should use SaBC to submit your January 2026 submissions by **17 February**.

- [Submit a Bulk Claim \(SaBC\) - GOV.UK](#) has been updated with all the relevant information, including guidance documents and FAQs. For further information you can watch the recorded system walkthrough on the LAA Training website, here:

Civil - [legalaidlearning.justice.gov.uk/submit-a-bulk-claim-civil/](https://legalaidlearning.justice.gov.uk/submit-a-bulk-claim-civil/)

Crime - [legalaidlearning.justice.gov.uk/submit-a-bulk-claim-crime](https://legalaidlearning.justice.gov.uk/submit-a-bulk-claim-crime)

- Five Webinars on how to submit a claim using SaBC are available here for you to **sign up** to [Submit a Bulk Claim walkthrough events | Eventbrite](#). The first one is on Wednesday 28 January.

If you have questions not covered in the FAQs or webinars, or experience any technical issues please contact [SubmitABulkClaimQueries@justice.gov.uk](mailto:SubmitABulkClaimQueries@justice.gov.uk) as soon as possible so that we can support you in meeting the submission deadline.

Once the system is launched on 4 February, those individuals who are providers' SiLAS Firm administrators, will need to assign the '**Submit a bulk claim**' app to the users that need it. This can only be done once the system is launched on 4 February and not before. The SaBC app will not appear in SiLAS until then. Firm Admins should refer to the published guidance at that point, to assign the app: <https://legalaidlearning.justice.gov.uk/sign-in-to-legal-aid-services/#1-Setupandmanaginguseraccess>

### **Submit a Bulk Claim – 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, you can start doing this **from 18 February onwards**.

We are asking you to wait until 18 February to start uploading historic submissions to allow you time to familiarise yourself with the system, allow us to manage the volume of activity, and ensure the system continues to run smoothly.

Unlike CWA, SaBC will allow you to submit your monthly submissions out of month order – this will enable you to submit your January submission in February and those relating to April to December 2025, from 18 February.

Each claim submitted through Submit a Bulk Claim will need to include a new, single fee code. This is different from the existing matter type or case/stage level codes that you also need to the report.

This change has been required to enable us to deliver the new service at speed. You will need to include the new fee codes in any SaBC submission for them to be accepted by the new service.

As previously communicated, most software vendors have confirmed they can rerun exports with the new fee codes.

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 mapping tool for contingency period claims, complete this brief survey [https://www.smartsurvey.co.uk/s/FeeCodes\\_Triage2/](https://www.smartsurvey.co.uk/s/FeeCodes_Triage2/), or visit Submit a Bulk Claim (SaBC) - GOV.UK

Please remember that your submission must also include your New Matter Starts data as well as your Outcome Claims.

Thank you for your ongoing support whilst we have been building this new service.