



29 January 2026

Dear Provider,

We would like to share a reminder of the instructions and deadlines for your January submissions via Submit a Bulk Claim (SaBC), along with historic submissions from April to December 2025.

**For the attention of all 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**.

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 ended on 20 January, and all future submissions must be via SaBC.

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

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

- 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 next webinar is on Monday 2 February.

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://legallaidlearning.justice.gov.uk/sign-in-to-legal-aid-services/#1-Setupandmanaginguseraccess>

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

As a reminder, 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 steps to make it as straightforward as possible to adapt 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.

We recognise that the timescale for historic submissions may be challenging. For this reason, payments will not be reconciled in April following the submission deadline. Instead, we will take the steps set out above to allow time for submissions to be reviewed and for any discrepancies to be resolved. This approach provides additional time and flexibility around the submission process.

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