



4 February 2026

Dear Provider,

For the attention of all legal aid contract holders

The new **Submit a Bulk Claim (SaBC)** service, which enables providers to upload Legal Help, Crime Lower and Mediation monthly submissions will be live from 10:00am today, Wednesday 4 February.

To access Submit a Bulk Claim, you will need to have a verified account with Sign in to Legal Aid Services (SiLAS) and SaBC will need to have been added to your profile. Once this has been done, and you are logged into SiLAS, you will be able to click on a link to access the Submit a Bulk Claim landing page. Guidance on this can be found here: [Sign into Legal Aid Services \(SiLAS\) – user guide – Legal Aid Learning](#)

Those individuals who are providers' SiLAS Firm administrators, need to assign the '**Submit a bulk claim**' app to the users that need it. Firm Admins should refer to the published guidance, to assign the app to the relevant users: <https://legalaidlearning.justice.gov.uk/sign-in-to-legal-aid-services/#1-Setupandmanaginguseraccess>

Upcoming submissions deadlines

Submission type	Deadline
January 2026 submissions	17 February 2026
February 2026 submissions	20 March 2026
All future Submissions	20 th of each month
Historic contingency submissions April-December 2025	20 March 2026
Contingency submissions reconciliation will take place on the payment run due 4 May 2026	

Guidance and resources

[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/
- Crime - legallaidlearning.justice.gov.uk/submit-a-bulk-claim-crime

Webinars on how to submit a claim using SaBC are available for you to **sign up** to [Submit a Bulk Claim walkthrough events | Eventbrite](#). The next webinar is on Monday 9 February.

If you use the 'bulkload' spreadsheet please use version 1.39, available here [Provider_Bulkload_Spreadsheet_v1.39_Provider_release.xlsm](#). If you have any concerns about the data generated by the 'bulkload' spreadsheet please contact us via SubmitABulkClaimQueries@justice.gov.uk.

If you encounter any difficulties with your submission, please refer to the published guidance in the first instance.

Transitional Support

We carried out extensive beta testing with providers to ensure the system functions correctly and addressed any issues that were reported. We have also put additional support in place to promptly investigate and resolve potential bugs in the event of any new technical issues.

If you experience any technical problems during the submission process, please report them to SubmitABulkClaimQueries@justice.gov.uk, and we will be able to support you. If you need further assistance or have any other queries, please contact our Customer Service Team, or your contract manager.