



Legal Aid Agency

10 February 2026

Dear Provider,

For the attention of all legal aid contract holders

Submit a Bulk Claim (SaBC)

The SaBC service is available daily between 7am – 9:30pm.

Users who have tried to submit outside of these times before might have had the error message ‘a technical error occurred’, accompanied by a failed submission. This error only occurs outside standard operating hours. You should resubmit when the service opens.

If you use the ‘bulkload’ spreadsheet please use version 1.39, available here [Submit a Bulk Claim \(SaBC\) - GOV.UK](#). **We advise providers not to copy data between different versions of the bulkload spreadsheet.**

Old versions have the option “Family Help & Care Proceedings” including the ampersand character (&). v1.39 replaces this with “and”. Therefore, if data is copied and pasted from an older version the claim lines containing “&” will not be in the export file.

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	

SaBC – Capping of costs (Immigration)

We would like to remind you that SaBC contains enhanced validation, meaning that claims will be capped at the value of initial cost limits if a **Prior Authority Number (PAN)** is not recorded in your submission.

To prevent claims being capped, where such a number exists, you **must** ensure that submissions (whether for January onwards or the contingency period) include a valid PAN. Guidance can be found in section I6 (page 117) of the Guidance for SaBC Claims - [Submit a Bulk Claim \(SaBC\) - GOV.UK](#).

If you encounter any difficulties with your submission, please refer to the published guidance and FAQs, including common issues, on GOV.UK in the first instance.

Technical issues experienced during the submission process can be emailed to SubmitABulkClaimQueries@justice.gov.uk. For further assistance please contact our Customer Service Team or your contract manager.

The final **webinar**, Thursday 12 February 17:00, on how to submit a claim using SaBC is available for you to sign up to [Submit a Bulk Claim walkthrough events | Eventbrite](#).

Sign into Legal Aid Services – New User request process

We would like to inform you that on Monday 9 February, the internal process for registering new users in SiLAS changed. User registration, which was previously completed by a provider's contract manager, will now be handled by the Contract Management & Assurance Admin team via a central inbox at LAAUserRegistration@justice.gov.uk. Providers, Chambers, Barristers and third parties should notice minimal change.

For new organisations, the required instructions, declarations and organograms will continue to be issued by contract managers or Provider Records once an account number has been created. Existing Providers, Chambers and Barristers can now also access these documents directly via the “Update your details with LAA” page on GOV.UK when creating new users.

Please note that the AC1 and AC1A forms have been updated to remove references to previous LAA systems; older versions will still be accepted until 31 March 2026. Requests to delete users should also be sent to LAAUserRegistration@justice.gov.uk.

CCMS roles allocation

On Tuesday 10 February, we introduced an update to Sign into Legal Aid Services (SiLAS) that affects how CCMS roles are shown to Provider Administrators. The way CCMS roles are allocated is not changing - Provider Administrators will continue to assign roles to their users in exactly the same way and on the same screens as before.

Whereas all CCMS roles were currently visible to all organisations, after the update administrators will only see the roles relevant to their organisation type, whether they are defined as a firm, chambers or an advocate. This change is designed to prevent users being given roles that do not apply to their organisation.

No action is required as part of the change. We have identified a small number of users who appear to have been assigned incorrect roles and over the next few weeks we will begin removing roles that are not valid. If you find that a user can no longer perform an action they need for their job, please refer to the CCMS role guidance on GOV.UK to confirm the correct role and update it in SiLAS if necessary.

If you need further assistance, you can contact the Online Support Team by telephone on 0300 200 2020 (option 3), via the webchat, or by emailing online-support@justice.gov.uk.

We appreciate your attention to these updates and your ongoing cooperation in supporting the effective operation of the service.