



6 March 2026

Dear Provider,

Please find below a reminder of the upcoming deadlines for submitting claims via Submit a Bulk Claim (SaBC), details on how contingency submissions will be reconciled, and an overview of recent improvements to the SaBC service.

**For the attention of all legal aid contract holders**

**Submit a Bulk Claim (SaBC) upcoming deadlines**

We would like to remind you that the deadline for submitting your February claims and historic contingency submissions from April to December 2025 into SaBC is **20 March 2026**.

Thank you to those of you that have already submitted all your contingency claims, we can also see that many of you are well on the way to uploading them all in time for 20 March.

If you still have submissions to upload we would encourage you to do so as early as possible. This gives us the best opportunity to work with you should you encounter any issues or have any queries which we can try and assist to resolve.

If you have any technical issues/questions, please continue to raise them via [submitabulkclaimqueries@justice.gov.uk](mailto:submitabulkclaimqueries@justice.gov.uk). If there are wider difficulties with meeting that deadline, please ensure you speak to your Contract Manager in good time so we can understand these and try and assist where possible.

### **Reconciliation of Contingency claims with SaBC claims**

The requirement to upload historic claims to SaBC by 20 March forms part of the LAA's recovery process and is necessary to ensure payments made under the contingency process can be reconciled accurately.

#### Why are providers required to submit their claims by 20 March?

During the period of system disruption last year, the LAA made contingency payments to providers without the supporting claims data we would ordinarily require. Now that SaBC is fully operational, it is essential that these payments are reconciled against claims before the end of the 2025–26 financial year. For clarity this does not mean that any overpayments must be repaid by 31<sup>st</sup> March 2026, however, the LAA must be able to demonstrate how the payments made during contingency match the claims that have now been submitted.

#### What happens after 20 March?

Once submissions are uploaded, a review will take place at the end of March 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. **We will write to you setting out the difference on 2 April.**

What will happen if there are significant differences in the figures?

We do not envisage that there will be significant discrepancies between the claims that you made under contingency and claims now being entered into SaBC, with most claims submitted to date indicating either relatively small differences, or that providers may be due additional funds. Thank you for your diligence.

Should there be significant differences in the figures, Contract Managers will reach out for a discussion. This will provide an opportunity to rectify any issues, omissions or air concerns about the repayment of any sums owed by the LAA or the provider.

How will this impact payments received on 5 May?

Final reconciliation will be reflected in the payment made on 5 May 2026.

On 5 May, the following will occur:

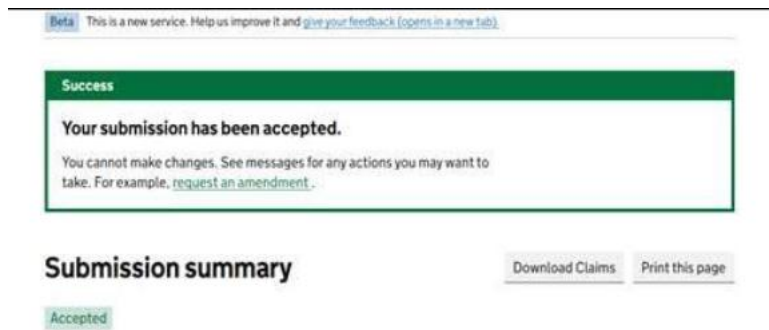
- Any **underpayments** will be paid.
- Any **overpayments** will begin to be offset against future submission

Please try and upload your submissions as soon as possible, and if you encounter any issues please don't hesitate to contact your Contract Manager or the dedicated email [submitabulkclaimqueries@justice.gov.uk](mailto:submitabulkclaimqueries@justice.gov.uk).

### **Improvements to SaBC that have been launched**

We are listening to your feedback and continue to improve SaBC. This week we have updated the service to:

- Enable users to download their successfully submitted claims in .CSV format. This will include all the details in the submission file that you uploaded plus the pricing information for each claim. The data can be used to understand any differences between what you may have thought the price of a claim should be, and how SaBC has calculated it. The SaBC User Guide is being updated and will be released in the next 48 hours, but you can utilise this function in any event by clicking on the download button you will see when you successfully upload a submission:



- Users will now receive a message if their file contains data rows which are missing a required “tag”/field
- SaBC will automatically trim any blank spaces in submissions so that they are accepted if entered by accident (this has been one of the more difficult errors for users to identify)
- We have improved the clarity of error messages received

We have also launched internally a new “Amend a bulk claim” service. This allows the Escape Fee Case team to update records in SaBC with their assessment outcomes which triggers a change in the price of a claim in SaBC (as used to happen in CWA).

The team won't update any assessments that have already been conducted and recorded offline, for contingency matters (April to December 2025) until all those claims have been uploaded into SaBC. They can however enter new assessments on Amend a Bulk Claim.

**Please note** that currently we can't void or amend any claims. This functionality is in development with the ability to void a claim due to be released first. Where claims in SaBC require voiding or amendment, please do still send through the requests on the relevant [form](#), to [PA-ClaimAmend@justice.gov.uk](mailto:PA-ClaimAmend@justice.gov.uk) and they will be processed as soon as we are able to.

For SaBC amendment forms sent before contingency submissions were uploaded, the claim amendment team will shortly be contacting those providers to confirm if the amendment is still required, or whether guidance in relation to amending these claims prior to submission was followed.

### **Amendments to claims submitted on CWA**

We are still working on a solution to amend claims submitted onto CWA pre incident. You should continue to submit the relevant [forms](#), and they will be processed once we are able.

The claim amendment team will start reviewing these forms shortly and responding to providers where information is missing and needs to be amended prior to processing. This will reduce any delays once a solution is implemented.