



17 April 2026

Dear Provider,

Further to our communication on 9 April 2026, we are writing to provide additional information and guidance on the new functionality to void claims submitted through Submit a Bulk Claim (SaBC).

For the attention of all legal aid contract holders

[Voiding claims in Submit a Bulk Claim \(SaBC\)](#)

We are pleased to confirm that we now have functionality to void individual claims submitted via SaBC.

The LAA's Claim Amendment Team can now search for, view and void claims using a new internal "Amend a Bulk Claim" service. This is an internal LAA function. Providers continue to request voids or amendments in the same way as under CWA.

In brief – should I request a void or an amendment?

- **Void a claim** if the changes needed are extensive or the claim was submitted in error. You will then need to resubmit the corrected claim in a later submission month.
- **Request an amendment** if only limited changes are needed (for example, small corrections). These requests will be held and processed once non-void amendment functionality is available in SaBC.

Why would I choose to void a claim?

You may choose to void a claim where:

- The changes required are extensive and it would be quicker to start again; or
- The claim was submitted in error.

Providers may also find it helpful to void and resubmit a claim where:

- The wrong fee code was used;
- Disbursements were missed from the original claim; or
- Amending the claim would lead to repricing and you would prefer not to wait for amendment functionality to be available.

Non-void SaBC amendments

We are currently working on a timescale for introducing non-void amendment functionality within SaBC. Further updates will be shared once this is available.

As non-void amendment functionality is still in development, requesting that a claim is voided and rebilled may, in some cases, be quicker than waiting for an amendment to be processed. This may be particularly relevant where claims are currently priced lower than amounts paid under contingency arrangements.

Any amendment requests submitted will be held until we can process them.

How do I request a claim to be voided or amended?

The process is the same as when CWA was in use. Providers should email a completed **Claim Amendment form** to: PA-ClaimAmend@justice.gov.uk

Forms and guidance are available here: [Submit a Bulk Claim \(SaBC\) – Claim amendments](#)

Once a claim has been voided, you can resubmit it in your next (or any future) submission month.

Please note: it is not possible for us to void an entire submission month - only individual claims.

What does this mean for contingency reconciliation and payments?

We are aware that this functionality is going live while providers are already reconciling contingency and SaBC claims. To help manage this:

- The Claim Amendment Team will not void claims before 21 April, unless they relate directly to contingency reconciliation.
- Voided claims will be included in the reconciliation process and reflected in payments based on when the change is made.

For example, voids completed between **21 April and 20 May** will be reflected in the **1 June payment**.

Once a claim has been voided, you can upload the revised claim as part of your **April submission**, provided it is submitted before the **20 May deadline**. Any resulting overpayment or underpayment will be reflected in your **1 June payment**.

We also recognise that, prior to the launch of SaBC, some providers identified claims that would later need amendment. Where claim amendment forms were previously submitted, the Claim Amendment Team is reviewing these and will contact providers to confirm whether the amendment is still required. In some cases, providers may already have corrected the claim before uploading it to SaBC.