



Legal Aid Agency

CCMS Advocate: Submitting Electronic Evidence

You will receive a **Document Required** action in your actions and notifications. The easiest way to submit evidence is electronically and the maximum file size is 8Mb. You can keep the size of your scanned files to a minimum by using **compression**, scanning in **black and white** rather than colour, by using a **resolution** of 300 dots per inch.

Supported file types include PDF, RTF and TIFF.

1

Overview

[Refine Search](#)
[Return to Home](#)

Please find a list of your most recent actions and/or notifications below. Any overdue actions or notifications are listed at the top.

Your search has returned 1 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table.

Date Assigned	Subject	Due Date	Assigned To	Status	LAA Ref	Provider Ref	Client	Fee Earner
06/09/2015	Documents Required	3/09/2015		Pending	300000044113			

Select **Your Actions and Notifications** from the homepage to view all outstanding items. Click the **Documents Required** action.

2

Documents Required

[Return to Notification Search Results](#)

Date Assigned 06/09/2015 **Due Date** 13/09/2015 **Status** Pending **Assigned To**

LAA 06/09/2015 12:23Dear Sirs, You confirmed that you or your client held the documents/evidence listed below. You will need to send this to us as soon as possible.

From the Means Assessment:Negative Disposable Income: A letter of explanation

From the Merits Assessment:The provider has a copy of the evidence of the relevant convictionThe provider has a copy of the protective order/injunction against ex-partnerThe provider has a copy of the separate statementThe provider has a copy of the existing expert reportsThe provider has a copy of the existing counsels opinion

Please advise us for each document whether you will be uploading/posting it within 7 days. Then please ensure that we receive the documents within 7 days following this.Yours Faithfully,The Legal Aid Agency

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000044113			

Attachments

Description	Action
None	

[Provide Documents or Evidence](#)

Information, such as required evidence and due date, can be found in the top half of the screen. To upload documents click **Provide Documents** link.

3

Notification Details

[Return to Notification](#)

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Documents or Evidence Details

[Add Electronic Document](#)
[Add Postal Document](#)

NO.	Send by	Document Type	Description	Status	Action
None					

[Add Electronic Document](#)
[Add Postal Document](#)

[Submit](#)

[Back](#)

Click **Add Electronic Document**. If you are going to be sending postal documents please see our quick guide on Sending Postal documents.



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4

Provide Electronic Documents or Evidence

Please provide details of the document you will be sending electronically.

Click 'Browse' to search for the document you wish to upload and then click 'Next'.

* indicates required field

Send by Electronic Upload

* Document Type

Bank Statement

Brief Description

Bank Statement

* Document

D:\Doc1.pdf

Browse...

Next

[Cancel and return to Provide Documents](#)

Use these fields to classify the type of document.

Click **Browse** to search and upload the document.

5

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Documents or Evidence Details

[Add Electronic Document](#)

[Add Postal Document](#)

NO.	Send by	Document Type	Description	Status	Action
1	Electronic Upload	Bank Statement	Bank Statement	Ready to Submit	Remove

[Add Electronic Document](#)

[Add Postal Document](#)

Submit

[Back](#)

Review the documents that have been uploaded.

To add additional documents click **Add Electronic Document** and repeat process.

6

Notification Details

Date Assigned 06/09/2015 Due Date 13/09/2015 Status Pending Assigned To

[Return to Notification](#)

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From the Means Assessment:Negative Disposable Income: A letter of explanation

Now documents are attached, scroll to the top of the screen and select **Return to Notification**.

7

Notification Response

* indicates required field

* Response

Documents Sent

Message To LAA

Submit

[Back](#)

From the **Case Notification** screen, scroll to the bottom and select a response of **Documents Sent**.

Click submit.