



Legal Aid
Agency

Introduction to Apply

A first look at the civil Apply system

Apply is a modern processing system for legal aid applications. The system is designed to provide a cost effective, transparent, and simple service for all legal aid applicants using modern and innovative technology solutions which are accessible and driven by users' needs.

This guide gives a brief insight into what the service looks like. The guide also shows the functionality within civil Apply, showing the simple and efficient way that applications can be submitted.

When civil Apply can be used

You can use the civil Apply service for domestic abuse and section 8 proceedings under the following circumstances:

- At least one domestic abuse proceeding and any of the following section 8 proceedings:
 - Child arrangements order (contact)
 - Child arrangements order (residence)
 - Prohibited steps order
 - Specific issue order

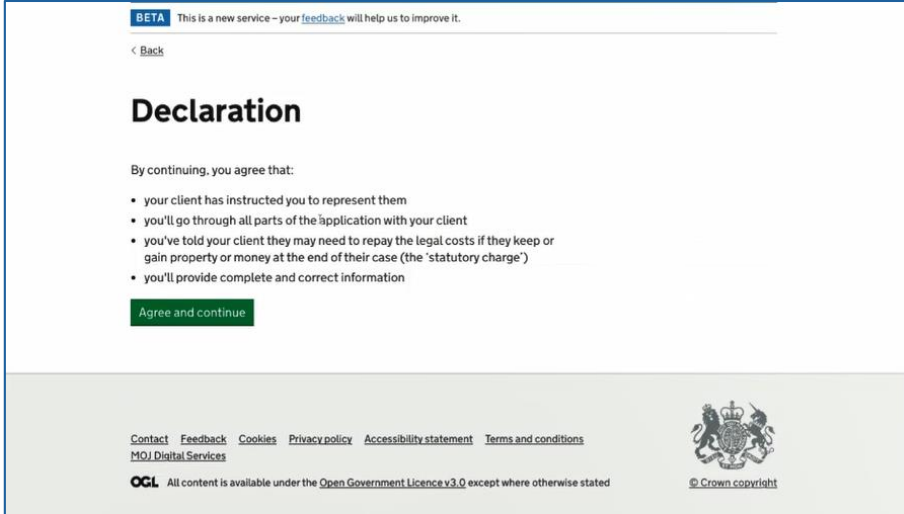
You cannot use the civil Apply service in the following circumstances:

- For an emergency application unless delegated functions are used
- There is a partner who needs to be means tested
- The client is self-employed

A look at the screens

The start of the application

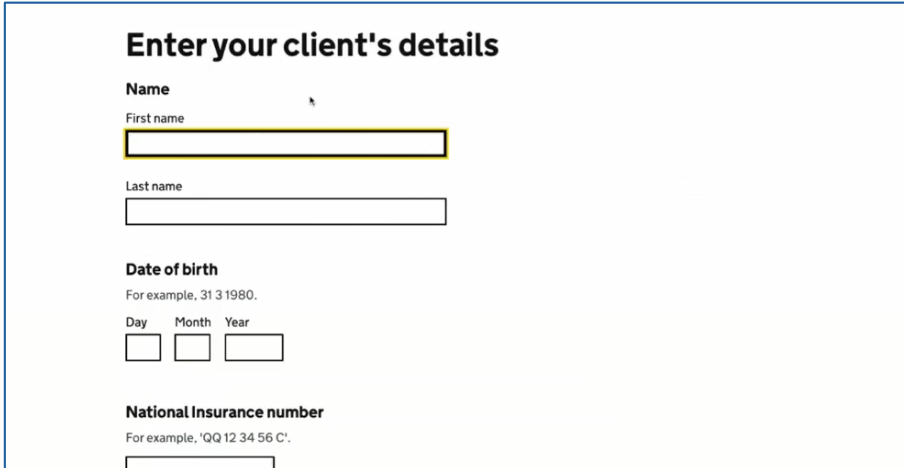
This shows the opening screen for the civil Apply service. This is the standard declaration that you already abide by.



The screenshot shows a web page titled "Declaration". At the top, there is a "BETA" badge and a message: "This is a new service – your [feedback](#) will help us to improve it." Below this is a "< Back" link. The main heading is "Declaration". Underneath, it says "By continuing, you agree that:" followed by a bulleted list of terms and conditions. At the bottom of the main content area is a green button labeled "Agree and continue". The footer contains links for "Contact", "Feedback", "Cookies", "Privacy policy", "Accessibility statement", and "Terms and conditions", along with the text "MOJ Digital Services". On the right side of the footer is the Royal Coat of Arms and the text "© Crown copyright".

Client details

You can enter your client and basic case details as shown in the screens below.



The screenshot shows a form titled "Enter your client's details". It has three main sections: "Name", "Date of birth", and "National Insurance number". The "Name" section has two input fields: "First name" (highlighted with a yellow border) and "Last name". The "Date of birth" section has a label "Date of birth" and an example "For example, 31 3 1980.", followed by three input boxes for "Day", "Month", and "Year". The "National Insurance number" section has a label "National Insurance number" and an example "For example, 'QQ 12 34 56 C'." followed by an input field.

When you start typing the relevant proceeding, available options will show as a list.

What does your client want legal aid for?

Search for legal proceedings
Select one domestic abuse or Section 8 proceeding at a time. You must select at least one domestic abuse proceeding.

[Clear search](#)

- Variation or discharge under section 5 protection from harassment act 1997
Family (Domestic abuse)
- Extend, variation or discharge - Part IV
Family (Domestic abuse)
- Non-molestation order
Family (Domestic abuse)
- Child arrangements order (contact)
Family (Children - section 8)
- Occupation order

Additional proceedings can be added.

You have added 1 proceeding

Non-molestation order [Remove](#)

Do you want to add another proceeding?

- Yes
- No

[Save and continue](#) [Save and come back later](#)

Delegated functions information can be input.

Which proceedings have you used delegated functions for?

Select all that apply.

Non-molestation order

Date you used delegated functions
For example, 01 9 2022.

Day Month Year

Child arrangements order (contact)

Date you used delegated functions
For example, 01 9 2022.

Day Month Year

or

I have not used delegated functions

Cost limits can be amended.

Cost limits

Emergency certificate

The default emergency cost limit is **£2,250**

Do you want to request a higher emergency cost limit?

Yes

Enter a new emergency cost limit

£

Tell us why you need a higher emergency cost limit

No

The means assessment

The means assessment section allows you to input all the client's financial details

Does your client own the home that they live in?

Yes, with a mortgage or loan

Yes, owned outright

No

Which bank accounts does your client have?

Select all that apply.

Current account

Enter the total in all current accounts
Include accounts with a negative balance or no money in them.

£

Savings account

or

None of these

[Save and continue](#) [Save and come back later](#)

Eligibility

You are informed of your client's eligibility as shown below.

DWP records show that your client receives a passporting benefit

[Continue](#) [Save and come back later](#)

If a contribution is due from your client, you can see how that has been calculated by clicking to show the calculation.

Dave Barr may need to pay towards legal aid

We've calculated that your client should pay £1,500.52 from their disposable capital.

You still need to provide details of the case before we can decide if they're eligible.

How we calculated your client's eligibility

[Show all sections](#)

Capital calculation

[Show](#)

The merits assessment

The merits assessment section allows you to input all the case details

Opponent details

What is the opponent's name?

Does the opponent have the mental capacity to understand the terms of a court order?

Yes

No

Has a warning letter been sent to the opponent?

Yes

No

Provide a statement of case

Your statement must include

- details of the latest domestic abuse incident
- what's happened in the case so far
- if any other parties are involved and their relationship to your client
- why the proceedings are necessary
- if anyone else might be able to fund the case

! You must provide a complete statement of case now. You cannot do it later.

Attach a file

The maximum file size is 7MB. Files must be a DOC, DOCX, RTF, ODT, JPG, BMP, PNG, TIF or PDF.

Drag and drop files here or

Upload supporting evidence

Use this page to provide optional gateway evidence.

Upload files

The maximum file size is 7MB. Files must be a DOC, DOCX, RTF, ODT, JPG, BMP, PNG, TIF or PDF.

Drag and drop files here or

Submitting the application

Once all the information has been input, you can prepare to submit the application with the standard client and provider declarations.

Confirm the following

Dave Barr agrees that:

- they've instructed David Gray LLP to represent them
- they've read the [LAA privacy policy](#)
- we can share their information with other government departments like the DWP and HMRC
- we can check their details with bank and credit reference agencies
- they may have to pay towards legal aid
- they may have to repay the legal costs if they keep or gain property or money at the end of the case (the 'statutory charge')
- the information they've given is complete and correct
- they'll report any changes to their financial situation immediately

! If they give wrong or incomplete information, do not report changes, or are found to have committed benefit fraud, they may:

- be prosecuted
- need to pay a financial penalty
- have their legal aid stopped and have to pay back the costs

I confirm the above is correct and that I'll obtain a signed declaration from my client.

Although there are several points during the application to review the information being submitted, at the end of the process, you can review everything prior to printing and submitting the application.

Non-molestation order

Is the chance of a successful outcome 50% or better?

Print your application

Print the application and get your client to sign the declaration.

You'll need to keep a copy of it on file, along with any evidence you used to determine your client's financial situation.

You may need to show this if you're audited by the LAA in the future.

Once you have completed your application via Apply, you can make any further amendments to the certificate via the Client and Cost Management System (CCMS). You obtain the CCMS reference on the completed screen as shown below.

Application for civil legal aid certificate

[Print application](#)

Client: Dave Barr
LAA reference: L-B4T-V5L
CCMS reference: B00001346834

Client details

First name	Dave
Last name	Barr