



Legal Aid  
Agency

# Special preparation

## Submit a claim on CCD

1. Sign in.
2. Select 'START A CLAIM'.
3. Select 'LITIGATOR FINAL FEE' and click 'CONTINUE'.
4. Select correct provider number and complete all fields in the 'CASE DETAILS' section.
5. Click 'SAVE & CONTINUE'.
6. Complete all fields in the 'DEFENDANT DETAILS' section.
7. Click 'SAVE & CONTINUE'.
8. Complete 'OFFENCE CLASS' details using the drop-down menus.
9. Click 'SAVE & CONTINUE'.
10. Complete ALL fields in the 'GRADUATED FEES' section.
11. Click 'SAVE & CONTINUE'.
12. In the 'MISCELLANEOUS FEES' section select 'SPECIAL PREPARATION'.
13. Use the link provided to download and complete the special preparation form.
14. Enter the pre-VAT value of your claim.
15. Click 'SAVE & CONTINUE'.

16. Complete 'DISBURSEMENT DETAILS' if applicable.
17. Click 'SAVE & CONTINUE'.
18. Complete 'TRAVEL EXPENSES' if applicable.
19. Click 'SAVE & CONTINUE'.
20. If you are claiming electronic evidence as part of the graduated fee or special preparation, tick 'YES' in the 'DISK EVIDENCE' section.
21. Upload all relevant supporting evidence - use the checklist.
22. Complete the 'ADDITIONAL INFORMATION' section as necessary.
23. Click 'SAVE & CONTINUE'.
24. Check your claim and click 'SAVE & CONTINUE'.
25. Complete the 'CERTIFICATION' section.
26. Click 'CERTIFY & SUBMIT'.