

September 2017

## **Note to Representative Bodies- Crown Court Defence online billing to be mandatory**

### **What is Claim for Crown Court Defence (CCD)?**

CCD is the online service by which Advocates' Graduated Fee Scheme (AGFS) and Litigators' Graduated Fee Scheme (LGFS) claims can be submitted.

### **When is this happening?**

CCD will be mandatory for AGFS and LGFS billing from 31 October 2017.

Consideration will be given to accepting AGFS and LGFS paper bills in exceptional circumstances for 2 months up until 31 December 2017.

### **What do I need to do?**

All providers are asked to switch to submitting claims electronically as soon as possible to prevent unnecessary delay to the processing of claims.

Signing up is quick and easy, a nominated user from the firm or chamber needs to provide the following information to [crowncourtdefence@legalaid.gsi.gov.uk](mailto:crowncourtdefence@legalaid.gsi.gov.uk)

Name
Role – i.e. Clerk/Advocate/Litigator
Chamber/Firm name
LAA supplier number
VAT status
Email address

Once the request has been received, the account will be set up within 5 working days of receipt. Login details will be sent via email, and the user will receive a temporary password which may be changed upon log in. The user can then set up multiple log ins for their chamber/firm as required.

### **What support is available?**

- [A quick user guide](#)
- [Frequently asked questions](#)
- [Online WebEx training on how to use CCD](#)

### **Further information**

For further information, please visit <https://www.gov.uk/government/publications/simplifying-criminal-legal-aid-processing> or contact [crowncourtdefence@legalaid.gsi.gov.uk](mailto:crowncourtdefence@legalaid.gsi.gov.uk)