



Legal Aid  
Agency

# Introduction to Apply

## A first look at Apply for civil legal aid service

Apply is a modern processing service for legal aid applications. The service 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 current functionality within Apply for civil legal aid, showing the simple and efficient way that applications can be submitted.

### **When Apply for civil legal aid can be used**

You can use the Apply for civil legal aid service for Special Children Act proceedings, Public Law Family, Domestic Abuse and Section 8 proceedings.

You cannot use the Apply for civil legal aid service in the following circumstances:

- For an emergency application, unless delegated functions are used
- The client is self-employed



## A look at the screens

### The start of the application

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

The screenshot shows the 'Declaration' screen. At the top, there is a blue banner with the text 'BETA 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: '• your client has instructed you to represent them', '• you'll go through all parts of the application with your client', '• you've told your client they may need to repay the legal costs if they keep or gain property or money at the end of their case (the 'statutory charge')', and '• you'll provide complete and correct information'. A green button labeled 'Agree and continue' is positioned below the list. The footer contains links for 'Contact', 'Feedback', 'Cookies', 'Privacy policy', 'Accessibility statement', and 'Terms and conditions', along with 'MOJ Digital Services'. It also includes the 'OGL' logo and text stating 'All content is available under the [Open Government Licence v3.0](#) except where otherwise stated', and the '© Crown copyright' logo.

### Client details

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

The screenshot shows the 'Enter your client's details' screen. The title is 'Enter your client's details'. Under the heading 'Name', there are two text input fields: 'First name' and 'Last name'. Below these is the question 'Has your client ever changed their last name?' with a subtext 'For example, through marriage or deed poll'. There are two radio button options: 'Yes' and 'No'. Under the heading 'Date of birth', there is a subtext 'For example, 31 3 1980.' and three text input fields for 'Day', 'Month', and 'Year'. At the bottom, there are two buttons: a green 'Save and continue' button and a grey 'Save and come back later' button.

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 proceeding at a time. You can choose more later.

[Clear search](#)

☐

Adoption - not being held in family proceedings court  
Public law family (PLF), family

☐

Protection from harassment act 1997 under section 5 - vary or discharge  
Domestic abuse (DA), family

☐

Part IV - extend, vary or discharge  
Domestic abuse (DA), family

☐

Secure accommodation order  
Public law family (PLF), family

Additional proceedings can be added:

## You have added 1 proceeding

Non-molestation order  
Domestic abuse (DA), family

[Remove](#)

**Do you want to add another proceeding?**

You will only be shown the proceedings that can be added to the ones you have selected.

☐ Yes

☐ No

Save and continue

Save and come back later

Delegated functions information can be input:

Proceeding 1 of 2

## Non-molestation order

Have you used delegated functions for this proceeding?

☒ Yes

**Date you used delegated functions**

For example, 18 1 2025.

Day    Month    Year

☐ No

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

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 they usually live in?

This is where your client normally lives, even if they have temporarily left their home due to domestic abuse.

☐ Yes, with a mortgage or loan

☐ Yes, owned outright

☐ No

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

### 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](#)

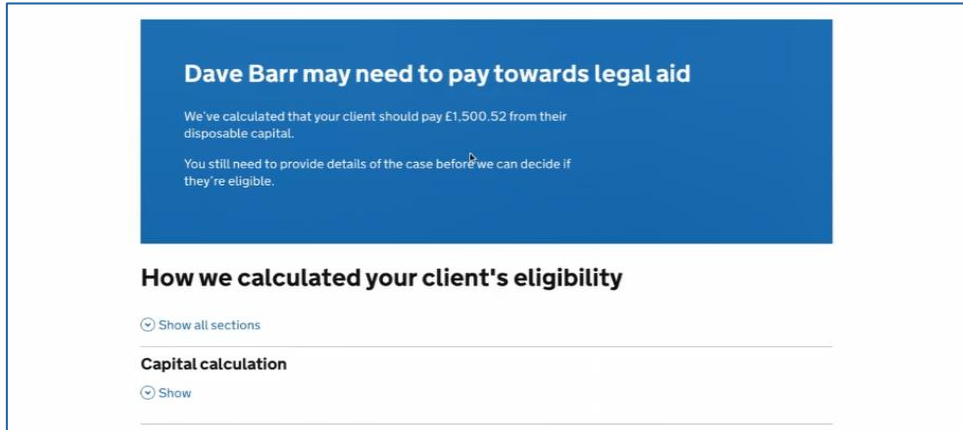
## Eligibility

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**

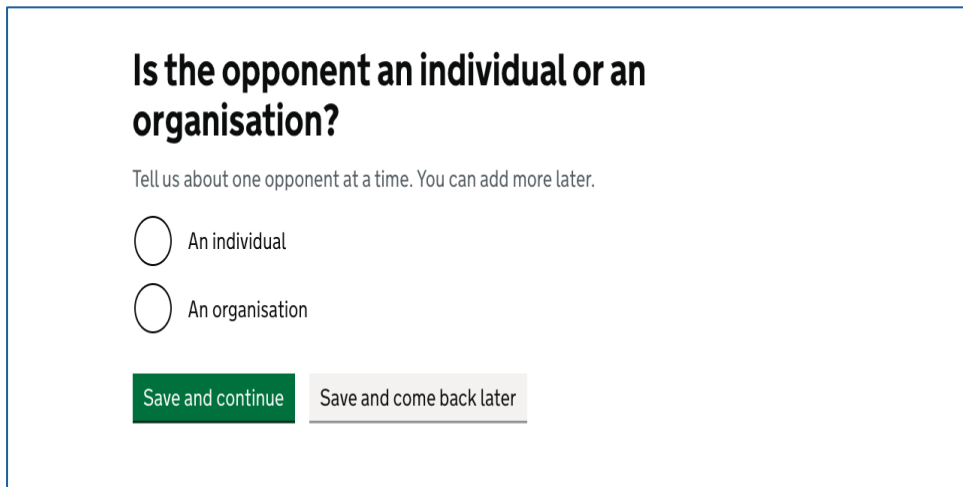
[Show all sections](#)

**Capital calculation**

[Show](#)

## The merits assessment

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



**Is the opponent an individual or an organisation?**

Tell us about one opponent at a time. You can add more later.

☐ An individual

☐ An organisation

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

## 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 [Choose files](#)

## 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 [Choose files](#)

[Save and continue](#)

[Save and come back later](#)

## 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

Test Applicant agrees that:

- they've instructed \*Test Firm Name\* to represent them
- they've read the [LAA privacy policy](#)
- we can share their information with other government departments like 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 get a signed declaration from my client

Save and continue

Save and come back later



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

Save and continue

Save and come back later



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:

## 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.

Print application

Submit and continue

Save and come back later

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