# Nil Submissions

## Introduction

If you have no work to report in a submission period, you must still complete a monthly submission. This is referred to as a 'nil submission'.

For example the Submission List displays the JUL-2012 submission period. You have no work to report for July 2012 but need to start reporting work for August 2012. You must therefore complete a nil submission for JUL-2012 submission before you can start the AUG-2012 submission.

## Completing a Nil Submission

- Go to Submission List.
- Choose to update the relevant submission.
- The Submission Details screen will be displayed. As you have no outcomes to report, click Next to move to Step 2.
- You will be directed to the Submission Review screen. Click Next to move to Step 3.
- The Submission Summary screen will be displayed. Enter any New Matter Starts (Legal Help and Mediation) and CLR data (Immigration Only).
- Click Submit to complete the nil submission.
- Click Yes to confirm that you want to submit the submission to the LAA for processing.
- The Submission Results are shown to confirm your nil submission. Click on the link to return to Submission List.