

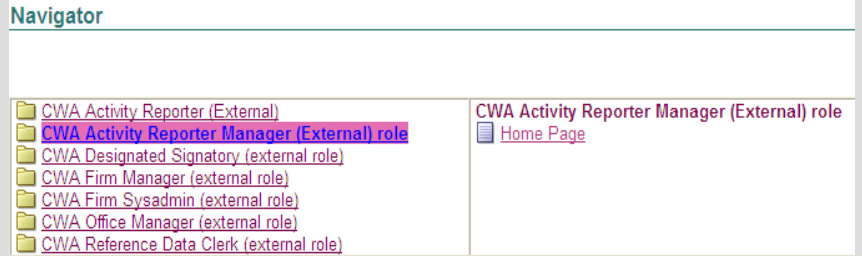


Contracted Work & Administration (CWA) Quick Guides

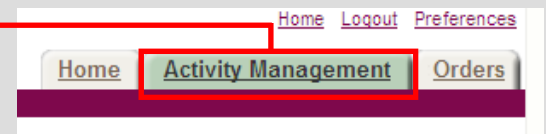
Viewing Previous Submissions

Access Activity Management

Once you have logged in to CWA via the Online Portal you will need to choose the **CWA Activity Reporter Manager** role, **CWA Activity Reporter** role or **CWA Firm/Office Manager** role.



Click on the 'Activity Management' tab.



You can then see the list of your previous submissions by clicking on 'Previous Submission' from the menu.

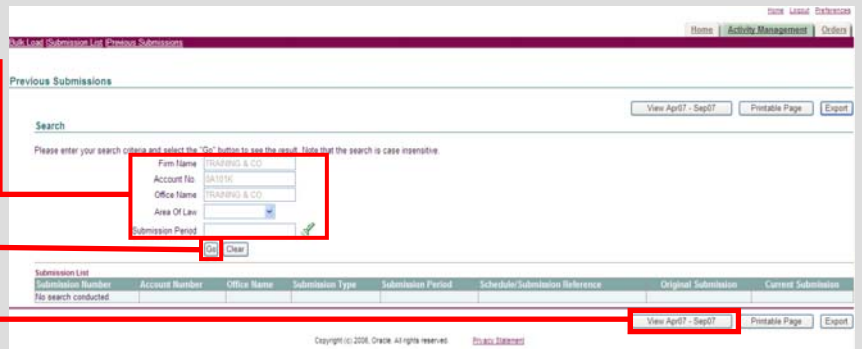


Searching for Previous Submissions

You can view particular submissions by entering information into the different fields and clicking 'Go'

Alternatively if you wish to view all your submissions simply leave the fields blank and click 'Go'.

If you wish to view submissions between April 2007 and September 2007 you will need to click on the 'View Apr07 - Sep07' button.



Previous Submissions

Once you have run your search you will see all the submissions matching the required criteria.

Click on the icon relating to the submission that you would like to view.

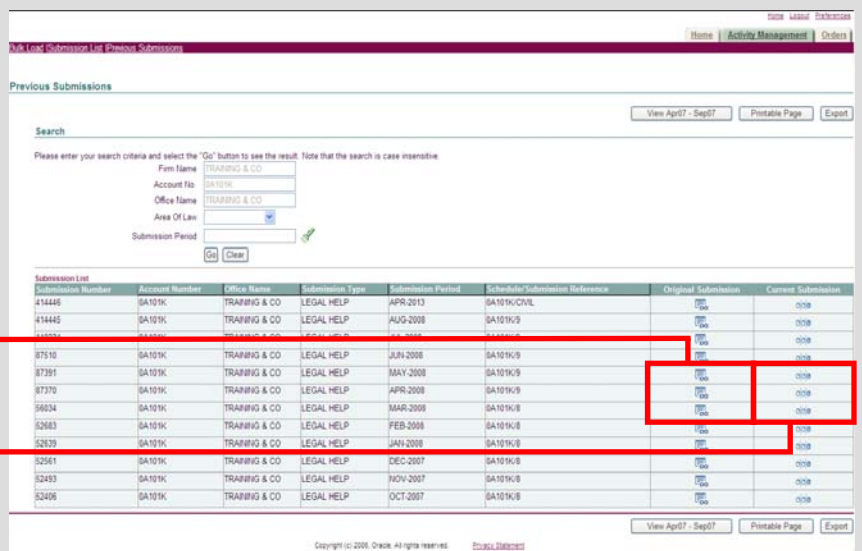
Original Submission:

This shows the original submission before any amendments have been made by the LAA.



Current Submission:

This shows the submission as it currently stands, including details of any amendments made by the LAA.



Original Submission

CLR Information **Outcome Pricing Details** **Printable Page** **Export** **Save**

Firm Name: TRAINING & CO
 Account Number: 0A101K
 Office: TRAINING & CO

Submission Period: APR 2013
 Schedule/Submission Reference: 0A101K/CIVIL
 Submission Type: LEGAL HELP

Summary

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Counsel Costs	Total Reported Costs
7	£ 2,816.54	£ 324.70	£ 0.00	£ 3,141.24

Total Submission Value: £ 1,998.10

Matter Starts

Category of Law	Schedule Reference	Procurement Area	Access Point	Delivery Location	New Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Shropshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Wakefield	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0
Actions Against the Police/Public Body	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humber	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Actions Against the Police/Public Body		Transferred Case	Transferred Case		0
Clinical Negligence		Transferred Case	Transferred Case		0
Residual/Miscellaneous	0A101K/2013/15	Tolerance			0
Residual/Miscellaneous	0A101K/SCC/15	Tolerance			0
Total					0

Outcomes

Case Reference	UFH	UCN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Esc.	Status	View Outcome
53198	011012/006	11071983/K/MAH/Kim	Mann	Mann	FAMD FAPP/FB	FW	FW	£ 103.20			
53606	071111/001	27051947/D/DIX/DIANE	DIXON	DIXON	MPER N/HH/NA	NH	NH	£ 284.00			
53459	080812/001	25091984/S/GIBS/SARAH	GIBSON	GIBSON	FAMC FADV/FB	FC	FC	£ 103.20			
53435	091012/001	18081983/M/TAYL/MICHAEL	TAYLOR	TAYLOR	FAMK FADV/FB	FC	FC	£ 352.80			

CLR Information **Outcome Pricing Details** **Printable Page** **Export**

Summary: The Total Reported Costs and Total Submission Value.

New matter starts and for **controlled work reported**. (Please note criminal submissions will not see new matter start data, only the controlled work reported.)

Outcome details: You can view the full outcome details by clicking on the 'View Outcome' icon.

Export: This exports the data on the current page in a CSV file which can be viewed in Excel.

CLR Information: Immigration Providers can view the CLR data for the submission period.

Outcome Pricing Details: Here you can see details of how the outcome value was obtained. Including the value of the fixed fee and the fee scheme.

Current Submission

CLR Information **Outcome Pricing Details** **Printable Page** **Export**

Firm Name: TRAINING & CO
 Account Number: 0A101K
 Office: TRAINING & CO

Submission Period: APR 2013
 Schedule/Submission Reference: 0A101K/CIVIL
 Submission Type: LEGAL HELP

Summary

Number of Outcomes	Total Reported Profit Costs	Total Reported Disbursement Costs	Total Reported Counsel Costs	Total Reported Costs
7	£ 2,695.72	£ 324.70	£ 0.00	£ 3,020.42

Total Submission Value: £ 1,998.10

Matter Starts

Category of Law	Schedule Reference	Procurement Area	Access Point	Delivery Location	New Matter Starts
Debt	0A101K/2013/15	Staffordshire	No Access Point		0
Family	0A101K/2013/15	Shropshire	Telford & Wrekin		0
Housing	0A101K/2013/15	Wakefield	No Access Point		0
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0
Actions Against the Police/Public Body	0A101K/SCC/15	Merseyside	No Access Point		0
Clinical Negligence	0A101K/SCC/15	Yorkshire and Humber	No Access Point		0
Mental Health	0A101K/SCC/15	ECF Matter	ECF Matter		0
Actions Against the Police/Public Body		Transferred Case	Transferred Case		0
Clinical Negligence		Transferred Case	Transferred Case		0
Community Care		Transferred Case	Transferred Case		0
Consumer General Contract		Transferred Case	Transferred Case		0
Debt		Transferred Case	Transferred Case		0
Residual/Miscellaneous	0A101K/2013/15	Tolerance			0
Residual/Miscellaneous	0A101K/SCC/15	Tolerance			0
Total					0

Outcomes

Case Reference	UFH	UCN	Client Forename	Client Surname	Matter Type	Stage Reached	Outcome for Client	Value	Esc.	Status	Revision History	View Outcomes
53459	080812/001	25091984/S/GIBS/SARAH	GIBSON	GIBSON	FAMC FADV/FB	FC	FC	£ 103.20				
53198	011012/006	11071983/K/MAH/Kim	Mann	Mann	FAMD FAPP/FB	FW	FW	£ 103.20				
53413	190412/001	14041983/D/ADAM/DAVID	ADAMS	ADAMS	IMLB/IRVL/IE	IE	IF	£ 726.30				
53576	160611/003	10041984/U/DAVI/JAYNE	DAVIS	DAVIS	MMN/N/HH/NB	NB	NG	£ 325.40				
53231	010812/002	11071976/R/ASH/RAHANIA	ASHF	ASHF	FAMD FAPP/FB	FW	FW	£ 103.20				
53435	091012/001	18081983/M/TAYL/MICHAEL	TAYLOR	TAYLOR	FAMK FADV/FB	FC	FC	£ 352.80				

CLR Information **Outcome Pricing Details** **Printable Page** **Export**

The **Current Submission** shows the submission as it currently stands. If no amendments have been made post submission then it will be the same as the original submission.

If amendments are required these can be made by using a **Claim Amendment Form**: <http://www.justice.gov.uk/legal-aid/submit-claim/cwa-online-claims>, scroll down to the required xls form, complete and email to: **PA-ClaimAmend@legalaid.gsi.gov.uk**

You can view details of the amendment by clicking on the **Revision History** icon.