

Submit a Bulk Claim

The Submit a Bulk Claim (SaBC) service (replacing the old CWA system for controlled work) went live on **4 February**.

You need to use SaBC to upload January submission, **by 17 February**. The LAA says this early deadline is to allow the processing time required to ensure payments are made on time at the start of March. No further changes to the standard monthly deadline of the 20th are expected in 2026.

Monthly submissions via the contingency process ended on 20 January, and all future submissions must be via SaBC.

The SaBC service is available daily between 7am – 9:30pm. Users who have tried to submit outside of these times before might have had the error message ‘a technical error occurred’, accompanied by a failed submission. This error only occurs outside standard operating hours. The LAA advises that you should resubmit when the service opens.

If you use the ‘bulkload’ spreadsheet please use version 1.39, available here [Submit a Bulk Claim \(SaBC\) - GOV.UK](#). The LAA advises providers not to copy data between different versions of the bulkload spreadsheet. Old versions have the option “Family Help & Care Proceedings” including the ampersand character (&). v1.39 replaces this with “and”. Therefore, if data is copied and pasted from an older version the claim lines containing “&” will not be in the export file.

Deadlines and key dates for contingency period claims

You must upload your submissions from April to December 2025. These should be uploaded by 20 March 2026.

You should upload a submission for each individual month (one file per office and per area of law). This will aid the reconciliation of your accounts as the LAA will be able to identify which (if any) months differ between amounts requested via contingency, and the value of the subsequent claims reported. It will also help you in reconciling contingency payments received and enable quick identification of any significant, unexpected discrepancies.

Once submissions are uploaded, a review will take place in April 2026 before any reconciliation takes place, and providers will be supplied with confirmation of any difference in value between contingency submissions and actual submissions by their Contract Manager. Your Contract Manager will reach out for a discussion where there are significant differences in the figures and there will be an opportunity to rectify any issues or omissions.

Final reconciliation will take place on the payment due 4 May 2026.

Guidance

To guide users through the new service and ensure they are ready to submit through SaBC the LAA have prepared:

- [Submit a Bulk Claim \(SaBC\) - GOV.UK](#) has been updated with all the relevant information.
- Guidance documents and FAQs on the website have also been updated.
- Weekly webinars throughout January and February will be available for you to sign up to shortly.
- A recorded system walkthrough on the LAA Training website, here:

Civil - legallaidlearning.justice.gov.uk/submit-a-bulk-claim-civil/

Crime - legallaidlearning.justice.gov.uk/submit-a-bulk-claim-crime

The LAA strongly encourages you to access the system as soon as possible to ensure that you know how to use it (utilising the guidance, videos and webinars if unsure) and that log in details work. Submissions not made via SaBC will not be paid.

If you have questions not covered in the FAQs or webinars, or experience any technical issues please contact SubmitABulkClaimQueries@justice.gov.uk as soon as possible so that the LAA can support you in meeting the submission deadline.