

# Legal Aid is going digital

## LAMS Training

The Legal Services Agency Northern Ireland is introducing a new digital Legal Aid Management System (LAMS) in April 2019.

When LAMS comes into operation the Agency will only accept online applications and requests. Paper applications and payment requests will no longer be accepted.

As we approach the go-live of LAMS, the Legal Services Agency is offering a total of 60 half-day overview training sessions for solicitors and their staff during February and March.

### What does the training cover?

The course will be delivered by professional BT trainers. The training objective is to provide hands-on experience of using LAMS and give you an understanding of its relevance to you as a legal aid supplier. The training covers:

- Getting started on LAMS
- Submitting requests, such as applications and payment requests
- Searching for and viewing cases
- Keeping up-to-date with the progress of requests, such as applications and payments
- Communications between practitioners and the Legal Services Agency using LAMS



# LAMS Training

## Who can attend?

**Two places are available per solicitors' practice.** You may wish to nominate one solicitor and one member of your administrative staff.

Places are likely to fill up fast and will be allocated on a first-come-first-served basis.

**To secure a place at least one solicitor in your firm must have created his or her digital account on LAMS as that firm's account administrator.** Please pick up one of our leaflets or go to our [website](#) for more information on how to do this.

**There is no charge for this course.**

## How do I book places?

Please email [lamstraining@lsani.gov.uk](mailto:lamstraining@lsani.gov.uk) with the names of your nominated attendees, the name of your solicitor firm, and your preferred dates and times. We will endeavour to facilitate your first preferences, but please supply alternatives.



More information about LAMS and what you need to do to get ready, is available on our web site at [www.justice-ni.gov.uk/topics/legal-aid/digitisation-legal-aid](http://www.justice-ni.gov.uk/topics/legal-aid/digitisation-legal-aid)

## When and where?

Courses will take place on the dates at the locations shown below. Unless otherwise indicated, there will be two courses on each day (one starting at 9.30am and one at 1.30pm).

**Belfast**  
BT Riverside Tower  
5 Lanyon Place  
Belfast BT1 3BT

**Derry/Londonderry**  
Orchard House  
40 Foyle Street  
Londonderry BT48 6BQ

**Dungannon**  
Dungannon Library  
36 Market Square  
Dungannon BT70 1JD

**Newry**  
Southern Regional College  
Patrick Street  
Newry BT35 8DN

Monday 11 February Belfast

Tuesday 12 February Belfast

Wednesday 13 February Belfast

Thursday 14 February Belfast

Friday 15 February Belfast

Monday 18 February Newry

Tuesday 19 February Belfast

Tuesday 26 February Belfast

Wednesday 27 February Derry/Londonderry

Thursday 28 February Belfast

Friday 1 March Dungannon

Monday 4 March Derry/Londonderry

Tuesday 5 March Belfast

Wednesday 6 March Belfast

Thursday 7 March Belfast

Friday 8 March Belfast

Monday 11 March Belfast

Wednesday 13 March Belfast

Thursday 14 March Belfast \*

Tuesday 19 March Belfast

Wednesday 20 March Belfast

Thursday 21 March Belfast \*

Friday 22 March Dungannon

Tuesday 26 March Belfast \*

Wednesday 27 March Belfast

Thursday 28 March Belfast

Friday 29 March Belfast

\* There will be 4 courses held on these dates (2 morning sessions and 2 afternoon sessions).