

Solicitors

Legal Aid is going digital

Step2: Create a digital account on LAMS

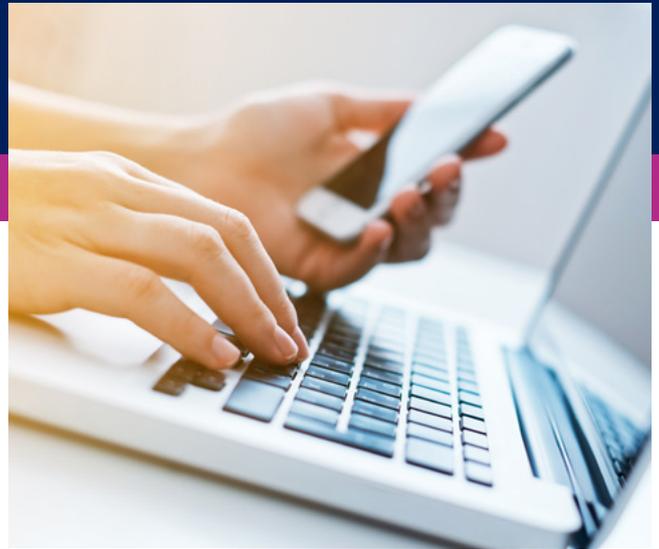
The Legal Services Agency's new case management system (LAMS) will open for digital account creation for solicitors on **15 January 2019**.

You must create the necessary account(s) if you wish to deliver legal aid from April 2019.

Each solicitor firm must designate a solicitor as its **account administrator** to create and maintain the firm's business account on LAMS. This person must initially create his or her individual supplier account and, when this is approved, must create the business account on LAMS. We recommend that account administrators create their individual supplier accounts by 22 February and business accounts by 8 March to enable current cases to be attached to your business account in LAMS before go-live in April. (Please note that you must await confirmation from the Agency that your supplier account has been approved before you can create the business account.)

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





Solicitors

Who needs to create a LAMS digital account?

- All **solicitors** wishing to undertake legal aid work from April 2019 must create an individual ‘supplier account’.
- Every **solicitor practice** must designate one of its **solicitors** as an **account administrator**. This person must initially create an individual supplier account and, when this is approved, create a ‘business account’.
- All **practice staff** who will access and input to LAMS must create an ‘other employee account’.

Remember that solicitors and practice staff must have an nidirect account before they can create a digital LAMS account and thereafter LAMS will always be accessed via your nidirect account. If you haven’t got an nidirect account, go to www.justice-ni.gov.uk/topics/legal-aid/digitisation-legal-aid to find out what to do. (Note that there is a different procedure for practice staff than for solicitors.)

What is an account administrator?

Every solicitor business must designate an account administrator to create and manage its business account. Responsibilities of this role include entering bank account details, attaching individual solicitors and employees to the business, and thereafter maintaining and modifying the business details (e.g. adding or removing solicitors, changes in relation to bank account).

What information and documents do I need to create a LAMS digital account?

Solicitors to create a supplier account	Account administrators to create a business account	Solicitor practice staff to create an other employee account
<p>Email address, password and the memorable word you used to create your nidirect account.</p> <p>A digital copy of your practising certificate for the year ending 5 January 2019 or 5 January 2020.</p>	<p>Your business’s bank account details.</p> <p>A digital copy of your business’s VAT certificate (if you are registered for VAT). For further information refer to LSA Circular 01/19.</p> <p>A digital copy of your completed self-billing agreement (if you are opting into self-billing). For further information refer to LSA Circular 01/19.</p>	<p>Email address and password you used to create your nidirect account.</p> <p>No documents needed.</p>

How do I create a LAMS digital account?

<p>Make sure you have already created your nidirect account. If you haven’t got an nidirect account, go to www.justice-ni.gov.uk/topics/legal-aid/digitisation-legal-aid to find out what to do.</p> <p>Make sure you have the necessary documentation to hand (see above).</p> <p>Go to www.nidirect.gov.uk/solicitor-or-barrister-legal-aid-account, enter the email address and password you used to create the account and log in to your nidirect account.</p> <p>Select ‘create supplier account’ and complete.</p>	<p>Make sure you have created your individual supplier account and been approved.</p> <p>Make sure you have the necessary documentation to hand (see above). You will also need your LSA firm code.</p> <p>Sign in to your LAMS account via your nidirect account.</p> <p>Select ‘create business account’ and complete.</p>	<p>Make sure you have already created your nidirect account.</p> <p>If you haven’t got an nidirect account, go to www.justice-ni.gov.uk/topics/legal-aid/digitisation-legal-aid to find out what to do. (Note that there is a different procedure for practice staff than for solicitors, with no requirement to present ID.)</p> <p>Go to www.nidirect.gov.uk/employee-legal-aid-account, enter the email address and password you used to create the account and ‘sign in’ to your nidirect account.</p> <p>Select ‘create other employee account’ and complete.</p>
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Step-by-step user manuals are available at www.justice-ni.gov.uk/publications/lani-lams-guidance