CJA – How to submit an criminal justice ABWOR application

Introduction

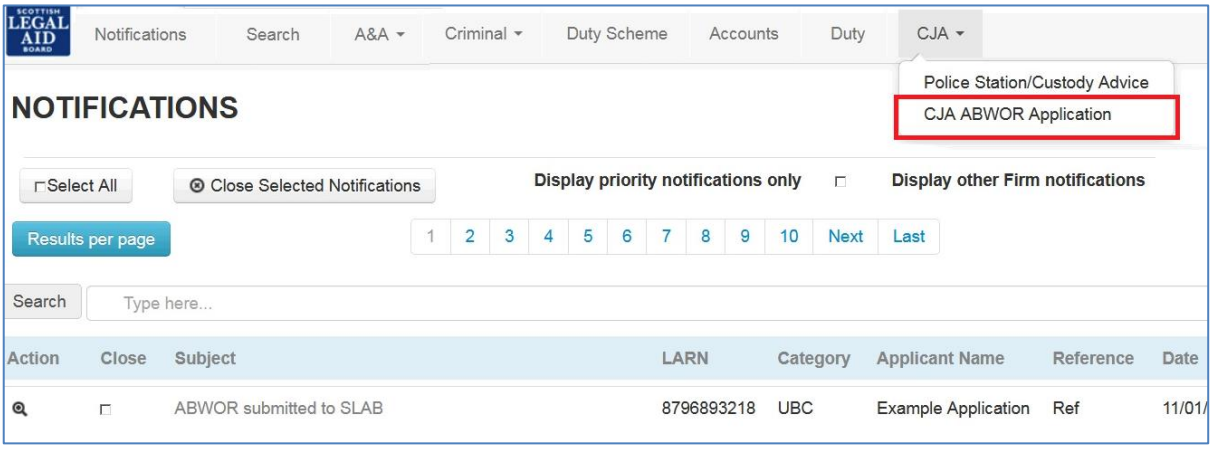
In this topic we are going to look at how to submit a CJA ABWOR application.

- **Caution**

The Legal Aid Online screens used in this topic are simply for explaining the system's functionality and therefore do not demonstrate any sequential process.

Criminal Justice ABWOR Application

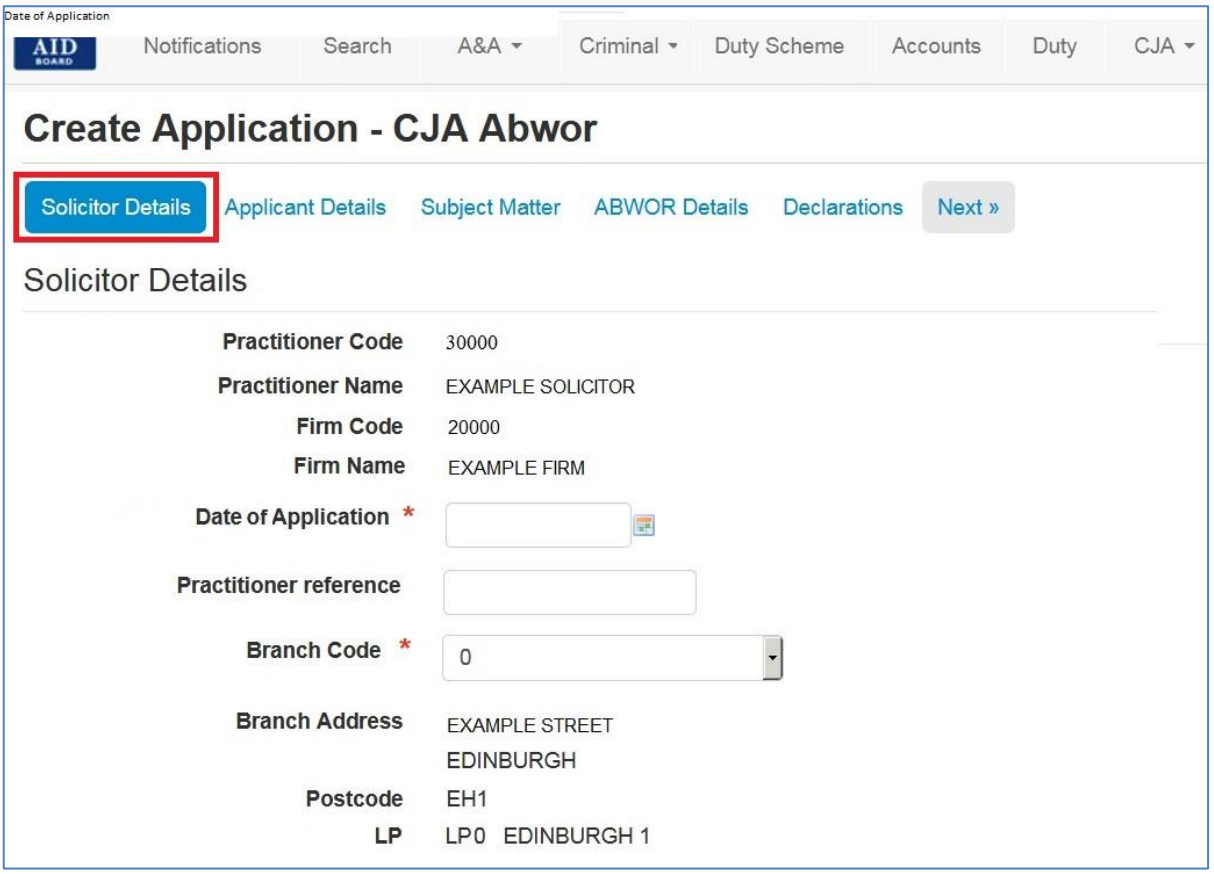
To create a CJA ABWOR application, click on the 'CJA' tab and then select 'CJA ABWOR Application'.



Solicitor Details

You should complete the mandatory fields marked '*'. You can then proceed to the next tab.

You can use the tabs to navigate and move to the next screen. The tabs remain visible, regardless of the device you are using or if you have scrolled to the bottom of the screen.



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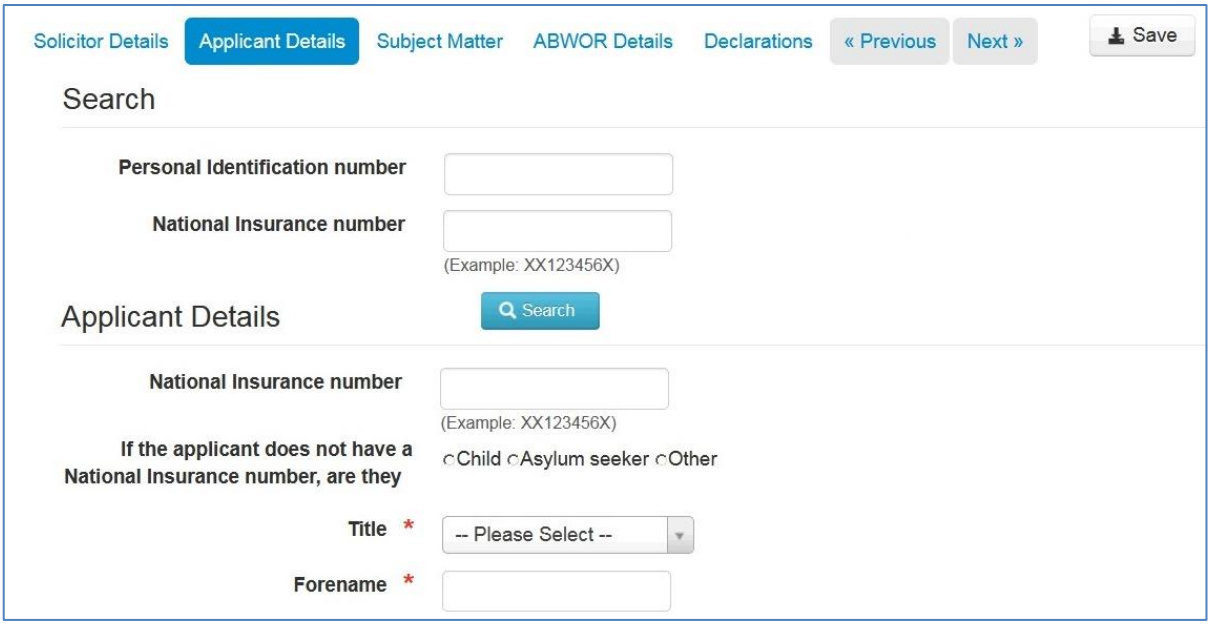
Applicant details

If the client has previously been granted A&A/ABWOR you can retrieve the details entered in the previous application by entering either the personal identification number or national insurance number and then selecting 'Search'.

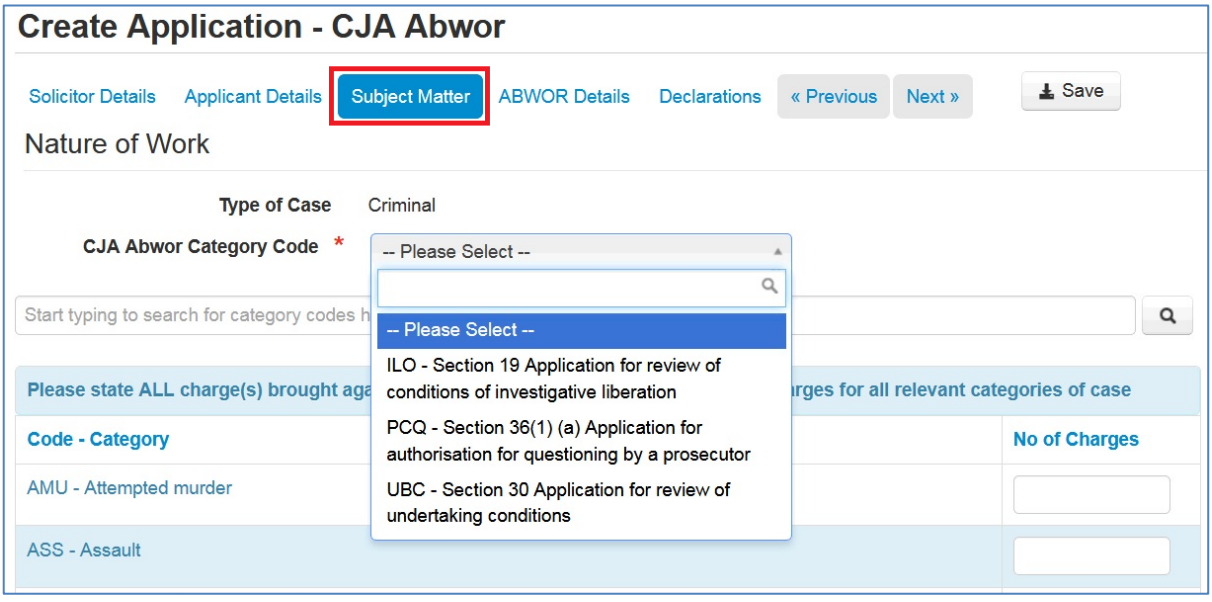
This will populate the client's details which you can then edit.



Subject matter

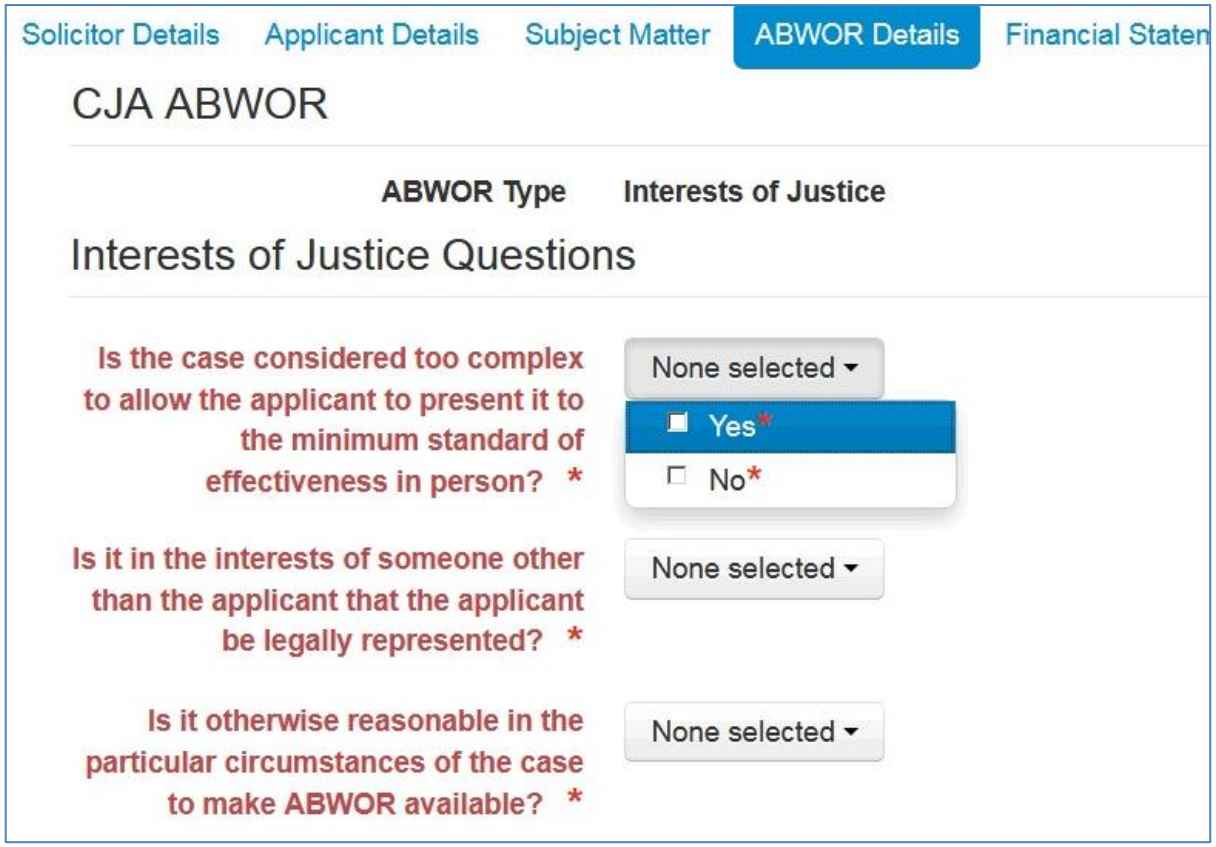
You should select the CJA Abwor Category code from the drop down list.

You can then search for the charge category by either entering the subject in the search bar or by scrolling down the list of categories.



ABWOR Details

To proceed you must answer all the mandatory interests of justice questions. You will not be able to submit the application unless you are able to answer 'Yes' to at least one of the questions.



Declaration

You should complete the declaration and complete the questions relating to verification of income and capital.

One you have completed the application select 'submit'.

If you need to exit the application you must remember to select 'save' to save the draft application.

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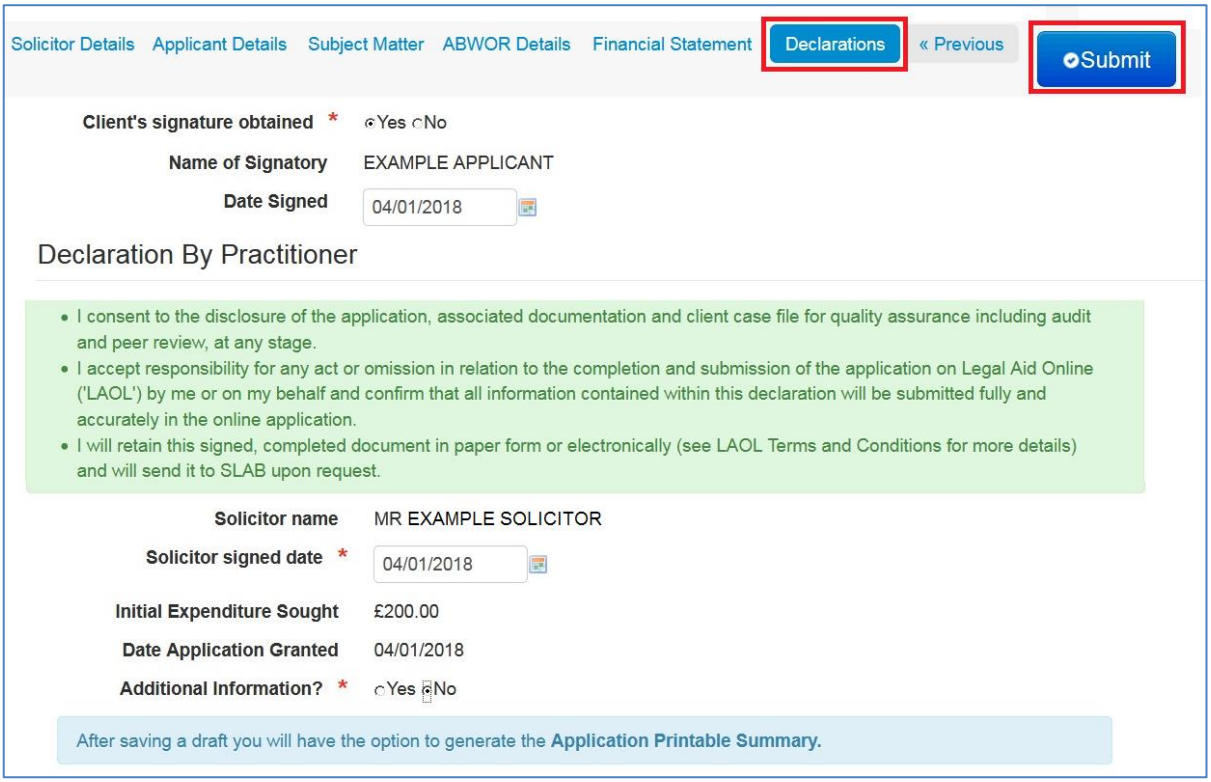
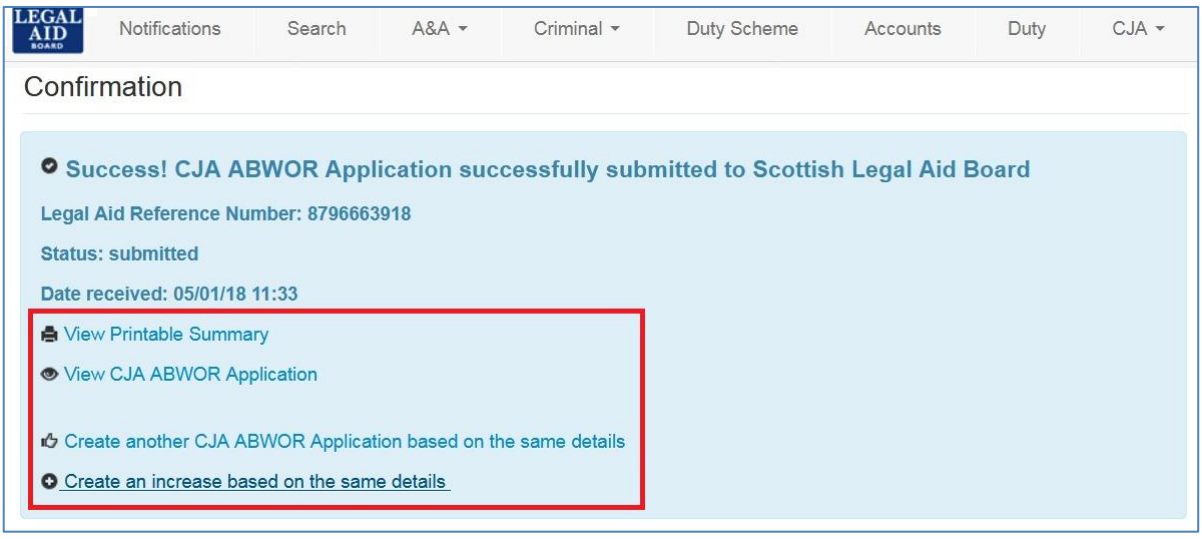


Confirmation

You will receive confirmation that your application has been successfully submitted. From this screen you have the option to:

- View Printable Summary
- View CJA ABWOR Application
- Create another CJA ABWOR application
- Create an increase



You have now completed this topic. You should return to the main menu if you wish to look at other topics.

What's next?

Now that you have completed this topic, you can:

- save it to an appropriate hard drive, network location or memory stick.
- print it out.

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