

# LSA Circular 10/26

30 June 2026

Dear Practitioner,

## Introduction of expense line numbering for LAMS payment requests

The Legal Services Agency (LSA) is pleased to advise that it will be introducing new functionality to its case management system LAMS which will be available from 1 July 2026.

### 1. Details of new functionality

- 1.1 Currently, when a practitioner adds expense lines to a payment request, these are displayed without the rows being numbered.
- 1.2 New functionality has been added to LAMS which will now number the expense lines as they are entered.

|   |                         |
|---|-------------------------|
| <b>1 - Hearing (including any Preliminary Hearings)</b> |                         |
| <b>Date</b>   | <b>Quantity claimed</b> |
| 15 May 2026   | 03:00                   |
| <a href="#">▶ Show/hide details</a>                     |                         |
| <b>2 - Preparation</b>                                  |                         |
| <b>Date</b>   | <b>Quantity claimed</b> |
| 15 May 2026   | 01:00                   |
| <a href="#">▶ Show/hide details</a>                     |                         |
| <b>3 - Hearing (including any Preliminary Hearings)</b> |                         |
| <b>Date</b>   | <b>Quantity claimed</b> |
| 16 May 2026   | 02:30                   |
| <a href="#">▶ Show/hide details</a>                     |                         |

- 1.3 If a supplier deletes an expense line prior to submission, the original number sequencing is retained and the line number relating to the deleted line removed. The line numbers are NOT reallocated. Similarly, if the functionality to re-sort the fee line is used the original line numbers are retained. The example below shows the effect of deleting expense line 2.

|   |                           |
|---|---------------------------|
| <b>1 - Hearing (including any Preliminary Hearings)</b> |                           |
| <b>Date</b>   | <b>LOR/Expense code</b>   |
| 15 May 2026   | Solicitor / HPH           |
| <b>Assessed quantity / time</b>                         | <b>Assessed total (£)</b> |
| 03:00   | £190.14                   |
| <b>Qualification date</b>                               | <b>Representative</b>     |
| 15 Oct 1996   | Max Murphy                |
| <a href="#">▶ Show/hide details</a>                     |                           |
| <b>3 - Hearing (including any Preliminary Hearings)</b> |                           |
| <b>Date</b>   | <b>LOR/Expense code</b>   |
| 16 May 2026   | Solicitor / HPH           |
| <b>Assessed quantity / time</b>                         | <b>Assessed total (£)</b> |
| 02:30   | £158.45                   |
| <b>Qualification date</b>                               | <b>Representative</b>     |
| 15 Oct 1996   | Max Murphy                |
| <a href="#">▶ Show/hide details</a>                     |                           |

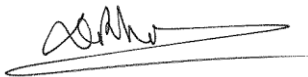
- 1.4 If a payment request is queried back to the supplier, LSANI staff will now refer to the line number for ease of reference. Suppliers will also be able to refer to a line number if requesting a review or redetermination.
- 1.5 Payment requests, both in draft on the supplier side and already determined by LSANI will also display the numbered expense lines.

## 2. LAMS guidance, help and support

- 2.1 If you are unable to use this new functionality, telephone support is available on 028 9040 8888 between 9am and 5pm Monday to Friday

(excluding Bank and Public Holidays). If the issue cannot be resolved during the call, details will be logged and the issue escalated to the LAMS Support Team. You should provide details of the issue you are facing. The Support Team will prioritise issues referred to them and will contact you by telephone or email to assist you in resolving the issue.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Paul Andrews', with a long horizontal line underneath it.

**Paul Andrews**  
**Chief Executive**