

LSA Circular 05/24

28 May 2024

Dear Practitioner,

LAMS Reregistration of Individual and Business Accounts

This Circular announces that the annual reregistration process for users of LAMS will take place **during the month of June 2024**. All suppliers must reregister during June if they wish to continue to submit applications on LAMS. In addition, account administrators must reregister all businesses in June.

In advance of reregistration solicitor businesses should ensure that the individual(s) who hold the role of Account Administrator in their business is appropriate and that the Account Administrator can access their LAMS account. If there are any issues with the business Account Administrator role these should be raised in advance of registration by emailing the LSANI Registration Scheme team at RegistrationScheme@lsani.gov.uk.

Solicitor businesses may wish to consider having more than one Account Administrator in their business as this will ensure that a number of solicitors can manage and reregister the business account in LAMS.

1. When do I need to reregister?

- 1.1 Reregistration of **all suppliers** will take place between **1 and 30 June 2024**. You will be required to review the details held in your individual account, confirm or update your details, including your contact details, and upload a copy of your most recent practising certificate. Solicitors who are currently registered as Children Order Panel members should confirm their appointment to the panel. If they have withdrawn from the Panel they should upload a clarification document with the reregistration application.

2. What is required of account administrators?

- 2.1 If you are an Account Administrator of a business (this applies to **all** Barristers and to every Solicitor so designated within the firm) you will also be required to reregister your business. You will need to review your business contact details, including all offices associated with your business, details of who is attached to your business, your business bank account details and if appropriate self - billing arrangements. However, ***if there is a need to amend any of these details this cannot be done via the registration process. You will need to firstly reregister your business and then use the “Modify Account” link and follow the normal process.***
- 2.2 Historically, the key pressure-point in the reregistration process was that Account Administrators did not reregister businesses. It is recommended that Account Administrators should ensure that businesses are reregistered in early June 2024. Barristers are reminded that they need to reregister both as a supplier ***and*** as a business.

3. How do I change existing details?

- 3.1 For information on attaching/detaching employees or solicitors from your business account, refer to Section 5.4-5.7 of the [LAMS Supplier Manual](#) or watch the [instructional video](#). For information on how to modify your individual supplier account or business account, refer to Section 6 of the LAMS Supplier manual.

4. How do I know I can reregister?

- 4.1 The reregistration button will appear within LAMS on 1 June 2024 when the reregistration window opens.
- 4.2 The reregistration window will remain open until 30 June 2024. After this date, if you have not reregistered, your individual or business account will expire from 1 July 2024. **This will mean that you cannot access your cases on LAMS until you reregister both accounts.**

5. What if I miss the reregistration window?

- 5.1 If you miss the reregistration window you can still reregister as the reregistration button will continue to be displayed after 30 June 2024, but you will not be able to see your current requests or submit any new requests until the reregistration application has been checked, verified and approved.
- 5.2 If your business does not intend to reregister, you should notify us by emailing RegistrationScheme@lsani.gov.uk as the Agency will need to review your cases and confirm that all your cases/requests have been actioned in LAMS and any potential recoupments have been recovered.

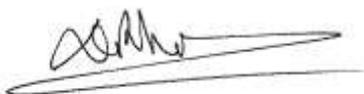
6. Additional support

- 6.1 Should you have any queries on any matter related to your reregistration please email the LSANI Registration Scheme team on RegistrationScheme@lsani.gov.uk. In addition, the [LAMS Reregistration Manual](#) has been updated to reflect system updates that have been implemented since last year's exercise and a [Checklist](#) has been prepared to help with your application, both of which can be located within the '[LAMS reregistration guidance](#)' page on the LSANI website.

7. Receiving Updates

- 7.1 The Agency will issue a reregistration email notification on 1 June 2024 when the reregistration window opens. Further reminder email notifications will issue during June.

Yours faithfully,



Paul Andrews
Chief Executive