



# Advice and assistance reforms update

Mailing issued to all advice and assistance practitioners

Issue 6  
19 April 2007

*Your practitioner number*  
*Your firm code*  
*Your branch code*

## Update on forms starter packs and guidance

This update advises when you can expect to receive your starter packs of advice and assistance forms and guidance. For criminal advice and assistance see page 2. The update also advises about the increase in the initial limit of authorised expenditure for children's advice and assistance - see page 2.

## Civil advice and assistance

### Starter pack of civil advice and assistance forms

We will be issuing starter packs of civil advice and assistance forms from Monday 23 April. The packs will include either 50 or 100 copies of both:

- Application for civil advice and assistance/ ABWOR - form AA/APP/CIV
- Application for increase in authorised expenditure for civil advice and assistance / ABWOR - form AA/INC/CIV

Please note that if you are to also receive criminal advice and assistance forms, these will be sent separately - see page 2.

If you are to receive more than one starter pack, you will receive your packs under separate cover. You should also note that any further packs will be sent after the first pack, and it may therefore be some days before you receive subsequent packs.

### Guidance

We will send a separate mailing from the forms containing guidance on the civil advice and assistance reforms, and how to complete the new forms. This mailing will also include guidance on seeking increase in authorised expenditure and details of the new templates.

Some of the material we will issue has been provided at our information seminars, but has been updated to reflect the topics and questions raised by solicitors at these sessions.

This mailing with guidance will follow the forms starter packs, and will be sent from Friday 27 April. You will also be able to read the **guidance on our website** [www.slab.org.uk](http://www.slab.org.uk)

### Using the new civil forms

**The new civil advice and assistance forms must be used for all grants of advice and assistance made from 1 May 2007 onwards.**

From 1 May 2007, any civil application and increase received which is not on these new forms will be returned.

If you have not received your starter pack of civil advice and assistance forms by Monday 30 April or do not have enough and require them urgently, please contact:

- Advice and assistance department on 0131 240 2066
- Communications department on 0131 240 1985.

# Criminal advice and assistance

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## **Criminal application form**

We will be issuing starter packs of criminal advice and assistance forms from Friday 27 April. We will initially only send you packs which will include either 50 or 100 copies of Application for criminal advice and assistance/ ABWOR - form AA/APP/CRIM.

If you are to receive more than one starter pack, you will receive your packs under separate cover. You should also note that any further packs will be sent after the first pack, and it may therefore be some days before you receive subsequent packs.

The criminal forms will be sent separately to civil starter packs.

**The new criminal advice and assistance form must be used for all grants of advice and assistance made from 1 May 2007 onwards.**

If you have not received your starter pack of criminal advice and assistance application forms by Monday 30 April or do not have enough and require them urgently, you should:

- Continue to use the existing form AA/APP until you have received your supply
- Contact us to arrange to be sent a supply by phoning the advice and assistance department on 0131 240 2066

or communications department on 0131 240 1985.

## **Criminal increase form**

We will now not issue in April the increase form: Application for increase in authorised expenditure for criminal advice and assistance / ABWOR - form AA/INC/CRIM. These forms will be sent to criminal practitioners in early May.

Until you receive the new criminal increase form, you should **continue to use the existing increase form AA/INC for criminal increases only.**

We will advise you when we send you the new increase forms when you should stop using the existing increase form - this is likely to be mid-May.

## **Guidance**

We will send a separate mailing containing guidance on using and completing the criminal advice and assistance form. This mailing with guidance will follow the application forms, and will be sent from Wednesday 2 May.

You will also be able to read the guidance on our website [www.slab.org.uk](http://www.slab.org.uk)

# Children's advice and assistance

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**From 1 May 2007 the initial limit of authorised expenditure for children's advice and assistance cases ( which are made on form AA/APP/CHL) will increase from £80 to £95.**

On the current children's advice and assistance application form, AA/APP/CHL, issued in January 2007, at section J question 1 the initial limit of authorised expenditure is shown as £80. You should continue to put a

cross in this box and we will automatically revise the amount to £95.

We intend to issue revised children's advice and assistance application and increase forms in the summer. The revised forms will also

incorporate a number of changes to make them more consistent with questions on the new civil and criminal advice and assistance forms.

Please also remember that you do not use the children's advice and assistance forms just because the matter involves a child. **The children's forms should only be used for advice and assistance for adults and children in relation to proceedings under Part II Chapters 2 and 3 of the Children (Scotland) Act 1995.** If for example, your case is for a child about a reparation matter, this application should be made on the civil advice and assistance form.