

Legal assistance services offered by your firm



Please complete this form if you are opening a new office or wish to update the contact details for your firm's offices and what advice and assistance and legal aid services they offer, especially for civil legal assistance. The information will assist us to help members of the public and organisations who refer people to solicitors to find legal aid services.

SECTION A INFORMATION ABOUT YOU AND YOUR FIRM

1. Name of your firm	
2. Your firm code	
3. Branch code	

4. Is your firm is currently registered with the Board to provide legal services under:
• civil legal assistance - <input type="checkbox"/> Yes <input type="checkbox"/> No
• criminal legal assistance - <input type="checkbox"/> Yes <input type="checkbox"/> No

For future updates on your legal aid services, please tell us who we should contact, if you are not the correct person at your firm. Please also provide us with your email address to enable us to our regular updates requests online. (This information is for Board use and will not be published).

5. Name of principal contact for legal aid service updates	
6. Email address	
7. Address if not at main office	

SECTION B INFORMATION ABOUT YOUR FIRM'S MAIN OFFICE

Please check the details we have about your firm's main office, and write in any changes to let us update our records, if the information shown is incorrect. Please also provide the additional contact information as requested.

Your firm's main office and principal business address:

8. Main office (principal business address)	
	Postcode:
9. DX or LP number and exchange - the Board will use this service to send mail to you	
10. Contact telephone number for this office	
11. Fax number	
12. Website	
13. Contact email address that the public may use for this office	

SECTION C LEGAL ASSISTANCE SERVICES OFFERED AT MAIN OFFICE

Please complete this section by telling us which legal assistance services your office currently provides, under advice and assistance and/ or full legal aid.

Civil cases

As most enquiries from the public are to seek a legal aid solicitor for civil cases, please tell us which of the following categories of case your firm provides legal services for under advice and assistance and/or legal aid. Please tell us whether you are taking on new clients direct, taking on new clients referred (from other solicitors and agencies) or if you are only dealing with existing clients.

15. For each case category you provide please tell us whether you will take on new clients under legal assistance directly, accept referred clients from another solicitor/agency or whether you are only dealing with existing clients? PLEASE TICK ALL THAT APPLY

	No, do not provide under legal assistance	Yes, we will take on new cases direct	Yes, we will take on new cases referred	Yes, but we are only dealing with existing clients
Benefits and tax credits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensation, damages and personal injury claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaints and claims against professions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's hearing cases and appeals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consumer problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death related matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt, money and tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrimination and human rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - divorce and separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - residence, contact and other matters involving children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - interdicts and domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immigration, asylum and nationality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical negligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health and adults with incapacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there is any additional information to clarify or comment on any of your answers above, please write in below.

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Children's and criminal cases

16. Does this office offer legal services under advice and assistance and/or full legal aid for **criminal** cases?

Yes

No

17. Does this office offer legal services under advice and assistance and/or full legal aid for **children's** hearing cases and appeals (children's legal aid)?

Yes

No

SECTION D ABOUT YOUR MAIN OFFICE'S SERVICES

18. What are your normal opening hours for your main office?

Monday - Friday	to
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Are the hours the same for each weekday

Yes

No - please complete the table below

Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to
Saturday	to
Sunday	to

19. If any solicitors at this main office have any accredited specialisms as recognised by the Law Society of Scotland, or are members of relevant specialist organisations, please write in which are held. These should only be stated where these solicitors would be providing legal services under legal aid.

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Access to your main office

To help provide information to members of the public who may have particular requirements to allow them to access your legal services, for example disabled people, please also tell us about arrangements at your main office.

(Advice and assistance increases or sanction for legal aid where granted can enable the use of translators, access to British Sign Language interpreters and other particular arrangements for certain clients to allow them legal services through legal aid).

20. Is your main office accessible to people who have a disability?

Yes

No

21. Please write in any additional information about access to your office or arrangements for any particular client groups.

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SECTION E YOUR FIRM'S OTHER OFFICES

If your firm has additional offices from which you may offer legal services under advice and assistance and/or legal aid for civil, children's or criminal cases, please complete this section, otherwise go the next page.

For your additional office, please give contact details and complete the information on which type of legal assistance is offered at that office, and tell us if this is the same as what is offered at your main office. Where the services differ from those offered at your main office, you should complete another blank survey form - available on our website - for that particular office.

Additional office 1

22. Branch code	
23. Postal address	
	Postcode:
24. DX or LP number and exchange - the Board will use this service to send mail to you	
25. Contact telephone number for this office	
26. Fax number	
27. Contact email address that the public may use for this office	

Does this office offer legal services under advice and assistance and/or full legal aid for:		
28. Criminal cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29. Children's hearing cases and appeals (children's legal aid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Civil cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31. If Yes, the office offers civil legal assistance, are the categories of case undertaken the same as for your main office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - please complete question 34
32. Is this office accessible to people who have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. Are other details of services at this office - opening hours and specialisms the same as the main office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - please complete questions 35-37

Complete these questions only where details are different from the main office.

34. For each case category you provide please tell us whether you will take on new clients under legal assistance directly, accept referred clients from another solicitor/agency or whether you are only dealing with existing clients? PLEASE TICK ALL THAT APPLY

	No, do not provide under legal assistance	Yes, we will take on new cases direct	Yes, we will take on new cases referred	Yes, but we are only dealing with existing clients
Benefits and tax credits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensation, damages and personal injury claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaints and claims against professions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's hearing cases and appeals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consumer problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	No, do not provide under legal assistance	Yes, we will take on new cases direct	Yes, we will take on new cases referred	Yes, but we are only dealing with existing clients
Death related matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt, money and tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrimination and human rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - divorce and separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - residence, contact and other matters involving children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - interdicts and domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immigration, asylum and nationality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical negligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health and adults with incapacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is any additional information to clarify or comment on any of your answers above, please write in below.				

35. What are your normal opening hours for this office?

Monday - Friday	to
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Are the hours the same for each weekday Yes No - please complete the table below

Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to
Saturday	to
Sunday	to

36. If any solicitors at this office have any accredited specialisms as recognised by the Law Society of Scotland, or are members of relevant specialist organisations, please write in which are held. These should only be stated where these solicitors would be providing legal services under legal aid.

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37. If there is any other information about this office to add to any answers above, please write in.

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Additional office 2

38. Postal address	
	Postcode:
39. DX or LP number and exchange - the Board will use this service to send mail to you	
40. Contact telephone number for this office	
41. Fax number	
42. Contact email address that the public may use for this office	

Does this office offer legal services under advice and assistance and/or full legal aid for:		
43. Criminal cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No
44. Children's hearing cases and appeals (children's legal aid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
45. Civil cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No
46. If Yes, the office offers civil legal assistance, are the categories of case undertaken the same as for your main office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - please complete question 49
47. Is this office accessible to people who have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
48. Are other details of services at this office - opening hours and specialisms - the same as the main office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - please complete questions 50-52.

Complete these questions only where details are different from the main office.

49. For each case category you provide please tell us whether you will take on new clients under legal assistance directly, accept referred clients from another solicitor/agency or whether you are only dealing with existing clients? PLEASE TICK ALL THAT APPLY

	No, do not provide under legal assistance	Yes, we will take on new cases direct	Yes, we will take on new cases referred	Yes, but we are only dealing with existing clients
Benefits and tax credits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensation, damages and personal injury claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaints and claims against professions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's hearing cases and appeals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	No, do not provide under legal assistance	Yes, we will take on new cases direct	Yes, we will take on new cases referred	Yes, but we are only dealing with existing clients
Consumer problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death related matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt, money and tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrimination and human rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - divorce and separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - residence, contact and other matters involving children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - interdicts and domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immigration, asylum and nationality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical negligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health and adults with incapacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is any additional information to clarify or comment on any of your answers above, please write in below.				

50. What are your normal opening hours for this office?

Monday - Friday	to
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Are the hours the same for each weekday Yes No - please complete the table below

Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to
Saturday	to
Sunday	to

51. If any solicitors at this office have any accredited specialisms as recognised by the Law Society of Scotland, or are members of relevant specialist organisations, please write in which are held. These should only be stated where these solicitors would be providing legal services under legal aid.

52. If there is any other information about this office to add to any answers above, please write in.

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SECTION F CONFIRMATION

On behalf of my firm, I confirm the information is correct and can be published by the Board.

Signature:		Date:	
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Please return this form to:

Legal Aid Services Survey
Communciations Department
Scottish Legal Aid Board

Post: 44 Drumsheugh Gardens, Edinburgh, EH3 7SW
DX: DX ED55250 EDINBURGH 30
Legal Post: LP2 EDINBURGH 2

Or fax back to 0131 220 4878.

Thank you for completing this form.