



Legal aid materials available to solicitors

GEN/ORD

ISSUED 06/08

USE THIS FORM TO PLACE YOUR ORDER FOR LEGAL AID FORMS AND LEAFLETS FROM THE BOARD'S PRINTERS, STEWARTS

Civil legal assistance application forms

Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
Advice and assistance					
AA/APP/CIV	Application for civil advice and assistance/ABWOR	5/2007	50		LA0B18
AA/INC/CIV	Application for increase in authorised expenditure – civil advice and assistance/ABWOR	5/2007	50		LA0B19

Civil legal aid – please note you may only request 1 pack of each civil form per order					
Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
CIV/SOL	Solicitor's application form	11/2005	5		LA00B5
CIV/STAT	Statutory statement (memorandum)	11/2005	5		LA0B17
CIV/SU2	Special urgency – notification	11/2005	5		LA00B2
CIV/SU4	Special urgency – request	11/2005	5		LA00B3
CIV/SU/MAN	Special urgency mandate (pro-forma calculation sheet)	11/2005	5		LA0B14
CIV/REP	Reporting form	11/2005	5		LA00B7
CIV/CONC	Conclusion of proceedings reporting form	11/2005	5		LA0B10
CIV/SANCTION	Civil application for sanction by solicitor	11/2005	5		LA0B11
CIV/AMEND	Civil application for amendment or extension by solicitor	11/2005	5		LA00B9
CIV/TRANSFER	Civil request for transfer of agency	11/2005	5		LA0B13
CIV/CEASE	Civil notification of solicitor ceasing to act	11/2005	5		LA0B12
CIV/FIN/1	Financial eligibility form 1	11/2005	5		LA00B6
CIV/FIN/2	Financial eligibility form 2	11/2005	5		LA00B1
CIV/FIN/3	Earnings statement by applicant's employer – use with form 2	11/2005	5		LA0B1A

Guidance leaflet for civil legal aid applicants					
Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
CIV/INFO	Civil legal aid – information for applicants booklet	4/2007	5		LA00B8

Please complete your details.

Practitioner code no. Firm code no. Branch code

Firm/organisation name

DX/LP/Post address

..... Postcode

Telephone number

For printers use: Order processed by Despatch note no. Date

Order by phone, fax or mail to Stewarts:

- Fax **01506 460 129**
- Telephone **01506 405 480**
- or Mail to:
Stewarts, 1 Lister Road,
Kirkton Campus,
Livingston EH54 7BL.

Note: If you fax your order, you do not need to also mail it.

Criminal legal assistance application forms

Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
Advice and assistance/ABWOR					
AA/APP/CRIM	Application for criminal advice and assistance/ABWOR	6/2008	50		LA00C8
AA/INC/CRIM	Application for a grant of criminal ABWOR or increase in authorised expenditure for criminal advice and assistance/ABWOR	6/2008	25		LA00C9

Criminal legal aid					
CRIM/SUMMARY	Application for criminal legal aid in summary proceedings	6/2008	50		LA00C10
CRIM/EXCEPTIONAL	Summary criminal exceptional payments application	6/2008	10		LA00C14
CRIM/COURT/APP	Application to court – solemn proceedings	5/1998	50		LA00C1
CRIM/APPL/APP	Application to Board – appeal proceedings	5/1998	10		LA00C3
CRIM/AUTO	Intimation of automatic criminal legal aid	7/2004	10		LA00C5

Criminal legal aid/ABWOR post application requests					
CRIM/SANCTION	Criminal application for sanction	6/2008	25		LA00C11
CRIM/TRANSFER	Criminal request for transfer of agency	6/2008	10		LA00C13
CRIM/CEASE	Criminal notification of solicitor ceasing to act	6/2008	10		LA00C12

Children's legal assistance application forms

Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
Advice and assistance					
AA/APP/CHL	Application for children's advice and assistance	12/2006	10		LA00H3
AA/INC/CHL	Application for increase in authorised expenditure – children's advice and assistance	12/2006	10		LA00H4

Legal aid for children					
CHILD/APP	Application to court	1/1999	5		LA00H1
CHILD/APPL/APP	Application to Board – appeal proceedings	12/1998	5		LA00H2

General – use for children's matters only					
SANC/APP	Application for sanction by solicitor	5/1998	50		LA00A1
AMND/APP	Application for amendment or extension by solicitor	No date	50		LA00A2
TRANS/APP	Request for transfer of agency	6/1998	50		LA00A3
CEASE/APP	Notification of solicitor ceasing to act	6/1998	5		LA00A6

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Account forms – all legal assistance types

Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
Advice and assistance					
SLA/ROL/2	Application for reimbursement of outlays (civil &/or A&A)	No date	50		LA00Q2
SLA/ROL/5	Request for reimbursement of outlays where there is no potential for any financial recovery	7/2002	50		LA00Q3
AA/HARDSHIP/1	Applicant hardship or distress	5/2004	10		LA00Q4
AA/HARDSHIP/2	Solicitor's application where payments will be delayed or difficult	5/2004	10		LA00Q5

Civil legal aid					
SLA/ROL/1	Application for reimbursement of outlays	3/1995	50		LA00R3
SLA/POA/1	Application for payment on account of fees	8/1994	10		LA00R4
SLA/POA/3	Application for payment on account of fees	11/2005	5		LA00A7
ACC/CIV/1	Accounts synopsis – report on completion of civil proceedings	1/1995	Pad 50		LA00R6

Criminal legal aid					
ACC/CRIM/DUT	Accounts synopsis – completion of initial duties of duty solicitor	No date	50		LA00S1
ACC/CRIM/1	Accounts synopsis – report on completion of children's or criminal proceedings or completion of follow up duties of duty solicitor	1/1995	50		LA00S4
SLA/ROL/6	Request for reimbursement of outlays or interim payment of fees under criminal legal aid (in solemn and appeals cases) and children's legal aid	7/2002	50		LA00S6

For the use of rights of audience solicitors only					
ACC/ROAS/1	Claim for payment by rights of audience solicitors	No date	Pad 50		LA00I0

Materials for use by the legal profession

Form code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
Solicitor information cards					
	Keycard	4/2008	Each		LG017W
	Category codes card (advice and assistance/ABWOR)	6/2008	Each		LG018D
	Equality card	6/2008	Each		LG019L

Legal Aid window signage – for use only by legal assistance registered solicitor firms					
	Scottish Legal Aid window sticker – large (240mm wide x 272mm long)	No date	Each		SLA001
	Scottish Legal Aid window sticker – small (120mm wide x 140mm long)	No date	Each		SLA002

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Legal aid leaflets for the public

Code	Description	Date of issue	Number of forms per pack	Number of packs requested	Printer code
Materials promoting the Legal Aid Helpline					
	Legal Aid Helpline table card with holder for info cards (comes with 20 cards)	5/2008	Each		LG025H
	Legal Aid Helpline – information cards (business card size)	5/2008	20		LG026P
	Legal Aid Helpline – general – leaflet (A5 size)				LG021A
	Legal Aid Helpline – general – poster (A3 size)				LG023R
	Legal Aid Helpline – family problems – leaflet (A5 size)				LG022J
	Legal Aid Helpline – family problems – poster (A3 size)				LG024Z

Information booklets about legal aid					
1	Guidance for opponents in civil legal aid cases	4/2007	Each		LG007Z
2	A guide to civil legal aid	4/2008	Each		LG008H
3	Criminal legal assistance if you are in custody	4/2003	Each		LG009P
4	Criminal legal assistance if you are not in custody	4/2003	Each		LG006R
5	Civil legal aid – what you might have to pay	4/2008	Each		LG010W
	Legal aid for children	5/2008	Each		LG020T
	Complaints and comments about the Scottish Legal Aid Board	4/2006	Each		LG013N

Notes

- for Civil legal aid information for applicants, see under civil legal assistance application forms
- leaflets for the public in other languages or formats are available on the Board's website www.slab.org.uk or on request
- some other leaflets – for example Access to Information – and services such as finding a legal aid solicitor are available only on the Board's website, www.slab.org.uk

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