



# DUTY PLANS 2009

Any individual solicitor who wishes to apply for inclusion on the Duty Plans 2009 should complete this form (except for the Edinburgh courts, for which there is a separate application form).

If you require further application forms, either photocopy this form, or print off another by using the pdf version available in the legal profession section of our website [www.slab.org.uk](http://www.slab.org.uk) or call our Communications Department on 0131 240 1985 to request further copies.

Please ensure that this form is fully and accurately completed otherwise it may not be possible to consider the application.

**This form must be received by the Board not later than 13 September 2008 and MUST be accompanied by a copy of the applicant's practising certificate.**

Name			
Firm name/address			

DX / LP Number (if applicable)		DX/ LP Exchange	
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Practitioner's code number	<input type="text"/>	Firm code	<input type="text"/>
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Telephone number	Business	<input type="text"/>	Home	<input type="text"/>
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On which duty plan(s) would you wish to be included?	<input type="text"/>	Sheriff court	<input type="text"/>	JP/ district court	<input type="text"/>
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(N.B. Solicitors will normally only be selected for duty in one court, except in special circumstances, or in rural areas.)

What is the date of your current practising certificate?	<input type="text"/>	Is there a restriction on your current practising certificate?	YES/NO
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If yes, please indicate the nature of that restriction	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Have you previously served as a duty solicitor? YES / NO

If yes, indicate in which courts (stating whether sheriff or JP/ district) and for how many years	<input type="text"/>
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Are you a regular practitioner in the sheriff or JP/ district courts in the field of criminal law other than as a duty solicitor? YES/NO

How many trials have you personally conducted in the last 12 months?

If you have not previously practised in the field of criminal law (other than as a duty solicitor), is it your intention to do so regularly now? YES / NO

Are you registered under the Board's Code of Practice in relation to Criminal Legal Assistance? YES / NO

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## DECLARATION TO BE SIGNED BY THE APPLICANT

I undertake that, if I am selected for service as duty solicitor and accepted onto the Criminal Legal Assistance Register, and unless I resign from the duty plan for which I am selected, I shall carry out, personally, the period of duty assigned to me.

I shall render during that period the services of a duty solicitor as set out in the Legal Aid (Scotland) Act 1986 and the Criminal Legal Aid (Scotland) Regulations 1996.

If I am unable to carry out that period of duty personally, I shall delegate only to such persons as may be authorised by the Scottish Legal Aid Board.

I also undertake to inform the Scottish Legal Aid Board immediately if I resign from the duty plan, and I shall not exchange periods of duty with another solicitor on the plan, except with the approval of the Scottish Legal Aid Board.

Signature

Date

### Data protection notice

The Scottish Legal Aid Board is a Data Controller. The information you provide in this form will be used to process your application to become a duty solicitor in accordance with the Legal Aid (Scotland) Act 1986 and the Criminal Legal Aid (Scotland) Regulations 1996. Your personal data will be processed in accordance with the principles of the Data Protection Act 1998. In the process of dealing with your application, we may share your data with third parties, such as police authorities, court services, members of the public and also the Law Society of Scotland., We may share the contact details that you provide in this form with the police and other duty solicitors who are members of the same local plan(s) as you, to facilitate the swapping of allocated rota slots. Under section 7 of the Data Protection Act 1998, you have the right (subject to certain exemptions) to request access to the personal data we hold about you. To request your personal data you should write to the Board's Data Protection Officer.

Before sending us this form:

- remember to attach a copy of your practising certificate
- ensure you send your completed form to us by **13 September 2008.**