



# Civil legal assistance simplification: forms and guidance

To all firms of civil solicitors

Mailing 4: as per post mark

## New forms and guidance

This update contains important information and guidance about civil legal aid applications from 28 February 2009. Please ensure you make all staff involved in preparing civil legal aid applications aware of its contents.

With this mailshot and guidance we are sending you a starter pack of new forms. To order more forms, please contact our printers, Stewarts, using the order form included with the forms. From 28 February, you can also download PDF versions from our website at [www.slab.org.uk](http://www.slab.org.uk).

### Guidance

Guidance on completion of the new civil legal aid application forms is included with the mailshot and forms.

### Civil legal aid application forms

With effect from 28 February 2009 new civil legal aid application forms will replace all existing forms except forms relating to financial eligibility - the forms CIV/FIN/1, CIV/FIN/2 AND CIV/FIN/3. Use these new forms for all applications from 28 February onwards, including applications for sanction, amendments etc where civil legal aid was granted before 28 February.

### Stage reporting form

A new stage reporting form is effective from 28 February 2009 for all cases. It allows the solicitor to provide us with an unprompted report or a time-based report. Before 28 February 2009 we will continue to send you reminders that stage reports are due where a grant of civil legal aid has been in place for 6, 12 or 24 months. If you receive notification that a stage report is due before 28 February 2009 please send us a stage report using the new form and indicate that this is a time-based report.

### Financial mandate

The financial mandate to be used in special urgency cases is now incorporated as part of the initial application form and the special urgency form. Please remember you only need to complete the mandate on one occasion - you do not need to complete a second mandate where you have already sent us some form of application form including the mandate for that case.

### Transfer forms

The revised transfer application form provides for the outgoing solicitor to confirm that they have no objection to the grant of civil legal aid continuing and that they are aware that a transfer application is being made. If this is completed by an outgoing solicitor (or the outgoing solicitor has sent some other form of written confirmation) you do not need to send us a CEASE/APP form.

### **Further information**

*If you have any queries about this guidance or using the new forms please contact the Civil Applications Telephone Unit on 0131 240 2067.*