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TO: All civil legal aid practitioners

Helpline direct dial number:
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Email: civilreform@slab.org.uk

Your ref:

Please quote the department above and
our reference: **Civil Reform / 8**

19 November 2003

Dear Sir / Madam

CIVIL LEGAL AID REFORM MAILSHOT 8

SOLICITOR'S APPLICATION FORM

This mailshot is the eighth in a series of mailshots issued by the Board to provide information about the civil legal aid reforms and is being sent to all legal aid practitioners. Its purpose is to draw your attention to a few points in relation to the solicitor's application form.

If you require a copy of any of the earlier mailshots, please telephone 0131 226 7061 and ask for extension 342 or download one from our website www.slabpro.org.uk (the username for the website is procurator and the password is LAACT1986).

Unfortunately, one or two minor issues have arisen in relation to the solicitor's application form. In particular, in section E question 13, where we ask you to give the reference number if the applicant has been given advice and assistance in connection with the subject matter of the application, insufficient boxes are given to accommodate the full reference number. To overcome this difficulty, please omit the first four numbers/letters from the reference number. For example, if the reference is "AA/07/12345678/99C" please omit "AA/07" and insert "12345678/99C". This information will allow us to identify the relevant grant of advice and assistance.

The form also contains a routing error. In section F, question 27, "Do you believe at this stage in the proceedings that you may need to instruct an expert?" if you indicate "No" you are directed to question 28 but should, in fact, go straight to section G (declarations).

We will correct these inaccuracies as soon as possible and, in the meantime, would be grateful if you could follow the above advice in order to overcome any difficulties.

We have also noticed that some solicitors are completing the form fully and then omitting to sign it at both points where the signature is required. As we must return forms for signature, may I ask to check before sending the form to us that it is signed where required. The solicitor's and the applicant's signatures are each required at section G on page 11 *and* on the back page of the form (the statement). The "statement" is the document previously referred to as the "Memorandum".

I hope that this information will assist when completing the form but, should you have any further queries in relation to any of the forms, please call our Helpline on 0131 240 2007.

Yours faithfully



Tom Murray
Director of Legal Services and Applications

Telephone Helpline

If you have a query about the registration process, the applications or reporting processes or fees and accounts under the new system please telephone our Civil Legal Aid Reform Helpline on **0131 240 2007**

Alternatively, you can e-mail us with any queries - civilreform@slab.org.uk

If you have any queries about the Quality Assurance system please telephone the Law Society on 0131 476 8147.

Have you missed any information?

Previously issued mailshots about the civil legal aid reforms

| Details of Mailshot | Date of Mailshot | Issued by | Issued to |
|---|-------------------------|------------------|---|
| Mailshot 1 – Registration | 29 August 2003 | Board | All firms |
| Mailshot 2 – Applications and Reporting | 5 September 2003 | Board | All legal aid practitioners |
| Mailshot 3 – Fees and Accounts | 19 September 2003 | Board | All legal aid practitioners |
| Mailshot 4 - New civil legal aid forms and starter pack | 26 September 2003 | Board | The Managing Partner, all firms on the provisional civil register |
| Mailshot 5 – Information for Applicants booklet | 26 September 2003 | Board | The Managing Partner, all firms on the provisional civil register |
| Mailshot 6 – Information for Applicants booklet (printed version) | 8 October 2003 | Board | The Managing Partner, all firms on the provisional civil register |
| Mailshot 7 – Frequently Asked Questions | 13 October 2003 | Board | All legal aid practitioners |