

Registration for civil legal assistance and children's legal assistance



This form should be completed by firms carrying out civil legal assistance and/or children's legal aid. The senior partner or the sole practitioner of the firm should complete this form and return it to us by **Friday 25 June 2004**.

Scottish Ministers have agreed that children's legal aid will come under the scope of the civil legal assistance reforms. This is proceedings under chapters 2 and 3 of Part II of the Children (Scotland) Act 1995, to which S29 of the Legal Aid (Scotland) Act 1986 applies, and associated advice and assistance.

SECTION A INFORMATION ABOUT YOUR FIRM AND PRINCIPAL BUSINESS ADDRESS

To confirm your firm's entry on the civil legal assistance register and the children's legal aid register, please check the details we have about your office, and write in any changes to let us update our records if the information shown is incorrect.

Write in any amendments

Name of your firm		
Your firm code	Firm code:	

Your firm's principal business address and Board branch code:

Write in any amendments

Principal business address		
	Branch:	

Please tick the relevant box if this office provides:

civil legal assistance

children's legal aid

SECTION B INFORMATION ABOUT OTHER OFFICES (BRANCHES)

We do not hold records on our provisional register that your firm has other branches. However, if you do have other branches, please:

- confirm which of your firm's offices/ branches provide civil legal assistance and/or children's legal aid by placing a tick in the relevant box.
- write in the details of other branches in the box provided, and state any background information as to when the changes were made.

This office provides:		Write in any additional branches
civil legal assistance:	children's legal aid:	
<input type="checkbox"/> civil	<input type="checkbox"/> children's	

This office provides:		Write in any additional branches
civil legal assistance:	children's legal aid:	
civil	children's	
civil	children's	

Note: If for any reason your firm does not wish to continue to register to provide civil legal assistance, you should also send us a letter to confirm this and to enable your firm's entry to be deleted. The letter should be sent to: Brian Millar, Legal Compliance Manger, Scottish Legal Aid Board, 44 Drumsheugh Gardens, Edinburgh EH3 7SW.

SECTION C DECLARATION

I confirm that we will have procedures to comply with the Administrative Requirements of the Law Society of Scotland from 1 July 2004.

As senior partner/ sole practitioner in the above firm, I confirm that the details on this form are correct.

Signature: _____ Date: _____

Please return this form to us by **Friday 25 June 2004.**

Fax back to: **0131 225 9850**

Or return it in the Freepost envelope provided

Or mail to:

The Legal Compliance Manager
Scottish Legal Aid Board

Post: 44 Drumsheugh Gardens, Edinburgh EH3 7SW

Hays DX: DX ED555250 EDINBURGH 30

Legal Post: LP2 EDINBURGH 2