



# Legal aid materials available FREE to Solicitors / advice organisations

## GEN/ORD

Issued 04/10

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

### Civil legal assistance application forms

Form Code	Description	Date of Issue	Number of forms per pack	Number of packs requested	Printer Code
<b>Advice and assistance</b>					
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

CIV/SOL/FAMILY	Solicitor's application form for family type actions	2/2009	5		LA0B22
CIV/SOL/NON-FAMILY	Solicitor's application form for non-family type actions	2/2009	5		LA0B23
CIV/SU	Special urgency – notification/request and special urgency mandate (pro-forma calculations sheet)	2/2009	5		LA0B24
CIV/REP	Reporting form	2/2009	5		LA00B7
CIV/SANCTION	Civil application for sanction by Solicitor	2/2009	5		LA0B11
CIV/AMEND/FAMILY	Solicitor's application for amendment or extension in family cases	2/2009	5		LA0B20
CIV/AMEND/ NON-FAMILY	Solicitor's application for amendment or extension in non-family cases	2/2009	5		LA0B21
CIV/TRANSFER	Civil request for transfer of agency	2/2009	5		LA0B13
CIV/CEASE	Civil notification of solicitor ceasing to act	2/2009	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	Financial eligibility form 3	11/2005	5		LA0B1A

#### Guidance leaflet for civil legal applications

CIV/INFO	Civil legal aid – information for applicants booklet	4/2007	5		LA00B8
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Please complete your details:

Practitioner code no ..... Firm code ..... Branch code .....

Firm/organisation name .....

DX/LP/Post address .....

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**Tel** 01506 405 480 or

**Mail to** Stewarts, 1 Lister Road, Kirkton Campus, Livingston, EH54 7BL.

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## Criminal legal assistance application forms

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

<b>Criminal legal aid</b>					
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

<b>Criminal legal aid/ABWOR post application requests</b>					
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
<b>Advice and assistance</b>					
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

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

<b>General – use for children's matters only</b>					
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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## Accounts forms – all legal assistance types

Form Code	Description	Date of Issue	Number of forms per pack	Number of packs requested	Printer Code
<b>Advice and assistance</b>					
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

<b>Civil legal aid</b>					
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

<b>Criminal legal aid</b>					
SLA/ROL/6	Request for reimbursement of outlays or interim payment of fees under criminal legal aid (in solemn and appeal cases) and children's legal aid	7/2002	50		LA00S6

<b>For the use of rights of audience solicitors only</b>					
ACC/ROAS/1	Claim for payment by rights of audience solicitors	No date	Pad 50		LA0010

## Materials for use by the legal profession

Form Code	Description	Date of Issue	Number of forms per pack	Number of packs requested	Printer Code
<b>Solicitor information cards</b>					
	Keycard – ONLY AVAILABLE FOR DOWNLOAD VIA WEBSITE – HARD COPIES CAN NO LONGER BE ORDERED				
	Category codes card (advice and assistance/ABWOR) – ONLY AVAILABLE FOR DOWNLOAD VIA WEBSITE – HARD COPIES CAN NO LONGER BE ORDERED				
	Equality card	4/2010	Each		LG019L

<b>Legal Aid window signage – for use only by legal assistance registered solicitor firms</b>					
	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
<b>Materials promoting the Legal Aid Helpline</b>					
	Legal Aid Helpline table card with holder for info cards (comes with 20 cards)	5/2008	Each		LGO25H
	Legal Aid Helpline – information cards (business card size)	5/2008	20		LGO26P
	Legal Aid Helpline – general – leaflet (A5 size)	5/2008	25		LGO21A
	Legal Aid Helpline – general – poster (A3 size)	5/2008	Each		LGO23R
	Legal Aid Helpline – family problems – leaflet (A5 size)	5/2008	25		LG022J
	Legal Aid Helpline – family problems – poster (A3 size)	5/2008	Each		LG024Z

<b>Information booklets about legal aid</b>					
1	Guidance for opponents in civil legal aid cases	4/2007	Each		LG007Z
2	A guide to civil legal aid	4/2009	Each		LG008H
3	Criminal legal assistance if your 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	4/2009	Each		LG010W
	Legal aid for children	5/2008	Each		LG020T
	Complaints and comments about the Scottish Legal Aid Board	4/2009	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](http://www.slab.org.uk) or on request
- some other leaflets – for example Access to Information – and services such as finding a solicitor are available only on the Board's website, [www.slab.org.uk](http://www.slab.org.uk)

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