

Request for transfer of agency

CLEAR DATA

PRINT FORM



TRANS/APP

This form is to be used for all legal aid types other than advice and assistance.

Before you return this form to the Board

- check that all the necessary information is given on the form and all questions have been answered
- remember to include your practitioner code and your firm's branch code
- if the application is for criminal legal aid, make sure you also give your form's code number
- make sure that you and the applicant have both signed and dated the form, where appropriate.

Please note: **The applicant's name will automatically appear at the top or bottom of every page of the form. This is for the Board's use only**
- please do not alter this field.



REQUEST FOR
TRANSFER OF AGENCY

TRANSFER



THIS FORM IS TO BE USED FOR ALL LEGAL AID TYPES OTHER THAN ADVICE AND ASSISTANCE

PART A - THE APPLICATION

- 1. Please give the legal aid case reference number to which this application relates (if known) [input box]
- 2. Please give the date of notification by the Board of the grant of legal aid [input boxes for Day, Month, Year]
- 3. Applicant's forename(s) [input box]
- 4. Applicant's surname [input box]
- 5. Applicant's personal identifier (if known) [input boxes]
- 6. Applicant's National Insurance number (if known) [input boxes]

PART B - TYPE OF LEGAL AID

- 1. Please tick the appropriate box below to indicate the legal aid type in this case
 Civil legal aid
 Legal aid in proceedings relating to children
 Criminal legal aid
 Legal aid in contempt of court proceedings
- 2. Please tick the appropriate box below to indicate whether legal aid has already been obtained (if known)
 Legal aid has already been obtained
 The application for legal aid has not yet been determined

PART C - TYPE OF CASE

- 1. Please give a brief description of the type of case including the court dealing with it
e.g. Pursuing divorce in Dundee Sheriff Court; Summary criminal case in Aberdeen District Court.

[Large empty text box for case description]

- 2. Please indicate the stage reached in the case

[Large empty text box for case stage]

PART D - REQUEST FOR TRANSFER OF AGENCY

The undernoted solicitor(s) has (have) been instructed by the applicant named overleaf to take over the conduct of the case from the solicitor(s) previously acting. On behalf of the applicant application is now made to the Board for authority to act as solicitor(s).

1. This request relates to the future involvement in the case of

the solicitor acting directly for the applicant

the Edinburgh or other agent instructed to act

Solicitor acting directly for the applicant

Edinburgh or other agent instructed to act

I have had no previous involvement in this case

I have had no previous involvement in this case

Another member of the same firm was previously the nominated solicitor

Another member of the same firm was previously the nominated solicitor

Other

Other

2. Please give reasons for this request (if legal aid has already been granted, the Board must be satisfied there is good reason for a change of solicitor)

3. Please give the date when the case is next in court *e.g. for debate, proof, trial, appeal, etc.*

<i>Day</i>	<i>Month</i>	<i>Year</i>

PART E - DETAILS OF SOLICITOR(S) TO BE ACTING IF THIS REQUEST IS APPROVED

Solicitor acting directly for the applicant

Edinburgh or other agent instructed to act

1. Practitioner's code number 2. Branch code

1. Practitioner's code number 2. Branch code

3. Firm's code number

3. Firm's code number

4. Your reference	Telephone number
Name	
Firm	
Address	
Postcode	
DX no/exch	

4. Your reference	Telephone number
Name	
Firm	
Address	
Postcode	
DX no/exch	

Signature of solicitor	Date
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