



Legal aid forms available to solicitors

GEN/ORD

ISSUED 12/06

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

APPLICATION FORMS

FORM CODE	DESCRIPTION	DATE OF ISSUE	NUMBER OF FORMS PER PACK	NUMBER OF PACKS REQUESTED	PRINTER CODE
ADVICE AND ASSISTANCE					
AA/APP	APPLICATION FOR ADVICE AND ASSISTANCE/ABWOR	9/1999	PAD 200		LA00A4
AA/INC	APPLICATION FOR INCREASE IN AUTHORISED EXPENDITURE	5/1998	PAD 200		LA00A5
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
CIVIL LEGAL AID PLEASE NOTE YOU MAY ONLY REQUEST 1 PACK OF EACH CIVIL FORM PER ORDER					
CIV/SOL	SOLICITOR'S APPLICATION FORM	11/2005	5		LA00B5
CIV/STAT	STATUTORY STATEMENT (MEMORANDUM)	11/2005	5		LA0B17
CIV/SU2	SPECIAL URGENCY – NOTIFICATION	11/2005	5		LA00B2
CIV/SU4	SPECIAL URGENCY – REQUEST	11/2005	5		LA00B3
CIV/SU/MAN	SPECIAL URGENCY MANDATE (PRO-FORMA CALCULATION SHEET)	11/2005	5		LA0B14
CIV/REP	REPORTING FORM	11/2005	5		LA00B7
CIV/CONC	CONCLUSION OF PROCEEDINGS REPORTING FORM	11/2005	5		LA0B10
CIV/SANCTION	CIVIL APPLICATION FOR SANCTION BY SOLICITOR	11/2005	5		LA0B11
CIV/AMEND	CIVIL APPLICATION FOR AMENDMENT OR EXTENSION BY SOLICITOR	11/2005	5		LA00B9
CIV/TRANSFER	CIVIL REQUEST FOR TRANSFER OF AGENCY	11/2005	5		LA0B13
CIV/CEASE	CIVIL NOTIFICATION OF SOLICITOR CEASING TO ACT	11/2005	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	EARNINGS STATEMENT BY APPLICANT'S EMPLOYER – USE WITH FORM 2	11/2005	5		LA0B1A
CIV/INFO	CIVIL LEGAL AID – INFORMATION FOR APPLICANTS BOOKLET	9/2003	5		LA00B8
CRIMINAL LEGAL AID					
CRIM/COURT/APP	APPLICATION TO COURT – SOLEMN PROCEEDINGS	5/1998	50		LA00C1
CRIM/SUM/APP	APPLICATION TO BOARD – SUMMARY PROCEEDINGS	8/1998	50		LA00C2
CRIM/APPL/APP	APPLICATION TO BOARD – APPEAL PROCEEDINGS	5/1998	10		LA00C3
CRIM/EXCEP/APP	SUMMARY CRIMINAL EXCEPTIONAL PAYMENTS	9/2002	50		LA00C4
CRIM/AUTO	INTIMATION OF AUTOMATIC CRIMINAL LEGAL AID	7/2004	10		LA00C8

APPLICATION FORMS CONTINUED OVERLEAF..

Please complete your details.

PRACTITIONER CODE NO. FIRM CODE NO. BRANCH CODE

FIRM NAME

DX/LP/POST ADDRESS

TELEPHONE NUMBER

For printers use: ORDER PROCESSED BY DESPATCH NOTE NO. DATE

FORM ISSUED 10/06

Order by phone, fax or mail to Stewarts:
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APPLICATION FORMS (CONTINUED)

FORM CODE	DESCRIPTION	DATE OF ISSUE	NUMBER OF FORMS PER PACK	NUMBER OF PACKS REQUESTED	PRINTER CODE
GENERAL USE FOR CRIMINAL AND CHILDREN'S MATTERS ONLY.					
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
LEGAL AID FOR CHILDREN					
CHILD/APP	APPLICATION TO COURT	1/1999	5		LA00H1
CHILD/APPL/APP	APPLICATION TO BOARD – APPEAL PROCEEDINGS	12/1998	5		LA00H2

ACCOUNTS FORMS					
ADVICE AND ASSISTANCE					
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
CIVIL LEGAL AID					
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
ACC/CIV/1	ACCOUNTS SYNOPSIS – REPORT ON COMPLETION OF CIVIL PROCEEDINGS	1/1995	PAD 50		LA00R6
CRIMINAL LEGAL AID					
ACC/CRIM/DUT	ACCOUNTS SYNOPSIS – COMPLETION OF INITIAL DUTIES OF DUTY SOLICITOR	NO DATE	50		LA00S1
ACC/CRIM/1	ACCOUNTS SYNOPSIS – REPORT ON COMPLETION OF CHILDREN'S OR CRIMINAL PROCEEDINGS OR COMPLETION OF FOLLOW UP DUTIES OF DUTY SOLICITOR	1/1995	50		LA00S4
SLA/ROL/6	REQUEST FOR REIMBURSEMENT OF OUTLAYS OR INTERIM PAYMENT OF FEES UNDER CRIMINAL LEGAL AID (IN SOLEMN AND APPEALS CASES) AND CHILDREN'S LEGAL AID	7/2002	50		LA00S6
FOR THE USE OF RIGHTS OF AUDIENCE SOLICITORS ONLY					
ACC/ROAS/1	CLAIM FOR PAYMENT BY RIGHTS OF AUDIENCE SOLICITORS	NO DATE	PAD 50		LA0010

LEAFLETS					
1	GUIDANCE FOR OPPONENTS IN CIVIL LEGAL AID CASES	APRIL 2003	EACH		LG007Z
2	CIVIL LEGAL ASSISTANCE – A SIMPLE GUIDE	OCTOBER 2003	EACH		LG008H
3	CRIMINAL LEGAL ASSISTANCE IF YOU ARE IN CUSTODY	APRIL 2003	EACH		LG009P
4	CRIMINAL LEGAL ASSISTANCE IF YOU ARE NOT IN CUSTODY	APRIL 2003	EACH		LG006R
5	CIVIL LEGAL AID – WHAT YOU MIGHT HAVE TO PAY AT THE END OF YOUR CASE IF YOU WIN OR KEEP MONEY OR PROPERTY	OCTOBER 2003	EACH		LG010W
6	DO I QUALIFY FINANCIALLY FOR ADVICE AND ASSISTANCE OR CIVIL LEGAL AID?	APRIL 2006	EACH		LG011F
	COMPLAINTS AND COMMENTS ABOUT THE SCOTTISH LEGAL AID BOARD	APRIL 2006	EACH		LG013N

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