



Legal aid forms available to solicitors

GEN/ORD

ISSUED 01/06

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 | 9/99 | PAD 200 | | LA00A4 |
| AA/INC | APPLICATION FOR INCREASE IN AUTHORISED EXPENDITURE | 5/98 | PAD 200 | | LA00A5 |
| 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 | REVISED 5/98 | 50 | | LA00C1 |
| CRIM/SUM/APP | APPLICATION TO BOARD – SUMMARY PROCEEDINGS | REVISED 8/98 | 50 | | LA00C2 |
| CRIM/APPL/APP | APPLICATION TO BOARD – APPEAL PROCEEDINGS | REVISED 5/98 | 10 | | LA00C3 |
| CRIM/EXCEP/APP | SUMMARY CRIMINAL EXCEPTIONAL PAYMENTS | 9/2002 | 50 | | LA00C4 |
| CRIM/AUTO | INTIMATION OF AUTOMATIC CRIMINAL LEGAL AID | 7/2004 | 10 | | LA00XX |
| GENERAL USE FOR CRIMINAL AND CHILDREN'S MATTERS ONLY. | | | | | |
| SANC/APP | APPLICATION FOR SANCTION BY SOLICITOR | REVISED 5/98 | 50 | | LA00A1 |
| AMND/APP | APPLICATION FOR AMENDMENT OR EXTENSION BY SOLICITOR | NO DATE | 50 | | LA00A2 |
| TRANS/APP | REQUEST FOR TRANSFER OF AGENCY | REVISED 6/98 | 50 | | LA00A3 |
| CEASE/APP | NOTIFICATION OF SOLICITOR CEASING TO ACT | REVISED 6/98 | 5 | | LA00A6 |
| LEGAL AID FOR CHILDREN | | | | | |
| CHILD/APP | APPLICATION TO COURT | REVISED 1/99 | 5 | | LA00H1 |
| CHILD/APPL/APP | APPLICATION TO BOARD – APPEAL PROCEEDINGS | REVISED 12/98 | 5 | | LA00H2 |

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

Order by phone, fax or mail to Stewarts:

- Telephone **0131 659 6010**
- Fax **0131 652 1348**
- or Mail to:
Stewarts, Meadowbank Works,
67 Marionville Road,
Edinburgh, EH7 6AJ.
DX 419 Edinburgh –1.

Note: If you fax your order, you do not need to also mail it.

ACCOUNTS FORMS

| FORM CODE | DESCRIPTION | DATE OF ISSUE | NUMBER OF FORMS PER PACK | NUMBER OF PACKS REQUESTED | PRINTER CODE |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------|---------------------------|--------------|
| ADVICE AND ASSISTANCE | | | | | |
| SLA/ROL/2 | APPLICATION FOR REIMBURSEMENT OF OUTLAYS (CIVIL &/OR A&A) | - | 50 | | LA00Q2 |
| SLA/ROL/5 | REQUEST FOR REIMBURSEMENT OF OUTLAYS WHERE THERE IS NO POTENTIAL FOR ANY FINANCIAL RECOVERY | JULY 2002 | 50 | | LA00Q3 |
| AA/HARDSHIP/1 | APPLICANT HARDSHIP OR DISTRESS | MAY 2004 | 10 | | LA00Q4 |
| AA/HARDSHIP/2 | SOLICITOR'S APPLICATION WHERE PAYMENTS WILL BE DELAYED OR DIFFICULT | MAY 2004 | 10 | | LA00Q5 |
| CIVIL LEGAL AID | | | | | |
| SLA/ROL/1 | APPLICATION FOR REIMBURSEMENT OF OUTLAYS | REVISED MAR 95 | 50 | | LA00R3 |
| SLA/POA/1 | APPLICATION FOR PAYMENT ON ACCOUNT OF FEES | REVISED AUG 94 | 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 | REVISED JAN 95 | 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 | REVISED JAN 95 | 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 | JULY 2002 | 50 | | LA00S6 |
| FOR THE USE OF RIGHTS OF AUDIENCE SOLICITORS ONLY | | | | | |
| ACC/ROAS/1 | CLAIM FOR PAYMENT BY RIGHTS OF AUDIENCE SOLICITORS | | 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 | ELIGIBILITY LIMITS | APRIL 2005 | EACH | | LG011F |

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- Telephone **0131 659 6010**
- Fax **0131 652 1348**
- or Mail to:
Stewarts, Meadowbank Works,
67 Marionville Road,
Edinburgh, EH7 6AJ.
DX 419 Edinburgh –1.

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