



Revised 05/07

# Advice and Assistance - Legal Aid Online Client Mandate Form

# AA/LAO

Use this form where you are making an advice and assistance application using Legal Aid Online, and are seeing a repeat client or a new client out of the office where their circumstances are straightforward, such as they receive passport benefits. In other situations, you should use the printed advice and assistance application form to ensure you collect all the required information. Remember that you are responsible for completing the application form and should ensure all information required is provided.

## SECTION A - KEY DETAILS

Solicitor's name

Subject matter

Category code

Applicant's full name

Applicant's date of birth

*If new client:* National Insurance no

*If new client:* address

Financial details - capital

Financial details - income

Contribution due

Diagnostic contribution due (*civil only*)

*If new client:* equality questions  
(give Equality Card to client)

Q1 Did not answer

Q2 Part A

Q2 Part B

Q2 Part C

Q3: Disability

## SECTION B - CHECKLIST OF OTHER INFORMATION YOU MAY REQUIRE TO COLLECT

- Applicant has any rights or facilities that might fund case?
- Applicant previously received advice on this matter from ANY other solicitor?
- *For civil diagnostic* -applicant previously received diagnostic advice from ANY solicitor in last 3 months?
- Is applicant living with a spouse/partner? (collect details if partner has capital / income)
- What documentary evidence seen of income and capital?

Add further information below or overleaf

## SECTION C - DECLARATION BY APPLICANT

- I declare that my application will be made electronically by my solicitor and the information given in this application is, to the best of my knowledge and belief, correct.
- I agree to the Scottish Legal Aid Board asking other people or bodies about this application. This could include my solicitor, my employer, my bank, the Department for Work and Pensions or HM Revenue and Customs. I authorise those other people or bodies to provide the information the Board asks for.
- I understand that I may have to pay for my advice and assistance from any money or property that I get or keep, if my contribution and any expenses recovered are less than my solicitor's charges.
- I agree to the disclosure of this application, associated papers and my case file held by my solicitor for quality assurance purposes including peer review, at any stage during or after the advice and assistance.
- *For civil cases* - If I am applying for approval to move from diagnostic advice and assistance to full advice and assistance, and this is granted, I understand that I may have to pay a contribution assessed and shown at Section C instead of any contribution for diagnostic advice and assistance.

Signature of applicant/representative

Date

Data Protection Act 1998 - Access to Personal Data The personal information provided by you or on your behalf will be used in accordance with the Data Protection Act 1998 and for the Board's functions under the Legal Aid (Scotland) Act 1986. You have the right to make a formal request in writing to see the personal information we hold about you, to inspect it and to have it corrected if it is wrong. The Board may receive information about you from certain third parties (for example, some government departments and agencies), or give information to them. However, we will not pass on information about you unless the law allows us to do so.

Signature of solicitor

Date