



CIVIL LEGAL AID - Legal Aid Online Transfer Mandate Form

CIVTR/LAO
1.0

Rev 16/02/10

Use this form where you are applying for a transfer of agency using Legal Aid Online. Remember that you are responsible for completing the application form and should ensure you provide all information required, and that you hold a copy of this Mandate Form on your file.

SECTION A - KEY DETAILS

Solicitor's name

Legal aid reference number

Applicant's full name

SECTION B - APPLICANT'S OR REPRESENTATIVE'S DECLARATION

- I authorise the solicitor named below to act on my behalf in this case, and to apply electronically for this change of solicitor.
- I declare that the information given in this application is, to the best of my knowledge and belief, correct.
- I give my permission for the Board to give information about this request to change my solicitor, including this application form, to my previous solicitor.

Applicant's or representative's name

Solicitor's name

Signature of
applicant/representative

Date

SECTION C - SOLICITOR'S DECLARATION

Solicitor's declaration for transfer application

- Any opinion expressed in the application represents my professional opinion.
- I certify that to the best of my knowledge and belief, the information given is correct. I consent to the disclosure of the application, associated documentation and client case file for quality assurance, including peer review and stage reporting purposes, at any stage during or after the proceedings.

Solicitor's signature

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.