



CRIMINAL LEGAL AID - Legal Aid Online Transfer Mandate Form

CRIMTR/LAO 1.0

Rev 26/03/10

Use this form where you are applying for a transfer of summary criminal and solemn criminal legal aid cases using Legal Aid Online. The legal aid or PF reference number must be provided for this. Remember that you are responsible for completing the application form and should ensure you provide all information required, and you must send a copy of this Mandate Form to the previously instructed solicitor. You should also hold a copy of this Mandate Form on your file.

SECTION A - KEY DETAILS

Solicitor's name

LARN

PF reference

Applicant's full name

Court type and location

Type of legal aid Solemn Summary

Reason for transfer

SECTION B - APPLICANT'S DECLARATION

- I authorise the solicitor named above to act on my behalf, and to apply electronically for this change of solicitor..
- I declare that my transfer application is, to the best of my knowledge and belief, correct.
- I confirm that I have read and agree with the reasons provided for seeking a transfer of legal aid.
- I agree to a copy of this mandate form being given to my previous solicitor.
- If the Board agrees to the transfer, I authorise and instruct the transfer to my new solicitor of all papers, documents, and files which are held on my behalf in relation to this matter

Signature of applicant

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, at any stage during or after the proceedings.
- I agree to provide a copy of this mandate form to the previously instructed solicitor when making this request to the Board.

Signature of solicitor

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.