



Revised June 2011

Criminal advice and assistance/ABWOR - Legal Aid Online client mandate form

AA/LAO/CRIM

Use this form where you are making an advice and assistance application using Legal Aid Online. Remember that you are responsible for completing the application form and should ensure all information required is provided. (* denotes a mandatory field online)
Use AA/LAO/CIV for civil advice and assistance/ABWOR advice and assistance.

SECTION A - KEY DETAILS

Solicitor's name Applicant's personal identifier

Applicant's National Insurance number:
If no National Insurance number are they: Asylum Seeker Child Serving sentence On remand Other Details:

Title *Applicant's full name *Gender Male Female

Address *Applicant's date of birth

Case details: *Category code(s) *Subject matter

*Date(s) and location(s) of offence(s) *ABWOR Yes No Summary Solemn
*Is applicant in custody? Yes No

*Complaint or petition served? Yes No If Yes, court location & type:

*Direct measure issued? Yes No Challenged? Yes No *PF or police ref number

*Other rights or facilities that might fund case? Yes No Details: *Previous A&A Ref No:

Financial Details (not required if ABWOR for obstructive witnesses (OBWI), Terrorism (Ter) and breach of interdict arrests (BIA))

*Is applicant living with a spouse/partner? Yes No (If Yes, and partner has capital/income, include in financial details below)

Partner's details: *Full name If no National Insurance number are they:
Partner's date of birth: Asylum Seeker Child Serving sentence On remand
Partner's National Insurance number: Other Details:

Do you or your partner hold any money, savings, land or property, investments, valuable assets or capital? Yes No
Applicant £ Spouse/Partner £
Total capital allowances £ Disposable capital (Total capital - allowances) £

Please remember that the following or similar items can be considered as capital:

- money in the bank, building society, post office, premium bonds, national savings certificates;
- investments (shares and bonds etc);
- the net value of any land and buildings owned, other than my main home, including interests in timeshares;
- money that can be borrowed against insurance policies;
- the value of other non-essential possessions such as boats, caravans, second cars, jewellery (excluding wedding or engagement rings), or antiques etc;
- money owed to me or my partner;
- money due from a will or trust fund;
- the net value of any business assets;
- redundancy payments.

Do you or your partner receive any of the following passported benefits?

Please indicate who receives the benefit by ticking either the applicant or the partner box	Applicant	Partner
Income Support	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income-related Employment and Support Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income-based Jobseeker's Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If employed, applicant's employer's name Address
City Postcode

Does the applicant receive a non-passport benefit? Yes No If not employed or in receipt of benefits, does the applicant have: Nil Income Other Details:
If yes, details:

Total weekly income from all sources: nil £
Income allowances nil £
Does the applicant pay maintenance? nil £
Total allowances nil £
Disposable income: nil £

Contribution due nil or £

*What documentary evidence have you seen of income and capital?

Further information (to record any additional info such as correspondence address or additional employer/bank details)

SECTION B - EQUALITY - FOR NEW CLIENTS - GIVE CLIENT EQUALITY CARD

Q1 Did not answer

Q2 Ethnic origin

Q3: Disability

Yes No Did not answer

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 understand if I give false information I may be prosecuted.
- I agree to the Scottish Legal Aid Board making enquiries of any person or bodies including my solicitor, my employer, my bank, the Department for Work and Pensions and HM Revenue and Customs in relation to this application. I authorise those persons or bodies to provide the information required by the Board.
- I agree to the disclosure of the application, associated documentation and my case file held by my solicitor for quality assurance purposes including peer review and stage reporting, at any stage during or after the proceedings.
- If a grant of general criminal advice and assistance is upgraded to standard criminal advice and assistance, or if ABWOR is subsequently granted for this general criminal advice and assistance case, I understand that I may have to pay a contribution assessed and shown at Section A. This is instead of any contribution for general criminal advice and assistance.
- I confirm that, when providing details of any capital or savings I may have, I have considered the list of items in Section A which can be considered as capital.

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 granted