



Revised March 2011

CIVIL LEGAL AID - Legal Aid Online Transfer Mandate Form

CIVTR/LAO

Use this form where you are making a civil legal aid transfer application 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 No

Applicant's full name

SECTION B - APPLICANT'S OR REPRESENTATIVE'S DECLARATION

- I declare that my transfer 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

(Enter applicant or representative's name)

authorise

(Enter solicitor's name)

to act on my behalf in this case.

- 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.
- The Scottish Legal Aid Board is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the Board's website or contact the Board.

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.

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.