



Revised
March 2011

Criminal legal aid Legal Aid Online Transfer mandate form

LAO/CRIMTR

Use this form where you are applying for a transfer of summary criminal or solemn criminal legal aid using Legal Aid Online. The legal aid or PF reference number must be given. Remember that you are responsible for completing the application form and should ensure you provide all information required. You must send a copy of this Transfer mandate form to the previous solicitor and keep a copy of this form on your file. (* denotes a mandatory field online)

SECTION A - KEY DETAILS

Solicitor's name

Legal Aid Reference Number

PF Reference

Applicant's full name

Court type and location

Type of legal aid Solemn Summary

Reason for the transfer

SECTION B - APPLICANT'S DECLARATION

- I authorise the solicitor named above to act on my behalf, and to apply electronically to the Board to change the solicitor I want to act for me.
- 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.
- 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/representative

Date

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.

SECTION C - SOLICITOR'S DECLARATION

- 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.