



Revised
March 2011

Solemn criminal legal aid - Legal Aid Online client mandate form

LAO/SOL

Use LAO/SOL for solemn criminal legal aid applications. Use this form where you are making a solemn criminal application using Legal Aid Online. Remember that you are responsible for completing the application form and should ensure all information required is provided.

Previous criminal legal aid?		<input type="checkbox"/> Summary <input type="checkbox"/> Solemn <input type="checkbox"/> Reg 15 <input type="checkbox"/> None Ref (if known)			
Solicitor's name					
Applicant's personal identifier		National Insurance no			
Applicant's full name		Applicant's date of birth			
Applicant's address					
Partner's details (If income and no contrary interest)		Name..... NI Number (if known).....		No of Dependants	
Bank account details		<input type="checkbox"/> no account Details (if supplied):			
Capital		<input type="checkbox"/> Nil Cash £..... Bank £..... Shares £..... Other £..... Details..... Address of any additional property Outstanding value £..... Outstanding loan/mortgage £.....			
Weekly Income/Payments		<input type="checkbox"/> Nil Income, provide how supported		Does the spouse/partner get income (benefits or earnings) which is in EXCESS of £215 per WEEK? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Income	Details		Payments	Details	<input type="checkbox"/> None
Benefit 1		£	Rent etc		£
Benefit 2		£	Mortgage		£
Benefit3		£	Council Tax		£
Pay or Sick Pay		£	Loan 1		£
Self Employed		£	Loan 2		£
Private Pension		£	Loan 3		£
Student Grant		£	Maintenance		£
Other		£	Other		£

Add further information below (use this space to record any additional info, i.e. applicants trade and employment details)

EQUALITY - FOR NEW CLIENTS - GIVE CLIENT EQUALITY CARD

Q1 Did not answer Q2 Ethnic origin Q3: Disability Yes No Did not answer

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 understand that if I knowingly provide any false or incomplete information about my financial circumstances, this may lead to separate criminal charges being brought against me.
- 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 this application, associated papers and my case file held by my solicitor for quality assurance purposes including peer review, at any stage during or after the case.
- I understand that I need to advise the Scottish Legal Aid Board if my income or capital increases by £750 net per year during the lifetime of the court case.
- 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

DECLARATION BY THE SOLICITOR

As the applicant is being prosecuted under solemn procedure in this matter, I am giving criminal legal aid until this application is determined by virtue of the automatic legal aid provisions of section 22 (1) (b) of the Legal Aid (Scotland) Act 1986. Yes No

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.

THE CASE - TO BE COMPLETED BY THE SOLICITOR

Category code(s) and number of charges - please enter the number of charges for all relevant categories			
..... ABD Abduction AMU Attempted murder ANI Animal Acts ASS Assault ATTP Attempting to pervert the course of justice BBC Breach of bail conditions - 27(1)b BCRO Breach of community reparation order BOAS Breach of ASBO BOP Breach of peace BSEX Breach of the Sex Offenders Act 1997 - outside UK CGAI Civic Government (Scotland) Act 1982 - indecent photographs CGAO Civic Government (Scotland) Act 1982 - other CGAT Civic Government (Scotland) Act 1982 - section 57 CJLA Sections 28-50 of the Crim Justice and Licensing (S) Act 2010 COMM Communications Acts CULP Culpable and Reckless Conduct DG Misuse of Drugs Act 1971 EMB Embezzlement EWA Emergency Workers Act FIR Firearms Act FRA Fraud FTA Breach of bail conditions - 27(1)a FTAO Breach of bail conditions - other HB Housebreaking HOM Culpable homicide MUR Murder OFW Offensive weapon POL Police (Scotland) Act ROB Robbery RTA Road Traffic Act SEX Sexual offences TERR Terrorism THF Theft TMV Theft of motor vehicle VAN Vandalism WFR Wilful fire raising OTC Other (please specify)		
Date of First Appearance		Date of next appearance (if known)	
Court Location	<input type="checkbox"/> Sheriff	<input type="checkbox"/> High	PF ref number
Names of Co-Accused		LA Ref No(s) (if acting)	
Other rights or facilities that might fund case? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:			
ATTACHMENTS			
Documents that must be attached <input type="checkbox"/> Copy of Petition/Indictment <input type="checkbox"/> Copy of evidence of employment income <input type="checkbox"/> Copy of bank or building society etc statements	Optional documents <input type="checkbox"/> Any other supporting documents - please specify.....		