

**THE SCOTTISH LEGAL AID BOARD
DUTY PLANS 2006**



This application form must be completed by the individual solicitor applying for inclusion. If insufficient forms have been provided, photocopies will be accepted. Further forms may be obtained from Carol Moffat at the Scottish Legal Aid Board, 44 Drumsheugh Gardens, Edinburgh (0131 240 1940) or from the Board's website www.slab.org.uk.

Please ensure that this form is fully and accurately completed. If not, it may not be possible to consider the application for inclusion on the duty plan.

THE FORM MUST BE RECEIVED BY THE BOARD NOT LATER THAN 26 AUGUST 2005 AND MUST BE ACCOMPANIED BY A COPY OF THE APPLICANT'S PRACTISING CERTIFICATE

Name	
Firm name/address	

DX/LP Number (if applicable)		DX/LP Exchange	
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Practitioner's code number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Firm code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone number	Business	<input type="text"/>	Home	<input type="text"/>
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Indicate on which duty plan(s) you wish to be included	<input type="text"/>	Sheriff court	<input type="text"/>	District court	<input type="text"/>
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(N.B. Solicitors will normally only be selected for duty in one court, except in special circumstances, or in rural areas.)

What is the date of your current practising certificate?	<input type="text"/>	Is there a restriction on your current practising certificate?	YES/NO
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If yes, please indicate the nature of that restriction	<input type="text"/>
	<input type="text"/>

Have you previously served as a duty solicitor? YES/NO

If yes, indicate in which courts (stating whether sheriff or district) and for how many years	<input type="text"/>	yr(s)
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Are you a regular practitioner in the sheriff or district courts in the field of criminal law other than as a duty solicitor? YES/NO

How many trials have you personally conducted in the last 12 months?	<input type="text"/>
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If you have not previously practised in the field of criminal law (other than as a duty solicitor), is it your intention to do so regularly now? YES/NO

Are you registered under the Board's Code of Practice in relation to Criminal Legal Assistance? YES/NO
Continued.../

DECLARATION TO BE SIGNED BY THE APPLICANT

I undertake that, if I am selected for service as duty solicitor and accepted onto the Criminal Legal Assistance Register, and unless I resign from the duty plan for which I am selected, I shall carry out, personally, the period of duty assigned to me.

I shall render during that period the services of a duty solicitor as set out in the Legal Aid (Scotland) Act 1986 and the Criminal Legal Aid (Scotland) Regulations 1996.

If I am unable to carry out that period of duty personally, I shall delegate only to such persons as may be authorised by the Scottish Legal Aid Board.

I also undertake to inform the Scottish Legal Aid Board immediately if I resign from the duty plan, and I shall not exchange periods of duty with another solicitor on the plan, except with the approval of the Scottish Legal Aid Board.

Signature

Date

Data protection notice

The Scottish Legal Aid Board is a Data Controller. The information you provide in this form will be used to process your application to become a duty solicitor in accordance with the Legal Aid (Scotland) Act 1986 and the Criminal Legal Aid (Scotland) Regulations 1996. Your personal data will be processed in accordance with the principles of the Data Protection Act 1998. In the process of dealing with your application, we may share your data with third parties, such as police authorities, court services, members of the public and also the Law Society of Scotland. We may share the contact details that you provide in this form with the police and other duty solicitors who are members of the same local plan(s) as you, to facilitate the swapping of allocated rota slots. Under section 7 of the Data Protection Act 1998, you have the right (subject to certain exemptions) to request access to the personal data we hold about you. To request your personal data you should write to the Board's Data Protection Officer.

Please ensure you send your completed form to us by 26 August 2005.

Before sending us this form:

- remember to attach a copy of your practising certificate