

Criminal Applications

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Your ref:

Please quote the department above and
our reference: CM/DP2006



TO: All criminal practitioners

7 June 2006

CRIMINAL LEGAL AID - DUTY PLANS 2007

We are currently preparing the 2007 duty plans for the various sheriff and district courts. If any member of your firm wishes to apply for inclusion in a plan, he/she should complete and return the accompanying form, to reach me not later than **25 August 2006**. We will not accept late or incomplete applications. We will not consider representations against exclusion from a plan on the grounds of the late lodging of an application for any reason. We will not send a reminder.

To be eligible you must:

- hold a practising certificate with no restriction affecting your entitlement to undertake legal aid work as at the closing date for applications
- have a place of business within the sheriff court or district court area for which the duty plan is being prepared and conduct the majority of your business within that court
- have been accepted onto the Criminal Legal Assistance Register.

The full eligibility guidelines are attached, together with an application form. The form includes questions about past experience. This does not mean that we will treat past experience as a necessary qualification, but it does help us to have full information concerning applicants. The completed form must be accompanied by a copy of the applicant's practising certificate.

If you apply to be included on more than one plan, we reserve the right to select in which plan, if any, to include you, without recourse. You should therefore state any preference clearly on the application form.

We will acknowledge all applications on the date of receipt or as soon as possible after that date. If you do not receive an acknowledgement within seven days you should telephone me immediately on the extension shown above. If you do not receive a copy of the plan you should contact me immediately.

Please submit your application as soon as possible to avoid last minute difficulties.

A copy of this letter, the application form and the duty solicitor guidelines are also available on our website at www.slab.org.uk

Yours sincerely

Carol Moffat
Duty Plans Officer

Attached:

- *Duty plan eligibility criteria*
- *Application form*

Who to contact if you have any questions:

- For further information regarding duty plans, please contact:
Carol Moffat 0131 240 1940, or email moffatca@slab.org.uk
- Please tell us if the firm or address details we have used are incorrect. You should notify our Receipts and Payments Department in writing of any changes in address or practitioner details. If you have any queries on mailing addresses please contact:
Receipts and Payments on 0131 240 2080
- If you wish to obtain copies of any of our publications, please contact:
Communications on 0131 240 1985
- You can also find all of our publications, including this mailshot, online at **www.slab.org.uk**