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TO: The Managing Partner
All firms on the provisional civil legal register

Helpline direct dial number:
0131 240 2007

Email: civilreform@slab.org.uk

Your ref:

Please quote the department above and
our reference: **Civil Reform / 5**

26 September 2003

Dear Sir / Madam

CIVIL LEGAL AID REFORM MAILSHOT 5

CIVIL LEGAL AID - INFORMATION FOR APPLICANTS (CIV/INFO) BOOKLET

This mailshot covers the new civil legal aid information booklet and is the fifth in a series of mailshots issued by the Board to provide information about the civil legal aid reforms. This has been sent to the managing partner of each firm at the address shown on our provisional civil register. You should ensure that all branches and practitioners who undertake civil legal assistance are made aware of this mailshot.

In the fourth mailshot, which included the starter pack of new civil legal aid forms, we advised that the information booklet that should be given to the applicant would follow under separate cover. Due to a slight delay in producing the printed booklets and to ensure each firm has copies prior to the implementation date of 1 October, we attach 3 photocopied versions of the booklet for use over the next week. In addition, the booklet is available on our website www.slabpro.org.uk (the username for the website is procurator and the password is LAACT1986).

You will receive supplies of the printed booklet during the next few days. You will then be able to order further supplies of the printed booklet using the order form enclosed with the forms starter pack.

If, in the meantime, you require additional copies of the booklet please:

- download and print the electronic version of the booklet from our website or
- make further photocopies of the booklet.

The booklet must be given to the applicant before he/she completes the applicant's Financial Eligibility Form. It contains more detailed information than the information sheet that it replaces. It has been written to be clear and easy to understand for the applicant, and has been approved by the Plain Language Commission.

If you require further copies of the booklet before receiving your supply, and are unable to obtain further copies as mentioned above, please telephone Janet Nixon, the Project Liaison Manager on 0131 240 2032.

Yours faithfully



Tom Murray
Director of Legal Services and Applications

Telephone Helpline

If you have a query about the registration process, the applications or reporting processes or fees and accounts under the new system please telephone our Civil Legal Aid Reform Helpline on
0131 240 2007

Alternatively, you can e-mail us with any queries - civilreform@slab.org.uk

If you have any queries about the Quality Assurance system please telephone the Law Society on 0131 476 8147.

Have you missed any information?

Previously issued mailshots about the civil legal aid reforms

Details of Mailshot	Date of Mailshot	Issued by	Issued to
Mailshot 1 – Registration	29 August 2003	Board	All firms
Mailshot 2 – Applications and Reporting	5 September 2003	Board	All legal aid practitioners
Mailshot 3 – Fees and Accounts	19 September 2003	Board	All legal aid practitioners
Mailshot 4 - New civil legal aid forms and starter pack	26 September 2003	Board	The Managing Partner, all firms on the provisional civil register