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

Helpline direct dial number:  
**0131 240 2007**

Email: [civilreform@slab.org.uk](mailto:civilreform@slab.org.uk)

Your ref:

Please quote the department above and  
our reference: **Civil Reform / 6**

8 October 2003

Dear Sir / Madam

## **CIVIL LEGAL AID REFORM MAILSHOT 6**

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

This mailshot covers the new civil legal aid information booklet and is the sixth 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. Please ensure that all branches and practitioners who undertake civil legal assistance are made aware of this mailshot.

As indicated in earlier mailshots, I enclose a starter pack of *Civil legal aid – information for applicants booklet* - CIV/INFO. 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. This pack is supplemental to the photocopied booklets issued with mailshot 5.

We enclosed with mailshot 4 an order form for the Board's printers, Stewarts, and you can now use this form to order additional supplies of the booklet. As with the forms, and for the reasons outlined in mailshot 4, we seek your co-operation by asking you to limit your supply of the booklets to the number that you anticipate will meet your needs for the next six months.

To place an order you can call Stewarts on 0131 659 6010 or return the order form by fax or mail (if faxing an order, you do not need to also send as confirmation your order form by mail). When placing an order, you **must** give your firm code and/or practitioner number.

As previously indicated, the booklet may also be downloaded from our website [www.slabpro.org.uk](http://www.slabpro.org.uk) (the username for the website is procurator and the password is LAACT1986).

We plan to issue in the next few days a further mailshot to all practitioners summarising the changes and highlighting some of the questions the profession has raised with us

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](mailto: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*

<b>Details of Mailshot</b>	<b>Date of Mailshot</b>	<b>Issued by</b>	<b>Issued to</b>
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
Mailshot 5 – Information for Applicants booklet	26 September 2003	Board	The Managing Partner, all firms on the provisional civil register