

Legal Services Department

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The senior partner / sole practitioner
At the head office of all firms on the provisional civil
register, who had not responded to civil reform
mailshot 10

Helpline direct dial number:
0131 240 2007

Email: civilreform@slab.org.uk

Your ref:

Please quote the department above and our
reference: Civil Reform / 11 / Firm code

This letter contains important information and should be considered by the senior partner or sole practitioner responsible for:

- Civil legal aid and civil advice and assistance
- Children's legal aid and associated advice and assistance

A response is required from you by ***Friday 25 June 2004***

16 June 2004

Dear Sir/ Madam

CIVIL LEGAL AID REFORM MAILSHOT 11

This mailshot is the eleventh in a series of mailshots issued by the Board to provide information about the civil legal aid reforms. This letter is a reminder about the information contained in our tenth mailshot, which was issued in early June. This letter has been sent to the head office of all firms on the provisional civil legal assistance register who, as of today, have not yet responded to civil reform mailshot 10.

The registration element of civil legal aid reform formally comes into effect from 1st July 2004. Civil reform mailshot 10 provided information about the registration process and included a pre-printed form to be returned to us by 25 June. We are pleased that the majority of firms mailed have already replied confirming that they wish to continue with civil and children's legal assistance. However, we are aware from some firms that they did not receive mailshot 10, which was sent to you by Royal Mail. This mailshot therefore encloses a summary of the information contained in our previous letter, together with a further copy of the form with information on your firm. We are asking you to confirm that:

- your firm wishes to continue to register to provide civil legal aid and civil advice and assistance from 1st July 2004.
- your firm wishes to register to provide children's legal aid
- the information we hold about your firm on the provisional register is correct.

If your firm does solely children's legal aid

If your firm provides only children's legal aid, you should indicate this on the attached form. Unless your firm

also conducts civil legal assistance, it will not be shown on the civil register of firms.

How to confirm your registration

We attach a form that is pre-printed with details of your firm and its branches, based on our current records. To confirm that you wish to continue to register to provide civil legal assistance and/or register to provide children's legal aid, all you need to do is to:

- check that the information given on your firm and its branches is correct - please write in amendments to addresses in the space provided if our information is incomplete or incorrect, and state any background information as to when the changes were made. We will use this information to update our central records, including the address details used for payments.
- tick the box to confirm that you offer civil legal assistance for each address
- tick the box to confirm that you offer children's legal aid at each address
- if for any reason your firm does not wish to continue to register to provide civil legal assistance, you should also send us a letter to confirm this and to enable your firm's entry to be deleted. The letter should be sent to: Brian Millar, Legal Compliance Manager, Scottish Legal Aid Board, 44 Drumsheugh Gardens, Edinburgh EH3 7SW.

By signing this form you will also be verifying that you will have procedures in place to meet the administrative requirements of the Law Society of Scotland with effect from 1st July 2004. Guidelines for these procedures can be found at www.slab.org.uk

You should complete and sign the form and return it to us not later than *Friday 25 June 2004*.

As advised in civil reform mailshot 1, you should note that if your firm wishes to undertake civil or children's legal assistance, and you have not returned this form to us to confirm your registration, any applications you submit after 1 July will not be considered and will be held until you have completed the registration process. To ensure there are no delays or other issues in considering applications submitted after 1 July, we would therefore encourage you to return your completed form to us by 25 June.

Contacts for any questions

If you have any questions on this mailshot, or with assistance with this or any other area of civil compliance, our team of Civil Compliance Auditors will be happy to provide advice and guidance. You should contact:

- Emma Thornthwaite, tel direct 0131 240 1974, or email thornthwaiteem@slab.org.uk
- Isobel Tripp, tel direct 0131 240 1975, or email trippis@slab.org.uk
- Brian Millar, Legal Compliance Manager, tel direct 0131 240 2043, or email millarbr@slab.org.uk
- A copy of this mailshot is also available from the Board's website at www.slab.org.uk or from our Communication's Office on 0131 240 1985
- Alternatively, you can also call our **civil reform helpline on 0131 240 2007** or email civilreform@slab.org.uk

We look forward to receiving your firm's form and information by 25 June.

Yours faithfully



Tom Murray
Director of Legal Services and Applications