



Scottish Legal Aid Board FREE in-house printing facility

To:

All legal aid practitioners

20 October 2011

In November 2009, the Board introduced a scheme under which it offered to print case related documents free of printing and copying charges. Where firms have taken up this offer, the photocopying or printing would otherwise have resulted in a significant charge on a legal aid account.

A limited trial has shown that the use of the Board's in-house facilities results in copying and printing being successfully done for a fraction of the price chargeable on a legal aid account. In the current economic climate, where there is continuous pressure to reduce public expenditure, wider use of this facility represents an opportunity for significant savings in Legal Aid Fund expenditure. The use of the facility also brings the advantage that firms need not carry the often high cost of printing and copying until an account can be submitted at the conclusion of proceedings.

The Board proposes to expand the use of the current service by:

- reminding the profession about the facility;
- emphasising that there is no charge for the printing and copying;
- highlighting the savings to be achieved from the fund; and, as a practical step,
- reducing the minimum volume from 1000 sheets to 500 sheets.

Initially, the Board hopes to use up all of its remaining capacity, but will consider, because of the compelling evidence of the economies to be achieved, expanding the capacity to meet growing demand.

We appreciate that costs may be incurred in sending documentation to the Board, but it is hoped that in most cases papers could simply be sent via LP or DX. The Board will, however, consider such reasonable expenses incurred as a consequence at the final accounting stage.

Turnaround times

Up to 50,000 sheets - 5 working days; based on the majority of unbound copies printed in black and white.

For larger volumes or for more specialised copying, it may still be possible to meet that time-frame. However, we may ask that you contact us in advance of sending the documentation so that a mutually acceptable completion time can be agreed.

In circumstances where the copying is required urgently it may be possible to provide it in a shorter timescale and we would recommend that you contact us in the first instance.

A Copying Request Form is available on our website (www.slab.org.uk) for completion and submitting with the relevant documentation. If you would like further information, or want to make use of our copying services, please contact any of the under-noted staff who will be happy to assist.

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