

THE SCOTTISH LEGAL AID BOARD

INDEX OF ARTICLES PUBLISHED IN 'THE RECORDER'

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- **Changes to Legal Aid Legislation (August - December 1988)**
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- New criminal legal aid appeal form

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- **Annual Report**
- **Mr R K Miller, QC (Death of Co-opted Member)**

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 - Limit of £150 in certain circumstances - inappropriate use
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- **Quality of civil applications**
- **Criminal applications**
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- **Legal Aid Fund - financial position**
- **Effects of civil eligibility changes**
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 - Criminal appeals
 - Lodging applications for summary criminal legal aid
- **Criminal legal aid - Transfers of agency**
- **Outlays - Are they 'reasonable'**
 - Small claims
- **Unusual, or unusually expensive work**
- **Notification to opponents - actions against the Secretary of State for Scotland and other Government Departments**
- **Notes for guidance in requests for actuarial valuations of pensions and life assurance policies**
- **Accounts of expenses**
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- **ABWOR - petitions for restoration of driving licences**
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- **New practitioner system**
- **Availability of ABWOR as from 11 April 1994**
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- Quality strategy

- External research

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- Reasons for refusal of civil applications

- Turnaround times

- A new applications system - and what it will do for you, and us

- Practitioner codes

- Improved forms

- Application forms templates

- Improved communication

- Increasing understanding

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- Applicant's reference numbers
- Advice and assistance minimum fee claims

- New forms

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- Summary criminal legal aid and criminal appeal applications
- Civil legal aid applications
- Special Urgency - Regulation 18
- Additional forms
- Arrangements for introduction of the new forms

- Word processed forms

- New practitioner system

- Current approach
- New approach
- Multiple payment mandates
- Interim situation
- Benefits of new approach

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- Important news about the introduction of the new practitioner system

- Implementation date
- The new system explained
- We will no longer refer to:
- Instead we will refer to:
- Practitioners
- The firm
- Account point
- Registration form and mandate
- What this will achieve
- Benefits of the new system
- What solicitors must do now

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- **Reimbursement of outlays involving high expenditure - “fast track procedure”**
- **New practitioner system - registration form and mandate**
- **Confirmation letters**

- **Random checks**
 - Advice and assistance - circularisations
 - Court visits

- **Advice and assistance**
 - New applications computer system
 - Change in nominated solicitor
 - Information for non-qualified staff

- **Criminal legal aid**
 - Desertion of proceedings
 - Appeal applications - changes to procedures, September 1995

- **Civil legal aid**
 - Civil application forms
 - Assessment of capital in divorce actions - subject matter of the dispute
 - Legal aid for representation at fatal accident inquiries
 - Intimation documents - Glasgow city council and British Broadcasting Corporation

- **New procedures for motions for additional fees in civil cases act of sederunt (civil legal aid rules) (amendment) 1996 S1 1996/2148 - 9 September 1996**

INSERT

- **Advice and assistance information for non-qualified staff**

- **Section 1 - What non-qualified staff may and may not do**

- **Section 2 - Questions to be asked of applicants**

- **Section 3:**
 - a) obtaining information
 - b) effective date

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- Interim payment of outlays

- Civil legal aid

- Advice and Assistance

- Submission of Advice and Assistance accounts in criminal cases
- Applicant's identifying reference number

- Assessment of resources for the purposes of civil legal aid

- Circumstances in which aliment received by an applicant should be taken into account

- Criminal applications

- Prior approval for work of an unusual nature or likely to involve unusually large expenditure

- Civil Applications

- Applications for legal aid for judicial review of Board decisions

- Who's who in the Board

- Operations Department
- Legal Services Department
- Our fax numbers

INSERT

APPLICATIONS FOR LEGAL AID

1. Information to be provided

- To pursue actions of interdict (non-matrimonial)
 - The client's precognition
 - Supporting information

2. Approach of the Board to the statutory tests

- Probabilis causa litigandi
- Reasonableness
- Regulation 18

ISSUE 17: 16 MAY 1997

TITLE:

- Criminal legal aid

- Good reason for change of solicitor
- Introduction
- The regulatory provisions
- Reg 17 (1) - Solicitor ceasing to act for accused
- Reg 17 (2) - Accused requiring solicitor to cease acting
- Reg 17 (3) - Accused seeking to change solicitor
- Our approach to the “good reason” test

- Guidelines

Part 1 - Circumstances likely to constitute good reason to nominate another specified solicitor

Part 11 - Circumstances not likely to constitute good reason to nominate another specified solicitor unless exceptional factors are shown to exist

- Status of Guidelines
- Effective date of any transfer
- Form of application for change of solicitor
- Turnaround time for applications for change of solicitor
- Procedure for consideration of application for change of solicitor
- Notification of decision on application
- Requests for reconsideration

- Transfer of agency form of mandate

ISSUE 18: AUGUST 1997

TITLE:

- Part V - The way ahead

- Code of Practice and Registration
- Pilot Public Solicitor Scheme

- Advice and assistance

- Increases - effective date
- Money recovered under advice and assistance
- Minimum fees

- Guidelines for completing advice and assistance intimations and increase requests

1. General
2. Both forms AA/APP and AA/INC
3. Form AA/APP
 - Part B - Subject matter
 - Part D - Declaration by Applicant
 - Part E - Details of solicitor
4. Form AA/INC

- Advice and assistance category codes

- Criminal legal aid

- New criminal transfer procedures - applying for a transfer

- Children's proceedings

- Feeing of accounts

- Practitioner system

- Application forms

ISSUE 19: OCTOBER 1997

TITLE:

- Public Defence Solicitor comes to Edinburgh

- Code of Practice
- Public defence solicitor pilot
- Increased powers of investigation

- Legal Aid for fatal accident inquiries

- Who's who in the Board

- Legal Services Group
- Policy Unit

- Investigations

- Failure to report changes in circumstances

- Accounts

- Submission of supplementary accounts
- Submission of criminal accounts where a warrant has been issued for the client
- Incomplete account synopsis forms

- Application forms

ISSUE 20: JANUARY 1998

Page Title

- 1 **Alistair Watson: Public Defence Solicitor** – Alistair Watson has been appointed as Director of the PDSO, starting from 1st April
- 1 **A New Chairman for the Board** – Jean Couper has been appointed as Chairman of the Board, also from 1st April
- 2 **Alistair Watson: Public Defence Solicitor** (continued from page 1) – further profile
- 2 **A New Chairman for the Board** (continued from page 1) – further profile
- 2 **Code of Practice** – thank you to those who responded about the new Code of Practice, a final version will shortly be passed for approval to the Secretary of State
- 3 **A Good Performance, but could do Better...** – responses from recent solicitors' questionnaire reflect helpful and courteous staff and good provision of information, but still a number areas to improve; brief summary of some of the survey's findings
- 4 **New Criminal Applications System** – new computer system for criminal applications came into operation in September 1997 allowing better storage and access to information, and faster turn-around.

Article highlights some of system's key aspects:

- Applicant's personal identifier
- Account synopsis form
- Legal aid case reference numbers
- Criminal appeals - matters of special urgency (Regulation 15)
- Applying to employ Counsel or expert witness or for unusually expensive work
- Sanction for Counsel - CR33 forms
- Applying for transfer of agency
- Children's legal aid under section 29 of the Legal Aid (Scotland) Act 1986
- Use of faxes

- 5 **Application Forms** – civil legal aid: applications by children
- 5 **Covering Letters**
- 6 **Legal Aid for Curators *ad litem*** – requirements of applications and necessary information, following recently reviewed approach taken to funding work
- 7 **New Information Leaflets** – we will shortly be producing four leaflets on the function of legal aid when charged with criminal offence, or when involved in civil dispute, and what it may cost you, and what you can expect from SLAB
- 7 **Yellow pages advertisements**
- 8 **The Scottish Legal Aid Handbook** – the new handbook is available

ISSUE 21: MARCH 1998

Page Title

- 1 **Code of Practice Update: how it will affect you** – from 1st October 1998, only solicitors registered under the Crime and Punishment (Scotland) Act 1997 can undertake criminal legal assistance, and so must apply for inclusion on the Criminal Legal Aid Register by 31st July
- 1 **Roadshows** – dates and venues for eight roadshows run by Board for the profession to explain the Code of Practice, the registration process, and to answer questions
- 2 **What does the Code cover?** – the three main areas of work covered by the Code are: standards of professional conduct, quality of service, and systems of management and administration
- 2 **How do I apply for registration?** – details of completing application forms for law firms and individual solicitors
- 2 **How will the applications be assessed?** – team of Compliance Auditors will carry out initial checks and assessment and monitor continued compliance with the Code
- 3 **What should I do if I change firms?**
- 3 **How will compliance with the Code be monitored in future?** – a team of Compliance Auditors (Jane MacNaughton, Fiona McCallum, Robertson Mair and Brian Millar) will monitor compliance, including looking at standard of applications/ accounts/correspondence submitted to Board, numbers/costs of cases handled, and attendance on training courses
- 3 **What happens if my firm or a solicitor is not registered?**
- 4 **Code of Practice timetable**
- 4 **Roadshows**

ISSUE 22: MAY 1998

Page Title

- 1 **Code of Practice Update** – application deadline for inclusion on the Criminal Legal Aid Register is 31st July 1998
- 1 **Lawyers Join the Board** – appointment from 1st April of three new Board members: Brain Adair, Derek O’Carroll and Malcolm Thompson QC
- 2 **Code of Practice Update** (continued from page 1) – extra roadshows in Hamilton and Dunbarton; time recording and sample timesheets; registration of all agents
- 2 **Lawyers Join the Board** (continued from page 1) – further details of new appointments
- 3 **Contributions: more time to pay** – pilot scheme from 1st June 1998 testing viability of civil legal aid applicants paying contributions over longer than 10 months: scope of the pilot, changes in circumstances, and application of the threshold
- 4 **Guidelines on Sanctions** – guidelines intended to clarify applications and explain consideration factors when seeking to employ counsel or expert witnesses, or for work involving unusually large expenditure.
 - Authority for guidelines
 - Ambit of guidelines
 - Method of application
 - Stage at which application should be made
 - Sanction for counsel
 - Identification of expertise
 - Selection of expert
 - Unusual, or unusually expensive work
 - Extent of authority sought
 - Breakdown of costs
 - Supporting papers
 - Cases where liability is admitted
 - Reparation cases
 - Approval of expert subject to cost limit
 - Review of refusal of sanction
 - Retrospective approval
- 7 **Forms Update** – templates, and notice to opponent in civil cases
- 7 **New Criminal Fees and Taxation Guidelines** – how to purchase additional copies of the new guidelines

ISSUE 23: JUNE 1998

Page	Title
1	Acting on your suggestions – more detailed findings from recent solicitors’ survey and action now being taken
1	Code of Practice and Registration News – application deadline is 31 July
2	Code of Practice and Registration News (continued from page 1) – duty solicitor scheme and time recording
2	Records of Legal Aid Accounts – importance of retaining records of client files
3	Acting on your suggestions (continued from page 1) – details of survey responses regarding applications, communications, accounts, treasury, financial control, and practitioner mandate system.
5	Correspondence between Prisoners and their Legal Advisers – reminder of procedures for correspondence
5	Mediation in Family Cases: cover provided by legal aid – restated aims and extended timescale for experiment
6	Advice and Assistance: giving advice on the same matter – client cannot be given A&A on same matter by more than one solicitor without prior authority of Board
7	Find us on the Internet – www.scotlegalaid.gov.uk and www.slab.org.uk
7	Legal Aid Publications – a list of the range of leaflets and other publications produced for the profession and public, and where to order copies

ISSUE 24: SEPTEMBER 1998

Page	Title
1	Code of Practice: Registered? – any solicitor or firm intending to carry out criminal legal assistance after 01.10.1998 <u>must</u> be registered with the Board
1	PDSO Team Announced – Alistair Watson has announced his team of solicitors for the pilot scheme
2	Code of Practice News (continued from page 1) – publication of the register, Code of Practice logo, Compliance Auditors, Duty Solicitor Scheme
3	Public Defence Solicitors’ Office News (continued from page 1) – direction criteria
4	Investors in People Recognition – Board has recently gained national Investors in People standard
4	The Test of “Reasonableness” in Relation to Divorce and Connected Matters – further guidance on divorce, ancillary claims, and variations of existing orders
5	High Court Cases: Precognitions
6	Expert Witnesses in Civil Cases: Breakdown of Charges – all claims must be adequately vouched and include detailed claim breakdown
6	Legal Aid Forms Update – all application forms have been recently updated (some extensively changed), and should be used straight away. Code of Practice: firm’s code number Summary Criminal form – CRIM/SUM/APP Advice and Assistance form – AA/APP Advice and Assistance Increase form – AA/INC Transfers of Agency – TRANS/APP Ceasing to Act – CEASE/APP Civil Legal Aid Special Urgency form – CIV/SU4 Criminal Account Synopsis form
7	Staff Changes at the Board – new appointments and changes in responsibilities
8	Reporters and Sub-Committee Members 1997/1998 – details of practitioners acting as external reporters to the Board during 1997/1998
8	Feedback on the Annual Report – thank you to everyone who took part!

ISSUE 25: JANUARY 1999

Page Title

- 1 **Code of Practice News: Completion of Application Forms** – practice of client signing otherwise wholly/partially incomplete LA application forms is unacceptable.
Second year trainees must be registered
Time and case recording – travel to courts
Staff transfers
Practitioner and firm codes
Training
- 3 **Notes for Guidance on Advice and Assistance** – articles giving practical guidance on various issues relating to A&A
- i) Steps in Proceedings Initial documentation
Continuing advice and assistance
Industrial tribunals
Representation in other situations
Increases in authorised expenditure
Clawback
 - ii) Multiple Grants of Advice and Assistance
 - iii) Advice and Assistance for Public Defence Solicitors' Office Clients
Waiver form
Substantive matter
- 8 **Legal Aid Forms Update**
- Incomplete application forms
Civil application and financial forms – CIV/APP & CIV/APP/FIN
A&A forms – AA/APP & AA/INC
Appeal proceedings for cases involving children – CHILD/APPL/APP
Application to sheriff under Children (Scotland) Act 1995 – CHILD/APP
Forms currently in use
- 9 **Review of Glasgow Court Officer Service**
- 9 **Seminars for 1999** – details of dates, locations and titles of forthcoming seminars
- 10 **Who's who at the Board** – find the 'right person' and contact details
- 11 **Payment Enquiries**
- 11 **Intimation Documents** – details of Greater Glasgow Health Board
- 11 **Future Issues of *The Recorder***
- 12 **Help us to keep you informed**

Page Title

1 Your Guide to Fixed Payments

The Secretary of State has prescribed fixed payments for summary Criminal Legal Aid, as set out in Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999, coming into force on 01.04.1999. This special edition of *The Recorder* should prepare and assist you in implementing the changes.

Proceedings to which fixed payment regulations apply
Basis of the scheme – fixed payments
What is covered by the core fixed payment
Outlays not inc. within fixed payment allowable to solicitors, inc. prison visits
Section 23(1)(B)
Automatic availability of criminal legal aid
Enhanced core payments
Schedule 2
Additional fixed payments
Other provisions
Excluded proceedings
Interaction of fixed payments and the fees regulations
Submission of accounts

8 Account Synopsis Forms

Also enclosed is an example of the new two-part account synopsis form, which will be issues for all cases attracting a fixed payment.

Part A – Claim for Payment

- a) Core payment
- b) Conduct of trial / proof in mitigation
- c) Bail appeal / d) deferred sentence
- e) Outlays

Part B – Report on Proceedings

Abbreviation Codes for Account Synopsis Forms

ISSUE 27: MAY 1999

Page Title

- 1 **Chief Executive Appointed** – Mr Lindsay Montgomery appointed as Chief Executive of SLAB from 1st July 1999
- 2 **Devolution Issues** – court proceedings and fixed payments
- 2 **New Appointment** – Tom Murray appointed as Board’s Director of Legal Services
- 3 **Digital Forms** – questions and answers to aid in installation, running and printing the complimentary CD-ROM containing digital application forms
- 4 **New Internet Resource Launched** – new Website aimed at solicitors carrying out Scottish LA work launched at www.slabpro.co.uk
- 4 **Forms Update** – guidelines for using: matters of special urgency (SU2 and SU4 forms), and applications to sheriff for proceedings under Children (Scotland) Act 1995 (CHILD/APP)
- 5 **Reporters and Sub-Committee Members 1998/1999** – details of practitioners acting as external reporters to the Board during 1998/1999
- 5 **Who’s who at the Board** – recently changed fax numbers for civil applications and applications registration
- 6 **Addressing mail for the Board** – take care to use the correct address!
- 6 **Have you received this information?**
- 7 **Publication of *The Recorder*** – aim to publish in January, May and September
- 8 **Check your details**

ISSUE 28: SEPTEMBER 1999

Page Title

- 1 **Service Satisfaction Survey: our Progress to Date** – Board issued performance questionnaire to 1000 solicitors in 1997, and can now report on work on projects to address concerns raised since: Accounts, Applications, Treasury, Communications, and other more general projects.
- 3 **Fixed Payments** – further information on deferred sentences, fixed payments, and claims for payment in criminal Legal Aid cases
- 4 **Payment Remittance Advice**
- 5 **Code of Practice Consultation**
- 5 **Legal Aid Forms Update** – Scottish criminal cases review commission; Intimation of civil legal aid applications
- 6 **Fourth Edition of the Handbook Available** – also available digitally on CD-ROM
- 6 **Sending Mail to the Board** – new DX address
- 7 **Misdirected Mail**
- 7 **Find us on the Web** – more information on Legal Aid on our websites at www.slab.org.uk and www.slabpro.org.uk
- 7 **Have you received this information?**
- 8 **Publication of *The Recorder*** – aim to publish in January, May and September
- 8 **Check your details**

ISSUE 29: JANUARY 2000

Page Title

- 1 **Developing and Improving our Service** – the Board is reviewing its strategic objectives, performance indicators and targets (Corporate Plan 2003/3) – plans for public meetings throughout Scotland; the next service satisfaction survey; review of complaints procedure; and improved correspondence.
- 2 **Common Disposal** – Accounts Division still encountering problems in assessing accounts from criminal LA cases where common disposal has occurred
- 3 **Code of Practice Update** – full details will be available soon
- 3 **Results of Compliance Questionnaire** – initial results of Audit Effectiveness questionnaires issued to Compliance Partners
- 3 **Registration of Second Year Trainees**
- 4 **Accounts Update**
- 4 **Advice and Assistance Category Codes** – new A&A category codes for cases involving Human Rights Act 1998, Scotland Act 1998 and devolution cases.
- 4 **Annual Issue of the Resource CD and Handbook** – will now be published in June
- 5 **Your Feedback on the Digital Forms**
- 5 **Adobe Exchange Software**
- 5 **Update on Handbook Index**
- 6 **Forms Update** – change to A&A form
- 6 **Forthcoming Seminars** – details of dates, locations and titles of forthcoming seminars
- 6 **Who's who at the Board** – find the 'right person' and contact details
- 7 **Find us on the Web** – more information on Legal Aid on our websites at www.slab.org.uk and www.slabpro.org.uk
- 7 **Have you received this information?**
- 7 **Publication of *The Recorder*** – aim to publish in January, May and September
- 8 **Check your details**

ISSUE 30: MAY 2000

Page Title

- 1 **Meetings with Local Faculties** – results of recent constructive meetings with solicitors and member of public: areas for improvement
- 2 **Account Assessment Issues: Criminal** – transcribing or listening to tapes; warrants; deferred sentences; payment over lunch; expert witnesses (pathologists); other experts; precognitions (corroboration only); fixed payments (section 23(1)(b)).
- 5 **Account Assessment Issues: Civil** – commissions
- 5 **Corporate Plan 2000-2003** – main changes to the performance indicators
- 6 **Review of Applications Processes** – review of applications; review of sanctions; European Convention on Human Rights; legal audit.
- 6 **Service Satisfaction Survey** – thank you to all those who took part!
- 7 **Motions for Increases in Fees** – procedures when asking for additional fees
- 7 **Applications: use of fax** – fax numbers for urgent civil, criminal and A&A enquiries
- 8 **Changes to the Code of Practice**
- 8 **Accounts Calls** – Accounts Assessment Dept. is now open for calls 8.30am–5.00pm
- 9 **Principal Sums Mandates** – current policy on accepting and implementing mandates to pay principal sums to third party
- 10 **New Board Members** – appointment of Professor Ian Percy and William Gallagher
- 10 **Management of Duty Plans** – Marcia Dodd, who managed the duty plan scheme, has retired after 19 years involvement with LA
- 11 **Forthcoming Seminars** – dates and locations for The Edinburgh Law Review Seminar Series 2000: Legal Aid Human Rights Issues and Update on Criminal Law
- 11 **Handbook and Resource CD-ROM** – new handbook (5th ed.) will be available mid-summer in paper form as well as digitally on CD-ROM and Website
- 12 **Reporters and Sub-Committee Members 1999/2000** – details of practitioners acting as external reporters to the Board during 1999/2000
- 13 **Intimation documents** – addresses for civil LA cases involving Scottish Ministers, the Lord Advocate, the Advocate General for Scotland, the BBC, or the Secretary of State for any UK Government Department
- 13 **Scottish Parliamentary Commissioner for Administration** – how to complain to the Scottish Commissioner via a Member of the Scottish Parliament
- 14 **Have you received this information?**
- 14 **In the next issue of *The Recorder***
- 15 **DX Address for the Board**
- 15 **Misdirected Mail**
- 15 **Check your details**

ISSUE 31: NOVEMBER 2000

Page Title

- 1 **Service Standards to be Introduced** – standards for applicants, opponents, solicitors and advocates involved in LA cases, review of new information leaflets
- 2 **Our New Complaints Procedure** – guidelines on how to complain, and Board's actions in response to complaints
- 3 **Outcomes of Solicitors Survey** – main findings, progress to date and new initiatives, and summarised results of the May 2000 survey
- 5 **Forms Update** – no longer accepting paper copies of form (AA/APP, revised 5/98)
- 5 **Faculty Meetings Feedback**
- 6 **Accounts Assessment News** – restructure of Accounts Assessment; criminal LA – witness expenses; automatic criminal LA – bail appeals; High Court proceedings – employment of counsel; policy on commissions; extension of shorthand notes; change control procedures; criminal accounts assessment manual; submission of criminal accounts; fixed payment forms; references for Faculty Services.
- 8 **Applications Update** – guidelines on Advice and Assistance increases, review of A&A form, and closer integration of Legal Services and Applications
- 9 **Answering your Queries**
- 9 **Plans for Development of e-Commerce** – submitted bid for Modernising Government Fund money to develop e-commerce between Board and legal profession
- 10 **Principal Sums Cheques**
- 10 **Fax Numbers at the Board** – please ensure you use the correct fax number
- 10 **Check your details**
- 11 **Have you received this information?**
- 11 **In the next issue of *The Recorder***
- 12 **Mail services to and from the Board** – DX address for the Board, mail opening process, and misdirected mail

ISSUE 32: APRIL 2001

Page	Title
1	Modernising Government Bid Successful – £750 000 granted towards cost of Board's e-business project
2	Board Advertises for Innovative Proposals for Part V Pilot Projects – formation of partnerships with public, private and voluntary agencies to develop community legal services
3	Service Standards Published – standards for service now published on SLAB websites
3	Accounts Assessment Update – claims from custody reporters and curators, change to procedure for offer letters in criminal accounts, and guidelines for the profession
4	Payment Rates for Expert Witnesses – amendments to Crown rates (from 01.02.01), applications for sanction, accounts and mileage
5	Criminal Legal Aid: Fixed Payments (Section 23(1)(b)) – Board's interpretation of paragraph 2, including position prior to, and after, first witness being sworn
7	Applications Update – extensions to grants of Civil LA, and necessary documentation
8	Advice and Assistance – changes to A&A helpline number, and A&A forms
8	Section 17 of the Legal Aid (Scotland) Act 1986: the handling of principal sums and the submission of advice and assistance accounts
9	Mediation in Non-Family Cases: Cover Provided by Legal Aid – criteria governing Board's decision and information requirements
10	Civil Legal Aid Applications Forms Returned as Incomplete
10	Compliance update
11	Gold Award for Board's Mailroom – recognition for highest standard of mailroom operations
11	Legal Post – summary of current situation
12	Who's who at the Board – find the 'right person' and contact details
13	Find us on the Web
13	Have you received this information?
14	Check your details

ISSUE 33: SEPTEMBER 2001

Page	Title
1	E-business Project Pilot Announced – aims and benefits of A&A pilot project
2	Board News: Progressing on Target – key highlights of the Annual Report
3	Legal Aid Evolving in the 21st Century
4	Changes in Legal Services and Applications Department – restructuring
4	New Financial System Successfully Launched – new computer system (FAMS)
5	Board Wins Extra Funding
5	Board Retains Investors in People Award
6	Has your Firm Overpaid VAT? – claiming back overpayments
7	Divorce on a Fault Based Ground: No Ancillary Craves – changed guidance and example situations
8	Applications to the Scottish Criminal Cases Review Commission – A&A may be available for making applications – background and updated procedure
10	Changes in Nominated Solicitor in Advice and Assistance – amended criteria covering situations involving sole practitioners
11	Provision of Advice & Assistance by Second Year Trainees – now able to give A&A
11	Incomplete Forms Cause Delays
12	Ordinary Witnesses Payment Rtes – amended figures from 01.02.01
13	Duty Plans 2002 – new eligibility criteria, preparing forthcoming duty plans
13	Alex Anderson Retires
14	Have you used our web sites? – what’s on the site and how it can help you
14	Electronic Legal Aid forms – visit SLABPro for copies of current forms and handbook
15	Board to join legal post
15	Processing applications mail
16	Address us correctly
16	Have you received this information?
16	Misdirected mail
17	Who’s Who at the Board – find the ‘right person’ and contact details
18	Download the handbook in electronic format
20	Check your details
20	In the next issue of <i>The Recorder</i>

ISSUE 34: MARCH 2002

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1	New Structure for Handling Civil Applications – we want your views
1	Advice and Assistance: Pension Splitting
3	Actions for Declarator of Paternity
3	Supporting Documentation for Civil Legal Aid Applications – revised approach
4	Correct Benefits Information
4	Notification of an Application for Civil Legal Aid to an Opponent
5	Special Urgency Provisions: Regulation 18 – proposals to alter special urgency provisions and improve access to Legal Aid
6	Multiple Grants of Advice and Assistance
6	Memorandum by the Lord Justice General: Criminal Sanctions
8	Accounts for Reporters to the Court
8	Fixed Fees – most common causes for delays in processing accounts
9	Extra Statutory Concession Cases: Refunds of Interim Payments
10	Exemptions from Recovery under Regulation 16(3) of the Advice and Assistance (Scotland) Regulation 1996
10	Non-qualified Attendances in Advice and Assistance
11	Taxation Decisions
11	Third Parties and Third Party Minuters
11	Mileage Rate – increased to 40p/mile from 01.12.01
12	Improvements to the Contributions Payment System – extension of contribution payment period, estimating case costs, and explanation of level of contribution
13	Payment of Principal Sums to Meet Net Liability to the Fund
14	Legal Aid in a Changing World – key findings and conclusions of research into reduction in civil legal aid applications in Scotland (1992-2001)
17	Public Defence Solicitors’ Office: Evaluation by the Scottish Executive
17	Innovative Legal Advice Pilot Projects Announced – 4 new projects
19	Legal Aid Inquiry – Report of the Justice 1 Committee of the Scottish Parliament
20	Scanning of Mail Introduced
20	E-business
21	Reporters and sub-committee members 2000/2001
21	Have you received this information?
22	Useful information. Check your details
23	In the next issue of <i>The Recorder</i>

ISSUE 35: DECEMBER 2002

Page	Title
1	Consolidation Regulations – 4 new pieces of legislation (01.12.02)
1	E-business – what’s happened so far, and will be happening next
2	Consulting and Working with the Legal Profession and Others
3	Applications Update and Guidance – applications returned unregistered
3	Civil Legal Aid – actions for payment by Inland Revenue
4	Advice and Assistance – Dyslexia A&A guidance, supporting documentation and precognitions
5	Accounts Guidance – “Hardship applications” in A&A cases
6	Assessment of Advice and Assistance and ABWOR Accounts in Immigration and Asylum Cases – guidance to clarify charging differences
7	Legal Aid for Representation under the Sexual Offences (Procedure and Evidence) (Scotland) Act 2002
8	Charges by the Ambulance Service for Precognitions
8	Criminal Legal Aid: Exceptional Cases
8	Criminal Legal Assistance – preparation
9	Money Returned by Solicitors to the Board – excessive pre-payment and refunds of payments
10	Treasury Update: Outcome of cases where no account has been submitted
11	Board Research Programme – this year’s programme (A&A, Civil and Criminal Legal Aid) and main findings
12	Director of Corporate Services and Accounts – Jim Edgar is leaving
13	Who’s Who in the Board, and how to contact them
15	Misdirected mail
15	Web Sites
15	Check your details
16	Have you received this information?
16	In the next issue of <i>The Recorder</i>

ISSUE 36: MARCH 2003

Page Title

- 1 **Chairman's Introduction** – main projects for 2003/2004, benefits for solicitors of streamlined legal aid system, results of reforms to civil legal aid resulting from partnership with the Law Society, Scottish Executive and the Board
- 2 **Civil Legal Aid** – new rules for personal injuries actions in the Court of Session; working group on sanctions for experts/unusually large expenditure or unusual work; property recovered or preserved: valuations and other information required by the Board; computation period; Reg. 18: specially urgent work.
- 6 **Criminal Legal Aid** – summary criminal legal aid: interests of justice review including possible improvements; Criminal Justice Bill
- 6 **Advice and Assistance** – changes to eligibility
- 7 **Accounts** – Taxations: extract from the Opinion of Lord Eassie in a Note of Objections arising from the taxation of counsel's fees. The judgement deals with following issues: Party and Party v Agent and Client, Third Party Paying: Counsel's Fees; Protection of the Board; Prudent Man of Business.

Summary criminal legal aid "exceptional" cases: factors taken into account by Board when considering whether or not solicitors are paid according to time spent/work done on case and examples of cases granted.
- 9 **E-business project moves forward** – intend to pilot new e-business system for A&A for three month period beginning in May; details of available facilities; features of the advice and assistance application web form; features of the advice and assistance increase web form; features of the accounts web form; benefits to the profession; time aim for full implementation and e-business timetable.
- 11 **Advice and Assistance survey results** – initial results of December 2002 survey of civil advice and assistance users: satisfaction with introductory meeting with solicitor; financial issues, satisfaction with advice and assistance; conclusion shows high level of satisfaction with majority of people achieving their aim(s). Full report on findings will be published shortly. Details of other surveys currently being undertaken.
- 13 **Trend Analysis** – improving ability to analyse patterns and trends with the LA system
- 13 **Board News** – Director of Corporate Services and Accounts, Andrew Menzies, started in early March; the Board has recently published revised A&A Guidelines to the profession, details of latest sets of guidelines; new legal aid leaflets for the public to be issued shortly; details of site contents of Board's revamped website at www.slab.org.uk; SLAB and the Race Relations (Amendment) Act 2000; improving the Board's mail handling;
- 16 **Have you received this information?**

ISSUE 37: SUMMER 2003

Page Title

- 1 Chief Executive's Introduction** – Corporate Plan published; questionnaire feedback encouraging; civil legal aid reform; e-business progress
- 2 Civil Legal Aid Reforms** – Fees; Applications and reporting; Quality assurance and registration; conclusion
- 6 Survey of solicitors' views**
- 7 Advice and assistance – benefit changes**
- 8 Civil Legal aid** – further improvements to the contribution system;
- 9 Minimum financial threshold for court of session actions;**
- 9 information to be supplied where an award of expenses has been obtained;**
- 9 supporting documentation for civil legal aid applications**
- 10 Clawback – information for applicants for civil legal aid;**
- 10 Criminal legal aid** – criminal legal assistance register
- 11 Sanction for interpreters**
- 11 Youth Court Pilot**
- 13 Accounts;**
- 13 Board News** – E-business update; Annual report; E-mail addresses; Where can I get?
- 14 Have you received this information?**
- 16 Legal Aid Conference**