



Scottish Legal Aid Board
Civil Legal Assistance Register
Application by firm of solicitors for registration

FIRM
*This form is for use
by a firm of solicitors*

Name of firm:

Principal
business
address:

Telephone
number:

Contact person for Civil registration (Partner in Firm):

Email address:

In order to register with SLAB, your firm must provide details of how it intends to adhere to the Law Society's [Ten Administrative Requirements for Civil Registration](#). Please amend the examples below to reflect the procedures which will be carried out within your firm.

- *Opening and closing of a file for civil legal assistance, and monitoring its status.*

- *Recording work carried out for the client, and all material advice tendered to the client as the case proceeds.*

- *Ensuring that all solicitors providing civil legal assistance remain acquainted with the regulations.*

- *Ensuring that all documents and other paperwork submitted to SLAB are in order.*

- *The control of incoming and outgoing mail.*

- *The periodic review of a sample of cases being conducted under the auspices of the civil legal assistance scheme.*

- *The review of the conduct of a sample of cases conducted under the civil legal assistance scheme at the conclusion of the case.*

- *Dealing with complaints from the client, the Law Society or SLAB arising from any civil legal assistance case.*

- *Submitting accounts to SLAB and dealing with subsequent correspondence and queries, and recording the receipt of payment.*

- *Ensuring that all members of the firm's administrative and support staff are aware of the firm's procedures and observing them.*

Signature:

Date:

If you have used your Law Society Smartcard to sign this document you can email it to civilregister@slab.org.uk or you can print it off and complete it manually. You should then post it to Receipts & Payments, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE (DX 555250 General Mail, Edinburgh 30).