**Scottish Legal Aid Board**

**Court Duty Plans**

This application form must be completed by the individual solicitor applying for inclusion on the court duty plan. If you need more forms, we can accept photocopies or you can download the form from the [**Board’s website**](https://www.slab.org.uk/solicitors/other-resources/duty-plans/court-duty-plans/) or by contacting **Tracy Brown** at **browntr@slab.org.uk** or on 0131 240 1945. Forms can be returned by post to the Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE. Scanned forms can also be sent to **browntr@slab.org.uk**.

Please ensure that this form is fully and accurately completed. If not, it may not be possible to consider your application for inclusion on the duty plan.

**The form must be accompanied by a copy of the applicant's practising certificate.**

|  |  |
| --- | --- |
| **Name** |  |
| **Firm name**  |  |
| **Firm address\*** |  |
| **Business telephone\*** |  |
| **Out of hours telephone\*\*** |  |
| **Email address**  |  |
| **\****Any business address and phone number provided here will be shown on the Court Duty plans published on the* [***SLAB website***](http://www.slab.org.uk/solicitors/other-resources/duty-plans/court-duty-plans)*. Please tell us if you do not wish this information to be published.* \*\**Out of hours number for Board and Police use only* |
| **DX/LP number** (if applicable): |  |
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**Practitioner code:** **Firm code:**   |

**Which Duty Plan do you wish to be included on?**

|  |  |
| --- | --- |
| Sheriff court |  |
| JP court |  |

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| --- | --- | --- |
| **Are there any dates that you are unavailable?** | **Date from, inclusive** | **Date to, inclusive** |
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**Is there a restriction on your current practising certificate?** [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| *If yes, please indicate the nature of that restriction* |  |

**Have you previously served as a court duty solicitor?** [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| *If yes, indicate in which courts (stating whether sheriff or district) and for how many years* |  |

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| --- |
| **Please use this space to demonstrate that you are able to provide professional services of a quality which could reasonably be expected of a competent solicitor conducting criminal business.** *You can refer to matters such as the number of criminal cases in which you have taken instructions, your CPD record, and compliance with the Criminal Code of Practice. Please note if this is not sufficiently completed your application form may be rejected.* |
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| **Before sending us this form remember to:*** Attach a copy of your current practising certificate
* Sign and date your application
* Ensure ALL questions are completed fully.
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**DECLARATION TO BE SIGNED BY THE APPLICANT**

* I undertake that, if I am selected for service as duty solicitor, and unless I resign from the duty plan for which I am selected, I shall carry out, personally, the period of duty assigned to me.
* If called upon to attend at a police station, I will be able to attend within one hour (urban areas) or two hours (rural areas), or at a reasonable timescale at the discretion of and agreed with the Police Investigating Officer handling the case.
* I shall render during the period the services of a duty solicitor as set out in the Legal Aid (Scotland) Act 1986 and the Criminal Legal Assistance (Duty Solicitors)(Scotland) Regulations 2011.
* If I am unable to carry out the period of duty personally, I shall delegate only to such persons as may be authorised by the Scottish Legal Aid Board.
* If also undertake to inform the Scottish Legal Aid Board immediately if I resign from the duty plan, and I shall not exchange periods of duty with another solicitor, except with the approval of the Scottish Legal Aid Board.

**IMPORTANT INFORMATION ABOUT YOUR PERSONAL DATA**

The Scottish Legal Aid Board (SLAB) is a data controller. The information you provide in this form will be used to process your application to become a duty solicitor in accordance with the Legal Aid (Scotland) Act 1986 and any regulations made there under. Your personal data will be processed in accordance with the principals of the UK General Data Protection Regulation. In the process of dealing with your application, we may share your data with third parties, such as SCRA, court services, members of the public and the Law Society of Scotland.

We may share the contact details that you provide in this form with SCRA and other duty solicitors who are members of the same local plan(s) as you, to facilitate the swapping of allocated rota slots. However we will not pass on information about you unless the law allows us to do so. We will retain the personal information provided in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner. Under the UK General Data Protection Regulation you have the right (subject to certain exemptions) to request access to the personal data we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or moved and you will be able to object to processing if you believe it may be unlawful. Where SLAB is responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this.

To request your personal data, write to SLAB’s Data Protection Officer at **DPO@slab.org.uk**. If you are unhappy with the response you get from us, you can ask us to look again at your request; you can write to our Data Protection Officer at **SAR@slab.org.uk** or using our postal address. For further information on how we use your personal data and your rights as an individual, please refer to our Privacy Notice our website [**here**](https://www.slab.org.uk/site-pages/privacy-policies/).

**Signature:**  **Date:**